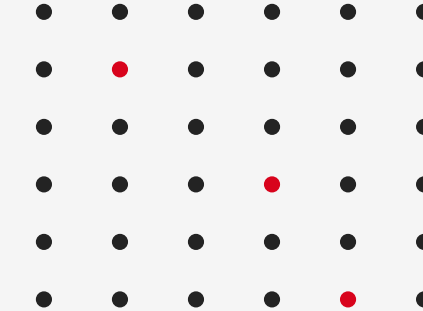




CARVER STEAM GO Team Organizational Meeting



Template Last Revised:
9/3/2025



Agenda

- I. Call to Order**
- II. Roll Call; Establish Quorum**
- III. Action Items**
 - A. Approval of Agenda
 - B. Fill Vacant Positions *(if applicable)*
 - C. Fill Open Community Member Seat
 - D. Fill Open Swing Seat
 - E. *For High Schools:* Appoint Student Representatives
 - F. Approval of Previous Minutes *(last meeting of 2024-2025 school year)*
 - G. Election of Officers and Representatives
 - i. Chair
 - ii. Vice-Chair
 - iii. Secretary
 - iv. Cluster Representative
 - H. Review and Approve Public Comment Protocol
 - I. Set GO Team Meeting Calendar
 - J. Review, Confirm/Update, and Adopt GO Team Meeting Norms
- IV. Discussion Items *(add items as needed)***
 - A. Stakeholder Engagement Exercise
 - B. Discussion Item 2:
- V. Information Items *(add items as needed)***
 - A. Principal's Update
 - i. APS Personal Electronic Device Policy (PED)
 - ii. Our PED Implementation
 - iii. Leveling and FY26 Budget Adjustment
 - B. APS Forward 2040 –Comprehensive Long Range Facilities Plan
- VI. Announcements *(add items as needed)***
 - A. New GO Team Member Training and Orientation
- VII. Adjournment**

- GO Team will appoint an interim secretary **for this meeting.**
- Interim Secretary will call roll of current GO Team members.
- Secretary will announce if the GO Team has a **quorum.**

The meeting can only proceed if a majority of current members are present.

**Interim
Secretary**

Call Roll

**Establish
Quorum**

- I. Call to Order
- II. Roll Call; Establish Quorum
- III. Action Items
 - A. Approval of Agenda
 - B. Fill Vacant Positions *(if applicable)*
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- VII. Adjournment

**Approve the
Agenda**

*Only if the GO Team
has vacant seats*

Fill Vacant Seats

- **Vacant Seats** are seats which have been vacated prior to the end of the seat's term.
- Individuals appointed to the seat will serve until the end of the seat's term.
- Principal nominates individuals for each vacant seat.

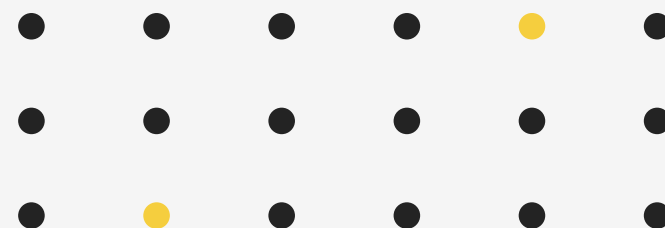
**The GO Team votes on the
nomination for each vacant seat.**



Fill Open Community Seat

- The new **Community Member** for the open seat will serve for a full two-year term – until June 2027.
- Individuals **cannot** be full-time APS employees.
- Principal nominates the individual for the Community Member seat.

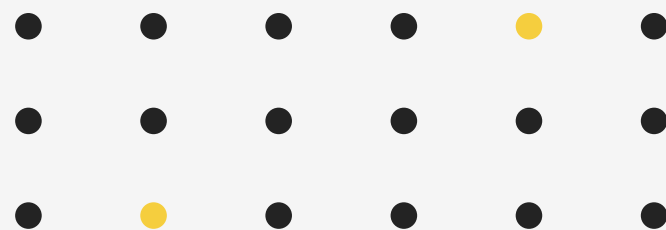
The GO Team votes on the nomination for the Community Member.



Fill Open Swing Seat

- **Any** GO Team member can nominate someone for the **open Swing Seat**.
- Anyone **except** school administrators are eligible to fill the seat.
- The new Swing Seat member will serve a full two-year term until June 2027.

