



MEETING NOTICE

School	Date	Tim:	Location
Carver Early College	9/22/20	4:30pm	Virtually
Join Zoom Meeting https://atlantapublicschools-us.zoom.us/j/87240238066?pwd=Q2ZWdDVkYmYzL1E5MlRnb0thaERsdz09 Meeting ID: 872 4023 8066 Passcode: 1L0LdV			

Notice Prepared By: Joseph Marutollo Date Posted: Orig (May, 2020) Rev. 9/22

Meeting Agenda

(agenda may be amended)

This meeting will not allow for Public Comment

I. Action Items

- A. Approval of Agenda:
- B. Fill Vacant Positions *(if applicable)*
- C. Fill Open Community Member(s) Seat
- D. Approval of Previous Minutes
- E. *For High Schools:* Appoint Student Representative
- F. Review and Approve Public Comment Format
- G. Review, Confirm/Update, and Adopt GO Team Norms

II. Discussion Items *(add items as needed)*

- A. Review of GO Team Mandate and Mission
- B. Attached Document for your review at our 2nd meeting – Strategic Plan
- C. Next Meeting Date – proposed October 20, 2020, 4:30 pm

III. Information Items *(add items as needed)*

- A. **Return + Learn Plan *(required)***
- B. Principal's Report

Carver Early College

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Time: 4:30

Location: Virtual Via Zoom

Join Zoom Meeting

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Meeting ID: 872 4023 8066

Passcode: 1L0LdV

- I. Call to Order**
- II. Roll Call; Establish Quorum**
- III. Action Items**
 - A. Approval of Agenda:
 - B. Fill Vacant Positions
 - i. Parent Positions
 - ii. Staff Positions
 - C. Fill Open Community Member Seat(s)
 - i. 1 term limit
 - ii. 1 anticipated resignation
 - D. Approval of Previous Minutes
 - E. *For High Schools:* Appoint Student Representative
 - F. Review and Approve Public Comment Format (see below for existing language)
 - G. Review, Confirm/Update, and Adopt GO Team Norms
 - H. Contact Information for GO Team Members
- IV. Discussion Items *(add items as needed)***
 - A. Go Team Mandate & Mission
 - B. Discussion Items for next Meeting
 - i. Officer Elections
 - ii. Review of Strategic Plan
- V. Information Items *(add items as needed)***
 - A. **Return + Learn Plan *(required)***
 - B. Principal's Report
- VI. Announcements *(add items as needed)***
 - A. Announcements
- VII. Adjournment**

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.

Meeting Summary

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I. Roll Call

Role	Name (or Vacant)	Present or Absent
Principal	Mrs. Christine Rogers	
Parent/Guardian	Tishawn Bilal	
Parent/Guardian	Kimberly Lockett	
Parent/Guardian	Vacant	
Instructional Staff	Joseph Marutollo	
Instructional Staff	Kandace Richardson	
Instructional Staff	Kristen Woods	
Community Member	Vacant	
Community Member	Vacant	
Swing Seat	Sandy Thomas	
Student (High Schools)	Myla Williams	

II. Action Items *(add items as needed)*

A. **Approval of Agenda: Motion** [Passes/Fails]

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

Vacant Position:	[Parent, Staff, Community, Swing]
Appointee's Name:	

C. **Fill Open Community Member Seat:**

Open Position:	Community Member
Appointee's Name:	

D. **Approval of Previous Minutes: Motion** [Passes/Fails]

E. **For High Schools: Appoint Student Representative**

Student Representative: [Insert Name of Student Representative]

F. **Approval of Public Comment Format: Motion** [Passes/Fails]

G. **Adopt GO Team Norms Motion** [Passes/Fails]

Meeting Summary

III. Adjournment: Motion [Passes/Fails]

Meeting Minutes

[SCHOOL NAME]

Date: [insert date]

Time: [insert scheduled time]

Location: [insert meeting location]

- I. Call to order: [Insert actual Start Time of the meeting]
- II. Roll Call

Role	Name (or Vacant)	Present or Absent
Principal		
Parent/Guardian		
Parent/Guardian		
Parent/Guardian		
Instructional Staff		
Instructional Staff		
Instructional Staff		
Community Member		
Community Member		
Swing Seat		
Student (High Schools)		

Quorum Established: [Yes or No]

III. Action Items *(add items as needed)*

- A. **Approval of Agenda:** Motion made by: [Insert Name]; Seconded by: [Insert Name]
Members Approving:
Members Opposing:
Members Abstaining:
Motion [Passes/Fails]

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

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

C. **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	

D. **Approval of Previous Minutes:** *List amendments to the minutes:*

Motion made by: [Insert Name]; Seconded by: [Insert Name]

Members Approving:

Members Opposing:

Members Abstaining:

Motion [Passes/Fails]

E. **For High Schools: Appoint Student Representative**

Student Representative: [Insert Name of Student Representative]

F. **Review and Approve Public Comment Format** [Insert or attach approved Public Comment Format] Motion to adopt made by: [Insert Name]; Seconded by: [Insert Name]

Members Approving:

Members Opposing:

Members Abstaining:

Motion [Passes/Fails]

G. **Review and Adopt GO Team Norms** [Insert or attach approved Public Comment Format] Motion made by: [Insert Name]; Seconded by: [Insert Name]

Members Approving:

Members Opposing:

Members Abstaining:

Motion [Passes/Fails]

IV. Discussion Items *(add items as needed)*

A. **Discussion Item 1:** [Add description of discussion item and brief summary of the discussion]

B. **Discussion Item 2:** [Add description of discussion item and brief summary of the discussion]

Meeting Minutes

- V. Information Items** *(add items as needed)*
- A. **Return + Learn Plan** *(required)* [Add brief summary of the plan and any resulting discussion]
 - B. **Principal's Report** [Add brief summary of the report and any resulting discussion]
 - C. **Information Item 2** [Add brief summary of the item and any resulting discussion]
- VI. Announcements** [Add brief summary of the announcements]
- VII. Adjournment**
- Motion made by: [Insert Name]; Seconded by: [Insert Name]
- Members Approving:
- Members Opposing:
- Members Abstaining:
- Motion [Passes/Fails]

ADJOURNED AT [Insert Actual Time]

Minutes Taken By: [Insert Name]

Position: [Insert Officer Position or GO Team Member]

Date Approved: [Insert Date When Approved]