

**MEETING NOTICE**

|  |  |  |  |
| --- | --- | --- | --- |
| **School** | **Date** | **Time** | **Location** |
| Beecher Hills | 9/3/2019 | 4:30 | Conference Room |

**Notice Prepared By:** **Date Posted: .**

**Meeting Agenda**

(*agenda may be amended*)

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

1. **Action Items** 
   1. Approval of Agenda
   2. Fill Vacant Positions *(if applicable)*
   3. Fill Open Community Member Seat
   4. Fill Open Swing Seat
   5. Approval of Previous Minutes
   6. Election of Officers
      1. Chair
      2. Vice-Chair
      3. Secretary
      4. Cluster Representative
   7. *For High Schools*: Appoint Student Representative
   8. Review and Approve Public Comment Format
   9. Set GO Team Meeting Calendar
   10. Review, Confirm/Update, and Adopt GO Team Meeting Norms
2. **Discussion Items** *(add items as needed)*
   1. Discussion Item 1:
   2. Discussion Item 2:
3. **Information Items** *(add items as needed)*
   1. Principal’s Report
   2. Information Item 2

**[BEECHER HILLS ELEMENTARY]**

**Date: [September 3, 2019]**

**Time: [4:30pm]**

**Location: [Beecher Conference Room]**

1. **Call to Order**
2. **Roll Call; Establish Quorum**
3. **Action Items** 
   1. Approval of Agenda
   2. Fill Vacant Positions *(if applicable)*
   3. Fill Open Community Member Seat
   4. Fill Open Swing Seat
   5. Approval of Previous Minutes
   6. Election of Officers
      1. Chair
      2. Vice-Chair
      3. Secretary
      4. Cluster Representative
   7. Review and Approve Public Comment Format
   8. Set GO Team Meeting Calendar
   9. Review, Confirm/Update, and Adopt GO Team Meeting Norms
4. **Discussion Items** 
   1. Discussion Item 1:
   2. Discussion Item 2:
5. **Information Items** 
   1. Principal’s Report
   2. Information Item 2
6. **Announcements** 
   1. Announcements
7. **Public Comment**
8. **Adjournment**

**[BEECHER HILLS ELEMENTARY]**

**Date: [9/3/2019]**

**Time: [4:30PM]**

**Location: [Beecher Hills: Conference Room]**

1. **Roll Call**

|  |  |  |
| --- | --- | --- |
| **Role** | **Name** *(or Vacant)* | **Present or Absent** |
| **Principal** | **Crystal Jones** | **Present** |
| **Parent/Guardian** | **Shimena Terry** |  |
| **Parent/Guardian** | **Tiffany Harvey** | **Present** |
| **Parent/Guardian** | **Rhonda Johnson** |  |
| **Instructional Staff** | **Angela Bolin** | **Present** |
| **Instructional Staff** | **Jasmine Ramey** | **Present** |
| **Instructional Staff** | **Natalie Jones** | **Present** |
| **Community Member** | **Damon Williams (Providence Baptist Church)** |  |
| **Community Member** | **Fleda Jackson** |  |
| **Swing Seat** |  |  |
| **Student** *(High Schools)* |  |  |

1. **Action Items** *)*
   1. **Approval of Agenda:** **Motion** [Tiffany Harvey – Angela Bolin (2nd ]
   2. **Fill Vacant Positions** *(copy and complete table for each vacant position)*

|  |  |
| --- | --- |
| **Vacant Position:** | **[ Community, Swing]** |
| **Appointee’s Name:** | Damon Williams –Providence |

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

|  |  |
| --- | --- |
| **Open Position:** | **Parent** |
| **Appointee’s Name:** | Shimena Terry |

* 1. **Fill Open Swing Seat**

|  |  |
| --- | --- |
| **Open Position:** | **Swing Seat** |
| **Appointee’s Name:** |  |

* 1. **Approval of Previous Minutes** [Passes/Fails]
  2. **Election of Officers** 
     1. **Chair: Result:** [Insert Name of Member Elected as Chair]
     2. **Vice Chair: Result:** [Insert Name of Member Elected as Vice-Chair]
     3. **Secretary: Result:** [Insert Name of Member Elected as Secretary]
     4. **Cluster Representative: Result:** [Insert Name of Member Elected as Cluster Representative]
  3. *For High Schools:* **Appoint Student Representative**

**Student Representative:** [Insert Name of Student Representative]

* 1. **Approval of Public Comment Format:** **Motion** [Passes/Fails]
  2. **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** |  |  |  |  |

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

1. **Adjournment: Motion** [Passes/Fails]

**[SCHOOL NAME]**

**Date: [insert date]**

**Time: [insert scheduled time]**

**Location: [insert meeting location]**

1. **Call to order:** [Insert actual Start Time of the meeting]
2. **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]

1. **Action Items** *(add items as needed)*
   1. **Approval of Agenda:** Motion made by: [Insert Name]; Seconded by: [Insert Name]

Members Approving:

Members Opposing:

Members Abstaining:

**Motion** [Passes/Fails]

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

|  |  |
| --- | --- |
| **Vacant Position:** | **[Parent, Staff, Community, Swing]** |
| **Nominee’s Name:** | Damon Williams |
| GO Team Members  **In favor** | Bolin, Jones, Harvey, Williams, Ramey. (5) |
| GO Team Members **Opposed** |  |
| GO Team Members **Abstaining** |  |