The GO Team votes on the nomination(s) for the swing seat.



High schools only

- **High school** GO Teams will have **two** student representatives; students serve a 1-year term
- Students are **full members** of the GO Team – they contribute to quorum, can vote, and serve in officer positions
- Principal **appoints** student representatives; one should be an elected member of a student governing body (e.g., Student Government Association)

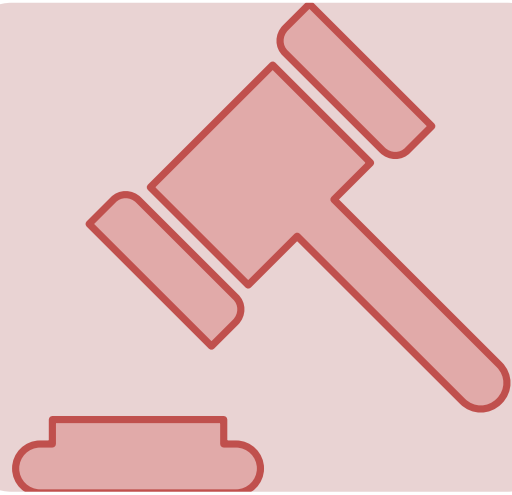
**Appoint
Student
Seats**

- Review minutes from the last meeting of the 2024-205 school year.
- GO Team will offer amendments and corrections to the minutes.
- GO Team will then vote to approve the previous meeting's minutes.

Approval of the previous meeting Minutes

*(last meeting of
2024-2025)*

Election of Officers



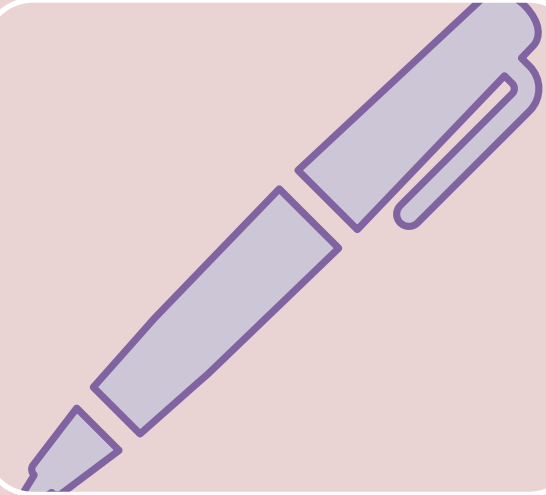
CHAIR

- Works with GO Team to create the agenda
- Leads meetings
- Monitors GO Team compliance with Open Meeting Laws and member training



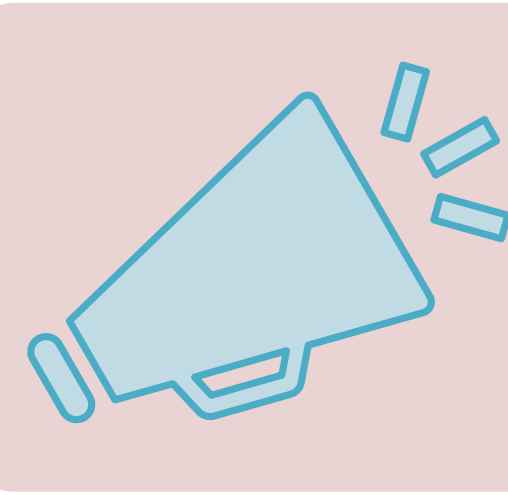
VICE-CHAIR

- Ensures compliance with parliamentary procedure
- Acts as Chair, if the Chair is absent



SECRETARY

- Takes minutes at meetings
- Ensures compliance with Open Meeting Laws by posting GO Team documents on the school's GO Team webpage



CLUSTER REP

- Attends Cluster Advisory Team (CAT) meetings (about 3/year)
- Reports out at CAT about your school
- Brings cluster report back to GO Team
- Can hold an officer position

Find more information about officer positions in the [GO Team Handbook](#)

The GO Team Office provides additional training and resources for officers.

