



STRONG SCHOOLS
START WITH ME!

MEETING NOTICE

School	Date	Time	Location
Cleveland Avenue Elementary School	8/28/19	3:00 p.m.	Conference Room

Notice Prepared By: Dr. Anyee' Payne

Posted: .

Meeting Agenda

(agenda may be amended)

This meeting [will/will not] allow for Public Comment

Meeting called to order at

I. Action Items

- A. Approval of Agenda
- B. Fill Vacant Positions *(if applicable)*
- C. Fill Open Community Member Seat
- D. Fill Open Swing Seat
- E. Approval of Previous Minutes
- F. Election of Officers
 - i. Chair
 - ii. Vice-Chair
 - iii. Secretary
 - iv. Cluster Representative
- G. *For High Schools:* Appoint Student Representative
- H. Review and Approve Public Comment Format
- I. Set GO Team Meeting Calendar
- J. Review, Confirm/Update, and Adopt GO Team Meeting Norms

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

- A. Discussion Item 1:
- B. Discussion Item 2:

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

- A. Principal's Report
- B. Information Item 2

Meeting Agenda

Cleveland Avenue Elementary School

Date: **August 28, 2019**

Time: **3:00 p.m.**

Location: **Conference Room**

IV. Call to Order

V. Roll Call; Establish Quorum - Quorum not established due to low member attendance

VI. Action Items

- A. Approval of Agenda
- B. Fill Vacant Positions (*if applicable*)
- C. Fill Open Community Member Seat
- D. Fill Open Swing Seat
- E. Approval of Previous Minutes
- F. Election of Officers
 - i. Chair
 - ii. Vice-Chair
 - iii. Secretary
 - iv. Cluster Representative
- G. *For High Schools*: Appoint Student Representative
- H. Review and Approve Public Comment Format
- I. Set GO Team Meeting Calendar
First meeting - September 10, 2019 3:00 p.m.
- J. Review, Confirm/Update, and Adopt GO Team Meeting Norms

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

- A. Discussion Item 1: Principal's Report - Leveling – Daily snapshots of where we are with student attendance. We should not include Pre K – Enrollment is 318 not 340
- B. \$157,000 deficit
Lose 1.7 teachers based on data
Easier to reduce by teacher instead of all supports that are in place
Not sure if RIF – Reduction in Force is on the table; Wait to see what other solutions District may implement
Next PBL – Open to the community – October 23, 2019 at 4:00 p.m.
SWAG Friday – recognize college/university – discuss college/university programs offered
FAMU – September 6, 2019 – Location: School Gym – 8:00 a.m. – 8:30 a.m.
Literary Theme for the month of September – Glow Read
October – Pink out Reading

Meeting Agenda

November - Greatest Show on Earth

December - Holiday Fun

State of the Cluster Meeting - Long Middle School – September 24, 2019

6:00 p.m.

- C. Discussion Item 2: Meeting Norms – Dr. Payne presented Meeting Norms

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

- A. Principal's Report

Daily snapshots of where we are with student attendance. We should not include

Pre K – Enrollment is 318 not 340

\$157,000 deficit

Lose 1.7 teachers based on data

Easier to reduce by teacher instead of all supports that are in place

Not sure if RIF – Reduction in Force is on the table; Wait to see what other solutions District may implement

Next PBL – Open to the community – October 23, 2019 at 4:00 p.m.

SWAG Friday – recognize college/university – discuss college/university programs offered

FAMU – September 6, 2019 – Location: School Gym – 8:00 a.m. – 8:30 a.m.

Literary Theme for the month of September – Glow Read

October – Pink out Reading

November - Greatest Show on Earth

- B.

- C.

- D. Information Item 2

IX. Announcements *(add items as needed)*

- A. Announcements

X. Public Comment *(if applicable)*

XI. Adjournment - Meeting adjourned at 3:30 p.m.

Meeting Summary

Cleveland Avenue Elementary School

Date: August 28, 2019

Time: 3:00 p.m.

