

# Meeting Summary

[Heritage Academy]  
 Date: [March 9, 2020]  
 Time: [4:00 p.m.]  
 Location: [Innovation Lab]

**I. Roll Call**

Role	Name <i>(or Vacant)</i>	Present or Absent
Principal	Trennis Harvey	Present
Parent/Guardian	Amanda Edwards	Absent
Parent/Guardian	Jonnis Henderson	Present
Parent/Guardian	Frankie Jackson	Absent
Instructional Staff	Vicki King	Present
Instructional Staff	Alonzo Taylor	Present
Instructional Staff	LaNikah Ware	Present
Community Member	Rev. Eric Powell	Absent
Community Member	Vanessa Barksdale	Absent
Swing Seat		
Student <i>(High Schools)</i>		

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

- a. **Approval of Agenda: Motion Passes**
- b. **Approval of Previous Minutes: Motion Passes**
- c. **Action Item 1: Review, Confirm/Update, and Adopt GO Team Meeting Norms Motion Passes**
- d. **Action Item 2: [Add description of Action Item] Motion [Passes/Fails]**

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

- a. **Discussion Item 1:**
- b. **Discussion Item 2:**

**IV. Information Items**

- a. **Principal’s Report**
- b. **Informative Item 2: Next meeting date**
- c. **Informative Item 3: Business Manager**

**V. Adjournment**

**Motion Passes**