CHAIR



Chair Responsibilities

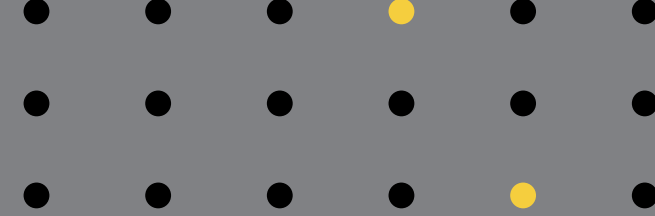
The GO Team Chair is the leader of the GO Team and presides at all meetings of the GO Team.

Key Responsibilities

- Leading GO Team Meetings
- Working with the Principal and GO Team to develop meeting Agendas
- Ensuring every GO Team member has an opportunity to be heard
- Monitoring team compliance

Qualifications

- A commitment to the school and its values and an understanding of the school's objectives, organization, and services
- Knowledge of, and ability to work with, the broader school community
- Ability to understand concepts and articulate ideas
- Willingness to learn facilitation skills and provide balanced leadership



VICE-CHAIR



Vice-Chair Responsibilities

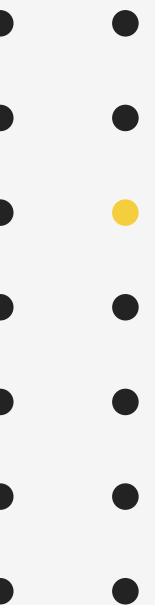
The GO Team Vice-Chair assists the GO Team Chair in providing leadership to the GO Team and presides at all meetings of the GO Team in the absence of the Chair.

Key Responsibilities

- Ensuring the GO Team follows parliamentary procedure
- Working with the Principal and Chair to develop meeting Agendas
- Acting as Chair, if the Chair is not present.

Qualifications

- A commitment to the school and its values and an understanding of the school's objectives, organization, and services
- Knowledge of, and ability to work with, the broader school community
- Ability to understand concepts and articulate ideas
- Willingness to learn facilitation skills and provide balanced leadership



SECRETARY



Secretary Responsibilities

The GO Team Secretary is responsible for communication regarding GO Team meetings and documenting the work and decisions of the GO Team.

Key Responsibilities

- Posting GO Team documents (agendas, summaries, and minutes) to the website
- Taking minutes at GO Team meetings
- Ensuring the GO Team is in compliance with Georgia Open Meeting Laws

Qualifications

- A commitment to the school and its values and an understanding of the school's objectives, organization, and services.
- Knowledge of, and ability to work with, the broader school community
- Willingness to learn about and ensure GO Team compliance with Robert's Rules of Order and Georgia's Open Meetings and Records laws
- Organization skills and an ability to adhere to deadlines

CLUSTER REP



Cluster Advisory Team Representative Responsibilities

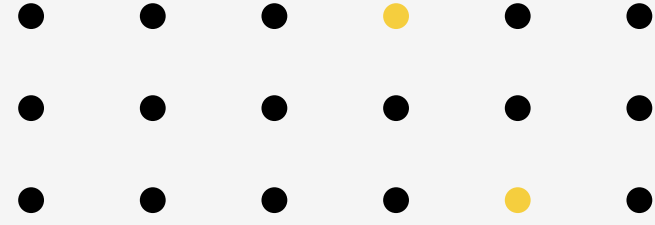
The CAT Representative serves as the voice of their school's GO Team within the Cluster Advisory Team. The CAT Rep may also be the Chair, Vice-Chair, or Secretary.

Key Responsibilities

- Attend all Cluster Advisory Team Meetings
- Represent your school at the CAT Meetings
- Bring relevant information and reports back to your GO Team

Qualifications

- Willingness to collaborate with schools, principals, and community partners
- Interest in supporting continuous improvement and equity across schools
- Knowledge of, and ability to work with, the broader cluster community



Public Comment Protocol

Requirements

- Opportunities for public comment **shall** be provided at least four (4) times in a school/fiscal year and noted on the GO Team's webpage and meeting agenda;
- GO Team members will **not** provide responses or engage in direct conversation during public comment;
- Each GO Team will determine a consistent method for receiving public comments and for parents and other citizens to sign up to address the team;
- **At least 20 minutes** of time will be allotted for the public to make comments at meetings where public comment is permitted; and
- The public will receive at least 2 business days' notice of the Public Comment Protocol.