Location: Conference Room

XII. Roll Call (Quorum not established) (Meeting Cancelled)

Role	Name (or Vacant)	Present or Absent
Principal	Dr. Anyee' Payne	Present
Parent/Guardian	Ashley Lockett	Present
Parent/Guardian	Edna Wilson	Absent
Parent/Guardian	Nagrata Lawson	Absent
Instructional Staff	Amanee Salahuddin	Present
Instructional Staff	Roni Bolden	Present
Instructional Staff	Dana Price	Absent
Community Member	Kristin Hemmingway	Absent
Community Member	Vanessa Williams	Absent
Swing Seat	Hazel Mays	Absent
Student (High Schools)		

XIII. 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. Fill Open Swing Seat

Open Position:	Swing Seat
Appointee's Name:	

E. Approval of Previous Minutes [Passes/Fails]

F. Election of Officers

- i. Chair: Result: [Insert Name of Member Elected as Chair]
- ii. Vice Chair: Result: [Insert Name of Member Elected as Vice-Chair]
- iii. Secretary: Result: [Insert Name of Member Elected as Secretary]

Meeting Summary

iv. **Cluster Representative: Result:** [Insert Name of Member Elected as Cluster Representative]

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

Student Representative: [Insert Name of Student Representative]

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

I. **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 Permitted? (Yes/No)
1				
2				
3				
4				
5				
6				
7				
8				

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

XIV. Adjournment: Motion [Passes/Fails]

Meeting Minutes

Cleveland Avenue Elementary School

Date: 8/28/19

Time: 3:00 p.m

Location: Conference Room

XV. Call to order: 3:00 p.m.

XVI. Roll Call

Role	Name (or Vacant)	Present or Absent
Principal	Dr. Anyee' Payne	Present
Parent/Guardian	Ashley Lockett	Present
Parent/Guardian	Edna Wilson	Absent
Parent/Guardian	Nagrata Lawson	Absent
Instructional Staff	Amanee Salahuddin	Present
Instructional Staff	Roni Bolden	Present
Instructional Staff	Dana Price	Absent
Community Member	Kristin Hemmingway	Absent
Community Member	Vanessa Williams	Absent
Swing Seat	Dr. Hazel Mays	Absent
Student (High Schools)	N/A	

Quorum Established: No

XVII. 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	

Meeting Minutes

GO Team Members Abstaining	
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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. **Fill Open Swing Seat** *(copy and complete table for each nominee for each position – list winners where indicated)*

Open Position:	Swing Seat
Nominee's Name:	
Nominated by	
GO Team Members In favor	
GO Team Members Opposed	
GO Team Members Abstaining	

SWING SEAT RESULT:

E. **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]

F. **Election of Officers** *(copy and complete table for each nominee for each position – list winners where indicated)*

Meeting Minutes

i. **Chair: Result:** [Insert Name of Member Elected as Chair]

Officer Position:	Chair
Nominee's Name:	
GO Team Members In favor	
GO Team Members Opposed	
GO Team Members Abstaining	

ii. **Vice Chair: Result:** [Insert Name of Member Elected as Vice-Chair]

Officer Position:	Vice Chair
Nominee's Name:	
GO Team Members In favor	
GO Team Members Opposed	
GO Team Members Abstaining	

iii. **Secretary: Result:** [Insert Name of Member Elected as Secretary]

Officer Position:	Secretary
Nominee's Name:	
GO Team Members In favor	
GO Team Members Opposed	
GO Team Members Abstaining	

iv. **Cluster Representative: Result:** [Insert Name of Member Elected as Cluster Representative]

Officer Position:	Cluster-Representative
Nominee's Name:	
GO Team Members In favor	

Meeting Minutes

GO Team Members Opposed	
GO Team Members Abstaining	

- G. *For High Schools: Appoint Student Representative*
Student Representative: [Insert Name of Student Representative]
- H. **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]
- I. **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 Permitted? (Yes/No)
1				
2				
3				
4				
5				
6				
7				
8				

- J. **Review, Confirm/Update, and Adopt GO Team Meeting Norms**
Members Approving:
Members Approving:
Members Approving:
Motion [Passes/Fails]

Meeting Minutes

XVIII. 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]

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

- A. **Principal's Report** [Add brief summary of the report and any resulting discussion]
- B. **Information Item 2** [Add brief summary of the item and any resulting discussion]

XX. Announcements [Add brief summary of the announcements]

XXI. 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]