

# Meeting Minutes

**CARVER EARLY COLLEGE**

Date: **September 11, 2018**

Time: **4:30pm**

Location: **Carver Early College Media Center**

- I. Call to order: 11:26 am
- II. Roll Call

Role	Name (or Vacant)	Present or Absent
Principal	Marcene Thornton	Present
Parent/Guardian	Chiquita Brown	Absent
Parent/Guardian	Sandra Bethea	Present
Parent/Guardian	Lakeisha Lockard	Absent
Instructional Staff	Joseph Marutollo	Present
Instructional Staff	Kandice Richardson	Present
Instructional Staff	Melinda Houston	Present
Community Member	Vacant	Absent
Community Member	Vacant	Absent
Swing Seat	Sandy Thomas	Present
Student (High Schools)	Khalil Edwards	Absent

Dr. Emmett Schafer -

Quorum Established: **Yes**

**III. Action Items**

- a. **Approval of Agenda:** Motion made by: **Sandra Bethea** Seconded by: **Marcene Thornton**  
 Members Approving: All  
 Members Opposing: 0  
 Members Abstaining: 0  
**Motion Passes**
- b. **Approval of Previous Minutes:** *Deferred by Sandra Bethea to October meeting to allow for physical copy of the previous minutes.*
- c. **Fill Vacant Positions:** *Deferred until October meeting in order to be in compliance with GO Team Protocol for vacant positions.*
- d. **Election of Officers** *(copy and complete table for each nominee for each position – list winners where indicated)*

# Meeting Minutes

**i. Chair: Result: [Sandra Bethea](#)**

<b>Officer Position:</b>	<b>Chair</b>
<b>Nominee's Name:</b>	Sandra Bethea
GO Team Members <b>In favor</b>	ALL
GO Team Members <b>Opposed</b>	0
GO Team Members <b>Abstaining</b>	0

**ii. Vice Chair: Result: [Melinda Landsman](#)**

<b>Officer Position:</b>	<b>Vice Chair</b>
<b>Nominee's Name:</b>	Melinda Landsman
GO Team Members <b>In favor</b>	ALL
GO Team Members <b>Opposed</b>	0
GO Team Members <b>Abstaining</b>	0

**iii. Secretary: Result: [Sandy Thomas](#)**

<b>Officer Position:</b>	<b>Secretary</b>
<b>Nominee's Name:</b>	Sandy Thomas
GO Team Members <b>In favor</b>	ALL
GO Team Members <b>Opposed</b>	0
GO Team Members <b>Abstaining</b>	0

**iv. Cluster Representative: Result: [Sandra Bethea](#)**

<b>Officer Position:</b>	<b>Cluster Representative</b>
<b>Nominee's Name:</b>	Sandra Bethea
GO Team Members <b>In favor</b>	ALL
GO Team Members <b>Opposed</b>	0
GO Team Members <b>Abstaining</b>	0

- e. **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 (Yes/No)
1	9/11/2018	4:30pm	Carver Early College Media Center	Y
2	10/23/2018	4:30pm	Carver Early College Media Center	Y
3	11/13/2018	4:30pm	Carver Early College Media Center	Y
4	1/22/2019	4:30pm	Carver Early College Media Center	Y
5	2/12/2019	4:30pm	Carver Early College Media Center	Y
6	3/12/2019	4:30pm	Carver Early College Media Center	Y
7	4/9/2019	4:30pm	Carver Early College Media Center	Y
8	5/7/2019	4:30pm	Carver Early College Media Center	Y

### Review and Approve Public Comment Format

- I. We will have a question forum available during the GO Team Meetings. This will be built into each GO Team Agenda.
- II. Anyone interested in speaking or asking a question must attend in person.
- III. We will allow (2-5) minutes per person to speak. The Go Team will listen only to the person(s) and will address any questions/comments/concerns after we have discussed them as a team. We will post those answers/comments within one week on the meeting minutes for that meeting.

NOTE: In the event that the GO Team needs to obtain additional information regarding a question, please allow approximately one (1) week for a response.

Motion to adopt made by: [Sandra Bethea](#); Seconded by: [Melinda Landsman](#)

Members Approving: ALL

Members Opposing: 0

Members Abstaining: 0

Motion [Passes](#)

### Review and Adopt GO Team Norms

The initial GO Team Meeting Norms are as follows:

- This is a meeting of the GO Team. Only members of the team may participate in the discussion. Any members of the public present are here to quietly observe.
- We will be fully present.
- We will follow the agenda as noticed to the public and stay on task.

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- We will be respectful of each other at all times.
- We will be open-minded.
- We invite and welcome contributions of every member and listen to each other.
- We will respect all ideas and assume good intentions.
- We will approach differences of opinion with curiosity.

Motion made by: [Sandra Bethea](#); Seconded by: [Melinda Landsman](#)

Members Approving: ALL

Members Opposing: 0

Members Abstaining: 0

Motion Passes

#### IV. Information Items *(add items as needed)*

##### a. Principal's Report

- Largest freshmen class. Exceeded projected enrollment goals.
- SGA elections are approaching in which some students are running without an opponent. Working to encourage more participation.
- Signature Male Mentoring Program met last week. Looking for more support from parents to meet program goals.
- Looking to restore the Study Abroad Program and take a trip to Washington D.C. in addition to other college exposure trips. Goal to help students get into a post secondary schools or work based learning programs.
- Funding used for two paraprofessionals.

#### V. Announcements

PTSA President is Lakeisha Lockard. One goal is to increase parent student involvement. Open House is Thursday, September 13, 2018 at 5:30pm.

#### VI. Adjournment

Motion made by: [Marcene Thornton](#); Seconded by: [Melinda Landsman](#)

Members Approving: ALL

Members Opposing: 0

Members Abstaining: 0

Motion Passes

ADJOURNED AT 5:50pm

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Minutes Taken By: [Sandy Thomas](#)

Position: [Secretary](#)

Date Approved: [November 6, 2018](#)