

# Meeting Minutes

[Boyd Elementary]

Date: [9/27/18]

Time: [3:15PM]

Location: [Conference Room]

I. Call to order: [3:18PM]

II. Roll Call

Principal	Joi Kilpatrick	Present
Parent/Guardian	London Henry	Present
Parent/Guardian	Crystal Bailey	Present
Parent/Guardian	Miranda Dozier	Present
Instructional Staff	Sharlene Hendley	Present
Instructional Staff	Beatrice Sewell	Present
Instructional Staff		
Community Member	Darien Waite	Absent
Community Member	Kim Dennis	Absent
Swing Seat	Natalie Williams-Jordan	Absent
Student (High Schools)		

**Guests Present:** [If someone has been invited someone to present to the GO Team, list the name(s) here; you do not have to list observers]

**Quorum Established:** [Yes]

III. Action Items **Greetings and Welcome**

a. **Approval of Agenda:** Motion made by: [Hendley]; Seconded by: [Sewell]

Members Approving: Henry, Bailey, Dozier

Members Opposing:

Members Abstaining:

**Motion** [Passes/Fails]

b. **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]

c. **Action Item 1:** [Add description and any discussion of Action Item]

## Meeting Minutes

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

Members Approving:

Members Opposing:

Members Abstaining:

**Motion** [Passes/Fails]

d. **Action Item 2:** [Officer Elections]

Motion made by: [Hendley]; Seconded by: [Bailey]

Members Approving: Dozier, Sewell, Henry

Members Opposing:

Members Abstaining:

**Motion** [Passes/Fails]

**IV. Discussion Items** Establishing Norms

Set Annual Meeting Calendar

a. **Discussion Item 1:** [Discussed the expectations of the GO Team and collaborated over norms]

b. **Discussion Item 2:** [Reviewed the yearly calendar and identified dates for GO Team meetings]

**V. 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]

**VI. Announcements** [Great teachers = great students. We are here to support our students]

**VII. Adjournment**

Motion made by: [Hendley]; Seconded by: [Dozier]

Members Approving: Sewell, Bailey, Henry

Members Opposing:

Members Abstaining:

**Motion** [Passes/Fails]

**ADJOURNED AT** [4:08pm]

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**Minutes Taken By:** [Crystal Bailey]

**Position:** [Secretary]

**Date Approved:** [Insert Date the Minutes are **APPROVED** by the GO Team]