

[SCHOOL NAME] GO Team Meeting

Date: [insert date] August 18th

Time: [insert time] 5:30 p.m. - 6:31 p.m.

Location: [insert meeting location] media center conference room

I. Call to order**II. Roll call; Determine quorum status; Approve previous meeting minutes****III. Action Items**

- a. Elect GO Team Officers
- b. Elect Cluster Representative
- c. Appoint student member (high school only)
- d. Finalize Meeting Schedule

IV. Discussion Items

- a. Public Comment Format
- b. Team norms

V. Information Items

- a. Strategic Planning

VI. Announcements**VII. Adjournment**

Call to order*(BEST Academy 6-12) (media Center conference rm) (August 18, 2016)*

A meeting of the GO Team for [school name] was held at [Location] on [Date].

Attendees

Attendees included [list names of GO Team members present].

Justine Reynolds	Carla Christien	Timothy Jones	Jennifer Tanner
Tanya Green	Kwanma Stiggers	Keith Strickland	Randy Fling
David Turner	Patrice Walker		

Members not in attendance

Members not in attendance included [list names].

Randy Fling			
David Turner			

Is there are quorum present? Circle or highlight **Yes** or No**Changes Made to Minutes**

1. XXXX
2. XXXX
3. XXXX
4. XXXX

Minutes approved? Circle or highlight **Yes** or No

Voting Results of Officer Election

Chairperson

	Candidate Name: <i>Justine Reynolds (declined)</i>
List the GO Team members in favor of candidate	
List the GO Team members not in favor of candidate	
	Candidate Name: <i>Timothy Jones (accepted)</i>
List the GO Team members in favor of candidate	<i>all in favor</i>
List the GO Team members not in favor of candidate	
	Candidate Name:
List the GO Team members in favor of candidate	
List the GO Team members not in favor of candidate	

Notes: [add comments about actions taken]

Vice-chairperson

List the GO Team members in favor of candidate	Candidate Name: <i>Justine Reynolds (accepted)</i> <i>all members in favor</i>
List the GO Team members not in favor of candidate	
	Candidate Name:
List the GO Team members in favor of candidate	
List the GO Team members not in favor of candidate	
	Candidate Name:
List the GO Team members in favor of candidate	
List the GO Team members not in favor of candidate	

Notes: [add comments about actions taken]

Secretary

	Candidate Name: <i>Patrice Walker</i>
List the GO Team members in favor of candidate	<i>all members are in favor</i>
List the GO Team members not in favor of candidate	
	Candidate Name:
List the GO Team members in favor of candidate	
List the GO Team members not in favor of candidate	
	Candidate Name:
List the GO Team members in favor of candidate	
List the GO Team members not in favor of candidate	

Notes: [add comments about actions taken if needed]

*Tanya Green, Kwanna Stiggers, + Jennifer Tanner
all declined!*

Cluster Representative

List the GO Team members in favor of candidate	Candidate Name: Kwanna Stiggers (accepted) all members in favor
List the GO Team members not in favor of candidate	
List the GO Team members in favor of candidate	Candidate Name: Carla Christian (declined)
List the GO Team members not in favor of candidate	
List the GO Team members in favor of candidate	Candidate Name: Jennifer Tanner (declined)
List the GO Team members not in favor of candidate	

Notes: [add comments about actions taken if needed]

Student Representative

	Candidate Name: <i>Nicholas Christian</i>
List the GO Team members in favor of candidate	<i>nominated by Dr. T. Jones</i>
List the GO Team members not in favor of candidate	
	Candidate Name:
List the GO Team members in favor of candidate	
List the GO Team members not in favor of candidate	

Notes: [\[add comments about actions taken if needed\]](#)

2016-2017 Meeting Schedule 3rd Tuesday (5:30-6:30)

Meeting	Date	Time	Location
1	August 18 th	5:30-6:30	media center conference room
2	September 20 th	5:30-6:30	"
3	October 18 th	5:30-6:30	"
4	November 15 th	5:30-6:30	"
5	January 17 th	5:30-6:30	"
6	February 21 st	5:30-6:30	"
7	March 21 st	5:30-6:30	"

Discussion Items

Notes: [add comments about actions taken if needed]

unanimous of accuracy of voting record
 public comments 20 minutes from 6:10 until 6:30
 for September, November, January & February
 meetings. It will be a 15 minute sign in
 information items from 5:30 until 5:45. The timekeeper
 is David Turner. All were
 in favor. All in favor of our Team norms are
 the same as district norms.

Notes: [add comments about actions taken if needed]

in favor. All in favor of our Team norms are
 the same as district norms.

Announcements

[Add your text here.]

A handwritten signature in black ink, appearing to read "M. Lee", written over a horizontal line.

Secretary

A handwritten date "08-18-2016" in black ink, written over a horizontal line.

Date of approval