Carver STEAM GO Team

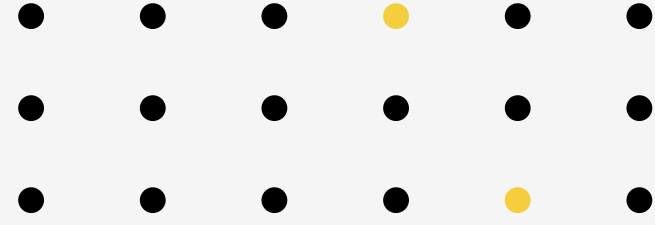
Public Comment Protocol

- Public comment should be limited to two minutes per speaker,
- We will leave twenty minutes of meeting time for open public commentary
- The public will sign up to speak by emailing the GO Team Secretary.
- The public comment portion will always be conducted at the end of our meetings

Public Comment Protocol Tips

- **Public Comment Is Not Mandatory at Every Meeting**: GO Teams are not required to include a Public Comment period at every meeting, but should be scheduled for meetings involving major action items needing community input.
- **Plan and Structure Public Comment Thoughtfully**: When included, Public Comment should be scheduled at a specific time (e.g., a 20-minute segment with 2 minutes per speaker) and aligned with the school community's availability to encourage participation.
- **Establish a Clear and Transparent Process**: Provide clear instructions for how individuals can sign up to speak. During the Public Comment period, GO Team members should listen without responding, using the input to inform decisions.
- **Encourage Ongoing Community Engagement**: Remind stakeholders that Public Comment during meetings is just one way to share input. Emails to GO Team members and special sessions can also serve as valuable channels for community feedback.

The GO Team votes on its Public Comment Protocol



Meeting Calendar

Requirements

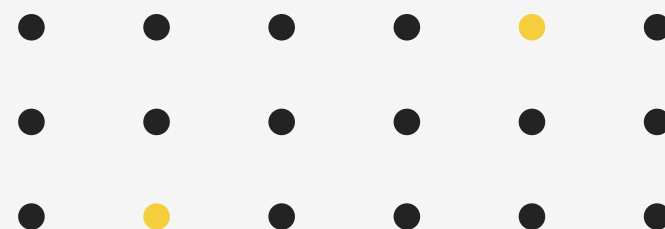
- Hold **at least six** (6) business meetings this school year (*this meeting plus at least 6 more*);
- **At least four** (4) of the meetings must permit time for Public Comment;
- Meetings **cannot** be held during the instructional school day;
- Meetings **must** be live-streamed and recorded; and
- Meeting locations for hybrid meetings must be places which can accommodate the public (*i.e. – not a conference room*).

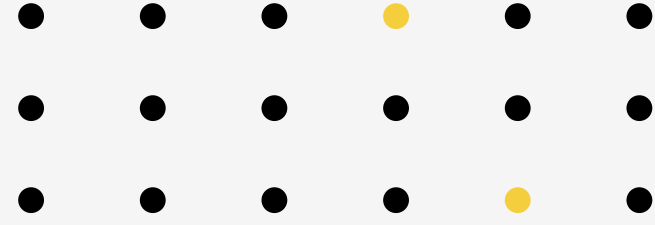


Meeting Calendar Considerations

- **Hold at least 3 business meetings per semester:** This will ensure your GO Team has sufficient time to complete its business
- **Fall Semester 2025:** Your GO Team will be developing its 2025-2030 Strategic Plan to align with the District's new strategic plan; allow enough time to complete this work
- **Budget Meetings:**
 - Allocation Meeting: Late January
 - Draft Feedback Meeting: Early February – before February break
 - Finalization Meeting: Early March – after staffing conferences
- **Public Comment:** Select at least **four (4)** of meetings that will allow time for public comment.

The GO Team votes on its Meeting Calendar





Meeting Norms

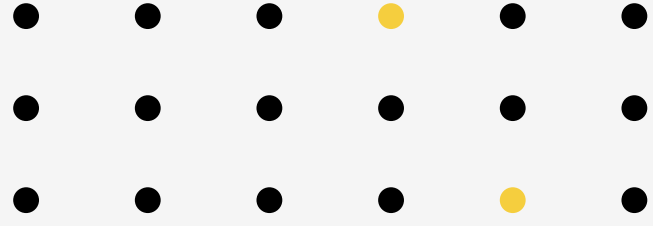
The GO Team may change these norms.