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

|  |  |
| --- | --- |
| **Open Position:** | **Community Member (Parent)** |
| **Nominee’s Name:** | Shimena Terry |
| GO Team Members  **In favor** | 3  Jones, Bolin, Johnson. |
| GO Team Members **Opposed** | 0 |
| GO Team Members **Abstaining** | 0 |

* 1. **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:** | Summer Smoothers |
| **Nominated by** | Crystal Jones |
| GO Team Members  **In favor** | 4  Jones, Bolin, Harvey, Williams. |
| GO Team Members **Opposed** |  |
| GO Team Members **Abstaining** |  |

**SWING SEAT RESULT:**

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

Motion made by: Bolin]; Seconded by: [Williams, Harvey]

Members Approving: 3

Members Opposing:

Members Abstaining:

**Motion** [Passes/Fails]

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

**\*May not serve two consecutive terms. Ei. Mrs. Terry may not serve as president again, even if elected into new role.**

* + 1. **Chair: Result:** [Damon Williams]

|  |  |
| --- | --- |
| **Officer Position:** | **Chair** |
| **Nominee’s Name:** | Damon Williams (Providence Baptist) |
| GO Team Members  **In favor** | 5  N.Jones, A.Bolin, T.Harvey, Johnson, J.Ramey. |
| GO Team Members **Opposed** |  |
| GO Team Members **Abstaining** |  |

* + 1. **Vice Chair: Result:** [Natalie Jones]

|  |  |
| --- | --- |
| **Officer Position:** | **Vice Chair** |
| **Nominee’s Name:** | Natalie Jones |
| GO Team Members  **In favor** | A.Bolin, D.Williams, T.Harvey, Johnson.  4 |
| GO Team Members **Opposed** |  |
| GO Team Members **Abstaining** |  |

* + 1. **Secretary: Result:** [Jasmine Ramey]

|  |  |
| --- | --- |
| **Officer Position:** | **Secretary** |
| **Nominee’s Name:** | Jasmine Ramey |
| GO Team Members  **In favor** | N.Jones, T.Harvey, D.Williams, Johnson.  4 |
| GO Team Members **Opposed** |  |
| GO Team Members **Abstaining** |  |

* + 1. **Cluster Representative: Result:** [Tiffany Harvey]

|  |  |
| --- | --- |
| **Officer Position:** | **Cluster-Representative** |
| **Nominee’s Name:** | Tiffany Harvey |
| GO Team Members  **In favor** | A.Bolin, D. Williams, R. Johnson, J.Ramey  4 |
| GO Team Members **Opposed** |  |
| GO Team Members **Abstaining** |  |

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

**Student Representative:** [Insert Name of Student Representative]

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

Members Approving: 4

Members Opposing:

Members Abstaining

**Motion** [Passes/Fails]

**Overview of Protocol – originally 20 minutes at the beginning of meeting.. suggestion was 20 minutes at the end of the meeting. Entertain motion to keep and adopt to keep as is.**

* 1. **Set GO Team Meeting Calendar** *(GO Teams are required to have a minimum of 6 meetings, with at least 4 allowing for Public Comment)*

**Meetings must be 4 allowing for public comment, suggestions provided , total of 6.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Date** | **Time** | **Location** | **Public Comment Permitted? (Yes/No)** |
| **1** | **September 3, 2019** |  |  |  |
| **2** | **November** |  |  | **Yes** |
| **3** | **February 25, 2020** |  |  | **Yes** |
| **4** | **March 10, 2020** |  |  | **Yes** |
| **5** | **April 21, 2020** |  |  |  |
| **6** |  |  |  |  |
| **7** |  |  |  |  |
| **8** |  |  |  |  |

* 1. **Review, Confirm/Update, and Adopt GO Team Meeting Norms**

Members Approving: ALL

Members Approving:

Members Approving:

**Motion** [Passes/Fails]

Only member of the GOTeam are here to participate, others are only present to observe, open minded, open and invite contributions of others, respect good ideas, public opinion. Norms remain as is.

1. **Discussion Items** *(add items as needed)*
   1. **Discussion Item 1**: [We’ve completed all assessments, officially ready to start full instruction.]
   2. **Discussion Item 2**:
2. **Information Items** *(add items as needed)*
   1. **Principal’s Report** [Allocating: 4,420 each student earns the school. They didn’t anticipate students would come back, allocated for 270, we have over 300. After the 15th day, numbers are balanced at the moment. Took a teacher from 1st, now is an intervention teacher for 1st/2nd grade. Kindergarten teachers are currently at 30 per class. Leveling projection: $7,000, average teacher salary… Quality issue: high performing issue, only will move if a quality professional that fits into our school culture, purchase paraprofessional, by Friday. September 19th]
   2. **\*At least 5 are present, meeting can go on.**
   3. **Information Item 2** [Add brief summary of the item and any resulting discussion]
3. **Announcements** [Add brief summary of the announcements]
4. **Adjournment**

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

Members Approving:

Members Opposing:

Members Abstaining:

**Motion** [Passes/Fails]

**ADJOURNED AT** [5:18]

-----------------------------------------------------------------------------------------------------------------------------

**Minutes Taken By:** [Jasmine Ramey]

**Position:** [Secretary: Jasmine Ramey]

**Date Approved:** [Insert Date When Approved]