**West Manor Elementary School**

**Date: September 22, 2020**

**Time: 4:00 PM**

**Location: Virtual Via Zoom**

* **Call to order:** 4:08 PM
* **Roll Call**

|  |  |  |
| --- | --- | --- |
| **Role** | **Name** *(or Vacant)* | **Present or Absent** |
| **Principal** | **Reginald Lawrence** | **Present** |
| **Parent/Guardian** | **\*Candidate Crystal Hall – Invited**  | **Absent** |
| **Parent/Guardian** | **\*Candidate Leah McAllister – Invited**  | **Absent** |
| **Parent/Guardian** | **Christan Duncan** | **Absent**  |
| **Instructional Staff** | **Kimberly Smallwood** | **Present** |
| **Instructional Staff** | **Dietrice Bennet** | **Present** |
| **Instructional Staff** | **Azuree Walker** | **Present** |
| **Community Member** | **Margaret Vaughn** | **Present** |
| **Community Member** |  |  |
| **Swing Seat** | **Mariel Lawrence**  | **Present** |
| **Student** *(High Schools)* | **N/A** |  |

**Quorum Established:** Yes

* **Action Items** *(add items as needed)*
	+ **Approval of Agenda:** Motion made by: M. Lawrence; Seconded by: D. Bennett

Members Approving: R. Lawrence, K. Smallwood, A. Walker, M. Vaughn,

Members Opposing: None

Members Abstaining: None

**Motion: Passes**

* + **Fill Vacant Positions** *(copy and complete table for each vacant position)*

***\*\*Vacant positions will be filled during the October meeting pending election results***

|  |  |
| --- | --- |
| **Vacant Position:** | **[Parent, Staff, Community, Swing]** |
| **Nominee’s Name:** |  |
| GO Team Members**In favor** |  |
| GO Team Members **Opposed** |  |
| GO Team Members **Abstaining** |  |

* + **Fill Open Community Member Seat:**

|  |  |
| --- | --- |
| **Open Position:** | **Community Member** |
| **Nominee’s Name:** |  |
| GO Team Members**In favor** |  |
| GO Team Members **Opposed** |  |
| GO Team Members **Abstaining** |  |

* + **Fill Open Swing Seat** *(copy and complete table for each nominee for each position – list winners where indicated)*

|  |  |
| --- | --- |
| **Open Position:** | **Swing Seat**  |
| **Nominee’s Name:** |  |
| **Nominated by** |  |
| GO Team Members**In favor** |  |
| GO Team Members **Opposed** |  |
| GO Team Members **Abstaining** |  |

**SWING SEAT RESULT:**

* + **Approval of Previous Minutes:** *List amendments to the minutes:* None

Motion made by: M. Lawrence; Seconded by: R. Lawrence

Members Approving: K. Smallwood, D. Bennet, M. Vaugh, A. Walker

Members Opposing: None

Members Abstaining: None

**Motion: Passes**

* + **Election of Officers** *(copy and complete table for each nominee for each position – list winners where indicated)*

***\*\*Election of Officers will occur during our October meeting pending election results.***

* + - **Chair: Result:** [Insert Name of Member Elected as Chair]

|  |  |
| --- | --- |
| **Officer Position:** | **Chair** |
| **Nominee’s Name:** |  |
| GO Team Members**In favor** |  |
| GO Team Members **Opposed** |  |
| GO Team Members **Abstaining** |  |

* + - **Vice Chair: Result:** [Insert Name of Member Elected as Vice-Chair]

|  |  |
| --- | --- |
| **Officer Position:** | **Vice Chair** |
| **Nominee’s Name:** |  |
| GO Team Members**In favor** |  |
| GO Team Members **Opposed** |  |
| GO Team Members **Abstaining** |  |

* + - **Secretary: Result:** [Insert Name of Member Elected as Secretary]

|  |  |
| --- | --- |
| **Officer Position:** | **Secretary** |
| **Nominee’s Name:** |  |
| GO Team Members**In favor** |  |
| GO Team Members **Opposed** |  |
| GO Team Members **Abstaining** |  |

* + - **Cluster Representative: Result:** [Insert Name of Member Elected as Cluster Representative]

|  |  |
| --- | --- |
| **Officer Position:** | **Cluster-Representative** |
| **Nominee’s Name:** |  |
| GO Team Members**In favor** |  |
| GO Team Members **Opposed** |  |
| GO Team Members **Abstaining** |  |

* + **For High Schools: Appoint Student Representative**

**Student Representative:** [Insert Name of Student Representative]

* + **Review and Approve Public Comment Format: Public Comment Format is below**

*Twenty minutes are allotted for public comment at the end of the GO Team meeting agenda.*

*Stakeholders wishing to comment must email the chairperson at least one day prior to the meeting.*

*Each speaker will be granted two minutes to make a comment.*

*The timekeeper will hold up a red card to give the speaker a 30-second warning.*

*A timer will sound off once the two minutes has ended.*

 Motion to adopt made by: K. Smallwood; Seconded by: A. Walker

Members Approving: R. Lawrence, M. Vaughn. D. Bennett, M. Lawrence

Members Opposing: None

Members Abstaining: None

**Motion: Passes**

* + **Set GO Team Meeting Calendar** *(GO Teams are required to have a minimum of 6 meetings, with at least 4 allowing for Public Comment)*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Date** | **Time** | **Location** | **Public Comment Permitted? (Yes/No)** |
| **1** | **September 22, 2020** | **4:00 PM**  | **Virtual via Zoom**  | **No** |
| **2** | **October 20, 2020** | **4:00 PM** | **Virtual via Zoom**  | **Yes** |
| **3** | **November 17, 2020** | **4:00 PM**  | **Virtual via Zoom** | **Yes** |
| **4** | **January 19, 2021** | **4:00 PM**  | **Pending Public Health Status** | **Yes** |
| **5** | **February 16, 2021** | **4:00 PM**  | **Pending Public Health Status** | **Yes** |
| **6** | **March 16, 2021** | **4:00 PM**  | **Pending Public Health Status** | **Yes** |
| **7** | **April 20, 2021** | **4:00 PM**  | **Pending Public Health Status**  | **Yes** |
| **8** |  |  |  |  |

* + **Review, Confirm/Update, and Adopt GO Team Meeting Norms**

Members Approving: R. Lawrence, D. Bennett, K. Smallwood, M. Vaughn, M. Lawrence

**Motion: Passes**

* **Discussion Items** *(add items as needed)*
	+ **Discussion Item 1**: Introduce GO Team Candidates
	+ GO Team candidates received a meeting invitation, however none of the candidates were able to attend.
	+ Election of GO Team Officers will occur during the October 20th meeting.
* **Information Items**
	+ **Principal’s Report**
		- Dr. Lawrence provided an update on the building renovation and discussed the current proposed reopening plan for Atlanta Public Schools.
	+ **Information Item 2 - IB Update**
		- Mrs. Walker shared an update on our IB authorization process.
		- The application for IB authorization has been submitted and we are anticipating an authorization visit in early 2021.
		- The authorization visit may be in person or virtual pending public health data.
* **Announcements**
* **Adjournment**

Motion made by: D. Bennett; Seconded by: A. Walker

Members Approving: R. Lawrence, K. Smallwood, M. Vaugh, M. Lawrence

Members Opposing: None

Members Abstaining: None

**Motion: Passes**

**ADJOURNED AT** 5:03 PM

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**Minutes Taken By:** M. Lawrence

**Position:** Chairperson

**Date Approved:** [Insert Date When Approved]