The GO Team votes on its meeting norms.

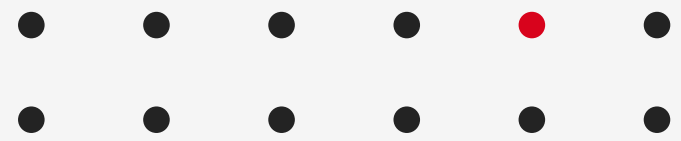
Initial Norms

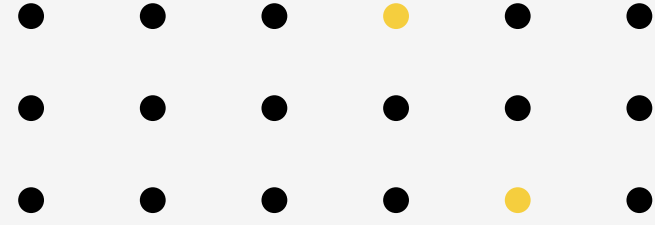
- This is a meeting of the GO Team. Only members of the team may participate in the discussion. Any members of the public present are here to quietly observe.
- We will be fully present.
- We will follow the agenda as noticed to the public and stay on task.
- We will be respectful of each other at all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





Discussion Items





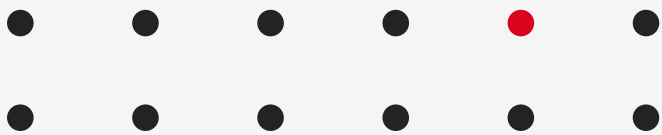
Stakeholder Engagement Exercise

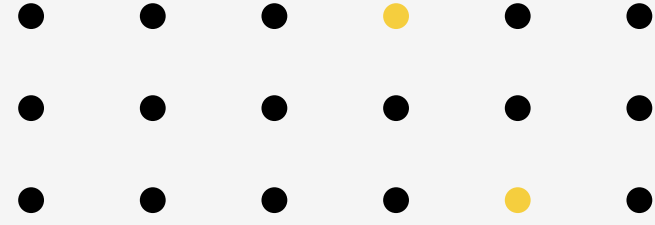
Why We're Here

GO Teams play a vital role in decision-making that impacts the school's direction, priorities, and overall success.

- Stakeholder engagement ensures that the decisions we make reflect the real needs and voices of the people our schools serve.
- We're stronger when we bring others into the work—when we listen, learn, and co-create with families, students, staff, and community members.

Today our GO Team will: Brainstorm ways to involve our school's key stakeholders in our work.





Here's the challenge:

We're going to look at four groups—Families, Students, Staff, and Community.

For each group, we'll ask and answer three questions:

1. **INFORM** – What's a fun or unexpected way to keep them in the loop?
2. **INPUT** – What's a meaningful way to get their ideas or feedback?
3. **INVITE** – How can we bring them into the *work*, not just the audience?

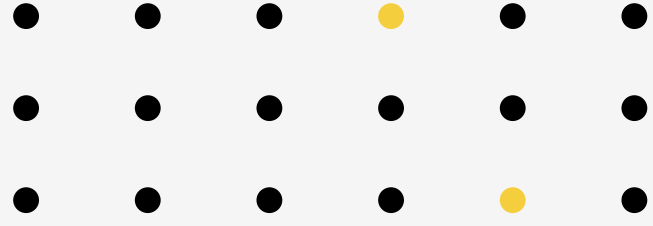
Let's get creative, specific, and push past the usual answers.



