**Peyton Forest Elementary**

**Date: 9/8/2021**

**Time: 3:30pm**

**Location: Zoom Meeting ID: 865 8274 4499 Passcode: 1234**

1. **Call to order:** Meeting called at 3:32pm
2. **Roll Call**

|  |  |  |
| --- | --- | --- |
| **Role** | **Name** *(or Vacant)* | **Present or Absent** |
| **Principal** | **Cynthia Gunner** | **Present** |
| **Parent/Guardian** | **James Drue** | **Present** |
| **Parent/Guardian** | **Vacant** |  |
| **Parent/Guardian** | **Vacant** |  |
| **Instructional Staff** | **Donovan Davis** | **Present** |
| **Instructional Staff** | **Vacant** |  |
| **Instructional Staff** | **Ivette Redfield** | **Present** |
| **Community Member** | **Tamara Hunter** | **Present** |
| **Community Member** | **Vacant** |  |
| **Swing Seat** | **Vacant** |  |
| **Additional Attendant** | **Derrick Aikens** | **Present** |
| **Additional Attendant** | **Karen Douyon** | **Absent** |
| **Additional Attendant** | **Lynair Alston** | **Present** |
| **GO Team District Rep.** | **Diane Jacobi** | **Present** |

**Quorum Established:** YES [voting members = 4, voting members present=4]

1. **Action Items** 
   1. **Approval of Agenda:** Motion made by: Ivette Redfield; Seconded by: Donovan Davis

Members Approving: 5

Members Opposing: 0

Members Abstaining: 0

**Motion** [Passes}

* 1. **Fill Vacant Positions**

|  |  |
| --- | --- |
| **Vacant Position:** | **[Parent Seat 1]** |
| **Nominee’s Name:** | No Cadidate |
| GO Team Members  **In favor** |  |
| GO Team Members **Opposed** |  |
| GO Team Members **Abstaining** |  |

* 1. **Fill Vacant Positions**

|  |  |
| --- | --- |
| **Vacant Position:** | **[Parent Seat 2]** |
| **Nominee’s Name:** | No Candidate |
| GO Team Members  **In favor** |  |
| GO Team Members **Opposed** |  |

* 1. **Fill Vacant Positions**

|  |  |
| --- | --- |
| **Vacant Position:** | **[Staff Seat]** |
| **Nominee’s Name:** | Derrick Aikens |
| GO Team Members  **In favor** | 4 |
| GO Team Members **Opposed** | 0 |

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

|  |  |
| --- | --- |
| **Open Position:** | **Community Member** |
| **Nominee’s Name:** | Karen Douyon |
| GO Team Members  **In favor** | 5 |
| GO Team Members **Opposed** | 0 |
| GO Team Members **Abstaining** | 0 |

* 1. **Fill Open Swing**

|  |  |
| --- | --- |
| **Open Position:** | **Swing Seat** |
| **Nominee’s Name:** | Lynair Alston |
| **Nominated by** | Ivette Redfield |
| GO Team Members  **In favor** | 5 |
| GO Team Members **Opposed** | 0 |
| GO Team Members **Abstaining** | 0 |

**SWING SEAT RESULT: Lanai Alston**

* 1. **Approval of Previous Minutes from 3/17/21:** *List amendments to the minutes:*

Motion made by: {Ivette Redfield]; Seconded by: [Donovan Davis]

Members Approving: 7

Members Opposing: 0

Members Abstaining: 0

**Motion** [Passes]

* 1. **Election of Officers** 
     1. **Chair: Result:** [Donovan Davis]

|  |  |
| --- | --- |
| **Officer Position:** | **Chair** |
| **Nominee’s Name:** | Donovan Davis |
| GO Team Members  **In favor** | 6 |
| GO Team Members **Opposed** | 0 |
| GO Team Members **Abstaining** | 0 |

* + 1. **Vice Chair: Result:** [Derrick Aikens]

|  |  |
| --- | --- |
| **Officer Position:** | **Vice Chair** |
| **Nominee’s Name:** | Derrick Aikens |
| GO Team Members  **In favor** | 6 |
| GO Team Members **Opposed** | 0 |
| GO Team Members **Abstaining** | 0 |