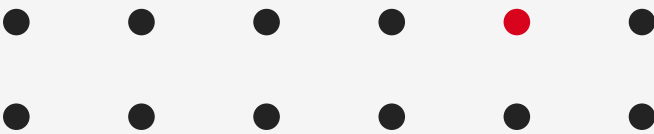


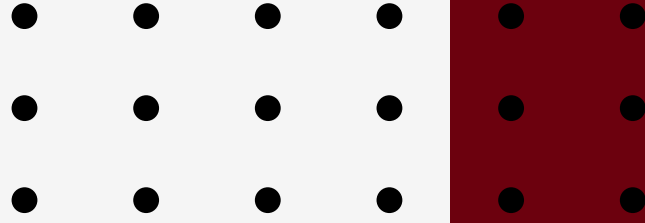
| | FAMILIES | STUDENTS | STAFF | COMMUNITY |
|--|---|---|---|--|
| INFORM What's a fun, unexpected way to keep them in the loop? | Tik Toks/video skits social media | Tik Toks/video skits social media | Tik Toks/video skits social media | Tik Toks/video skits social media |
| INPUT What's a meaningful way to gather their ideas or feedback? | Chat and Chews Record themselves to provide feedback | Record themselves to provide feedback Gather feedback during Acceleration Polls | Record themselves to provide feedback | Chat and Chews |
| INVITE How can we bring them into the work, not just the audience? | Polls Incentives/reward for participation - Provide adult education opportunities as incentive -Paid YMCA memberships -Wellness vouchers Focus on engaging fathers/father figures PBSA Parenting with Purpose | Polls Incentives/reward for participation | Polls Incentives/reward for participation Paid YMCA memberships | Polls Incentives/reward for participation Paid YMCA memberships Wellness vouchers |





Information Items





Principal's Update





**CARVER
STEAM**

Personal Electronic Device Policy

- **Starting this school year (2025–2026)**, students will be asked to keep their phones “up and away” during the school day.
- Our [Personal Electronic Device policy](#) is a long-standing Board policy designed to support a focused, respectful, and distraction-free learning environment for everyone.
- Additionally, **next school year (2026–2027)**, in line with a new state law ([HB340](#)), this will expand to include other personal devices like smartwatches, tablets, and headphones.

Click the boxes below for the:

APS Board
Policy

APS PED
Regulation

APS
PED
Policy

APS Forward 2040: Reshaping the Future of Education

Taskforce Meetings

May 8, 2025 - Presentation

August 5, 2025- Presentation

Upcoming Public Meetings

- August 25
- October 20
- November 10

Virtual – at Noon

In-person at 6PM at CLL (130 Trinity Ave)

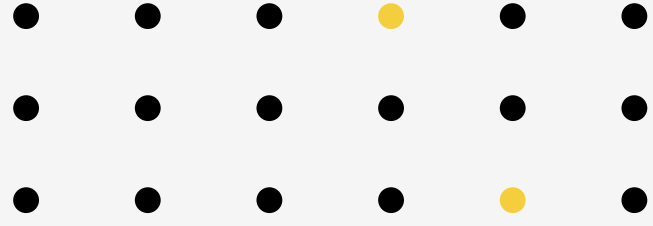


One District. One Goal. Every Child.

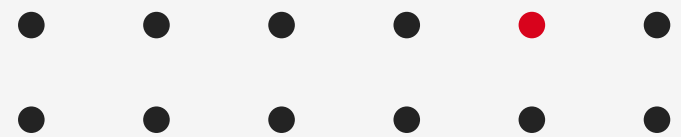
UPDATE

Comprehensive Long Range Facilities Plan

atlantapublicschools.us/APS2040



Announcements



IN-PERSON

Bring the full GO Team

Come ready to collaborate, contribute, and
create the future!

Come learn more about:

- Your school's 2025-2030 Strategic Plan
- Stakeholder Engagement
- APS Forward 2040

...and much more



One District. One Goal. Every Child.

SAVE THE DATE

G3 Summit

Go.Grow.Govern.

Saturday
September 27
8:30 AM – 2:30 PM

Atlanta College & Career Academy

1090 Windsor St SW

GO Team Members

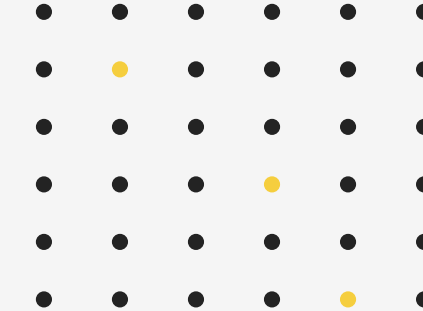
Remember to complete your training.

As outlined in Section 2.14 of the GO Team Handbook, GO Team members are **required to complete** orientation within **one year** of joining the team and must be renewed every four years.

Failure to complete this training will result in removal from the GO Team

Contact the GO Team Office if you have any questions.





THANK YOU

We're looking forward to a great year!