* + 1. **Secretary: Result:** [Ivette Redfield]

|  |  |
| --- | --- |
| **Officer Position:** | **Secretary** |
| **Nominee’s Name:** | Ivette Redfield |
| GO Team Members  **In favor** | 6 |
| GO Team Members **Opposed** | 0 |
| GO Team Members **Abstaining** | 0 |

* + 1. **Cluster Representative: Result:** [Donavan Davis]

|  |  |
| --- | --- |
| **Officer Position:** | **Cluster-Representative** |
| **Nominee’s Name:** | Donovan, Davis |
| GO Team Members  **In favor** | 6 |
| GO Team Members **Opposed** | 0 |
| GO Team Members **Abstaining** | 0 |

* 1. **Review and Approve Public Comment Format** [Format is Sign-Up Genius]

The procedure for speaking at a Peyton Forest GO Team Meeting is as follows.

1. Use the link provided to sing up for a 6-minute slot.  The slot includes 1 minute for introduction and 1 minute for summary recap.  Public comment should not exceed 4 minutes.
2. Signupgenius.com is the format used to procure a time slot.  If you do not have internet access, please call Peyton Forest Elementary School at 404-802-7100 and ask to speak to PFES GO Team Secretary, Mrs. Redfield, to schedule a public comment slot.
3. Please be aware that GO Team Meetings are not the appropriate forum to discuss individual student’s grades and accommodations.

Motion to adopt made by: [Donovan Davis]; Seconded by: [Derrick Aikens]

Members Approving: 7

Members Opposing: 0

Members Abstaining: 0

**Motion** [Passes]

* 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)*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Date** | **Time** | **Location** | **Public Comment Permitted? (Yes/No)** |
| **1** | **9/8/2021** | **3:30pm** | **Virtual** | **No** |
| **2** | **10/6/2021** | **3:30pm** | **Virtual** | **Yes** |
| **3** | **11/3/2021** | **3:30pm** | **Virtual** | **Yes** |
| **4** | **12/1/2021** | **3:30pm** | **Virtual** | **No** |
| **5** | **2/2/2022** | **3:30pm** | **Virtual** | **Yes** |
| **6** | **3/2/2022** | **3:30pm** | **Virtual** | **Yes** |
| **7** |  |  |  |  |
| **8** |  |  |  |  |

* 1. **Review, Confirm/Update, and Adopt GO Team Meeting Norms**
     1. **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.**
     2. **We will be fully present.**
     3. **We will follow the agenda as noticed to the public and stay on task.**
     4. **We will be respectful of each other at all times.**
     5. **We will be open-minded.**
     6. **We invite and welcome contributions of every member and listen to each other.**
     7. **We will respect all ideas and assume good intentions.**
     8. **We will approach differences of opinion with curiosity.**

Members Approving: 7

Members Approving: 0

Members Approving: 0

**Motion** [Passes]

1. **Discussion Items** 
   1. **Discussion Item 1**: GO Team Flyers will be distributed in student folders on Wednesday 9/15/21 to recruit 2 open Parent Member Seats.
   2. **Discussion Item 2**: GO Team Members need to complete the 2 part Orientation, Live Meeting and ELIS Training Platform.
2. **Information Items** 
   1. **Principal’s Report** [Add brief summary of the report and any resulting discussion]
      1. **COVID Protocols: School has begun bi-weekly surveillance testing for COVID 19. There have been a few students and staff that have tested positive. Through contact tracing quaentining, there have been no significant outbreaks. Pre-K and 5th grade worked virtually and overall there are no complaints about wearing masks and students and staff are compliant to maintain safety protocols.**
      2. **Staffing Announcements: Dr. Erickson, the art teacher will be accepting a promotion at the District. A new art teacher will be hired as a replacement. There are no other current staff vacancies.**
      3. **School Improvement: Mrs. Gunner envisions the installation of an outdoor lunch area with seating in the grassy space in front of the school. She has submitted a request to APS Facilities Department to pour cement. The time frame will be disclosed as soon as she is updated about the project. The project idea came from Twitter. In attempts to create equity between the District schools, she will continue to evaluate what other schools offer students to verify our students have equal access.**
3. **Adjournment**

Motion made by: [Donovan Davis]; Seconded by: [Ivette Redfield]

Members Approving: 7

Members Opposing: 0

Members Abstaining: 0

**Motion** [Passes]

**ADJOURNED AT** [3:59pm]

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**Minutes Taken By:** [Ivette Redfield]

**Position:** [Secretary]

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