**Peyton Forest Elementary School**

**Date: November 18, 2020**

**Time: 2:30pm**

**Location: Virtual**

1. **Call to order:** 2:37 pm
2. **Roll Call**

|  |  |  |
| --- | --- | --- |
| **Role** | **Name** *(or Vacant)* | **Present or Absent** |
| **Principal** | **Cynthia Gunner** | **Present** |
| **Parent/Guardian** | **James Drue** |  |
| **Parent/Guardian** | **Courtney Smith** |  |
| **Parent/Guardian** | **Benita Ross** | **Present** |
| **Instructional Staff** | **Corey Gray** | **Present** |
| **Instructional Staff** | **Donovan Davis** | **Present** |
| **Instructional Staff** | **Lynair Alston** | **Present** |
| **Community Member** |  |  |
| **Community Member** |  |  |
| **Swing Seat** | **Ivette Redfield** | **Present** |
| **Student** *(High Schools)* |  |  |

* **Norms will remain consistent with those set in place from last term**
  + **Sign-in to all meetings on time**
  + **Respect different perspectives from those on the Team and those making public comment**
  + **Remain actively engaged in and out of our meetings**

**Quorum Established:** Yes

1. **Action Items** *(add items as needed)*
   1. **Approval of Agenda:** Motion made by: Ivette Redfield ; Seconded by: Corey Gray

Members Approving: All

Members Opposing: None

Members Abstaining:

**Motion** Passes

* 1. **Approval of Previous Minutes:** *List amendments to the minutes: None*

Consensus

Members Approving: All

Members Opposing: None

Members Abstaining: None

**Motion** Passes

* 1. **Review and Approve Public Comment Format** Creation by Ivette Redfield:

Motion to adopt made by: Gunner; Seconded by: Redfield

Members Approving: All

Members Opposing: None

Members Abstaining:

**Motion** Passes

* **Public Comment Format: Parents will sign-up for a speaking slot through Sign-up Genius (online platform) and will be granted 4 minutes to speak during the meeting.**
* **Sign up Genius will be accessed on the Peyton Forest Website and available for the December Meeting**
  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 (Yes/No)** |
| **1** | **November 18, 2020** | **230 PM** | **Zoom** | **No** |
| **2** | **December 16, 2020** | **2:30 PM** | **Zoom** | **Yes** |
| **3** | **January 20, 2021** | **2:30 PM** | **Zoom** | **Yes** |
| **4** | **February 17, 2021** | **2:30 PM** | **Zoom** | **Yes** |
| **5** | **March 17, 2021** | **2:30 PM** | **Zoom** | **Yes** |
| **6** | **April 21, 2021** | **2:30 PM** | **Zoom** | **TBD** |
| **7** | **May 19, 2021** | **2:30 PM** | **Zoom** | **TBD** |
| **8** |  |  |  |  |

1. **Discussion Items** *(add items as needed)*
   1. **Discussion Item 1**: Gunner will share the Strategic Plan Priorities for 2020-2021. These will be reviewed by GO Team members prior to December Meeting for approval or discussion. SPP must be approved by final deadline of January 15th.
   2. **Discussion Item 2**: Member of the GO Team will attend Orientation and Complete Self-Paced Training. Redfield will determine if Parents and Community Members will participate in orientation and if they are required to complete the training.
   3. **Discussion Item 3**: Community Chair recruitment. Gunner will reach out to Pastors and invite one to join our team.
   4. **Discussion Item 4:** Redfield will reach out to Kennesaw/Georgia State/Georgia Southern to recruit 1st Grade Teacher for Current Open Position.
   5. **Discussion Item 5:** Fund for purchasing new Chromebooks was discussed and the need for additional school technology when students return F2F.
2. **Information Items** *(add items as needed)*
   1. **Principal’s Report** [Add brief summary of the report and any resulting discussion]

* **We have received an additional $27,000 due to leveling. Used this funding for PPE equipment, individual student plexus-glass dividers, disposable masks, and materials for recess. Will need to purchase more Chromebooks as many of them have been distributed to families.**
* **Reopening plans for January: Students will remain in the classroom for the duration of the day, outside of recess and PE. Students will eat in classrooms and each classroom will receive their own set of playground/recess materials to use.**
* **Staff Updates: Vacancy in First Grade Position, currently open.**
* **Attendance Updates: 45-50 students are absent each day with 20 of these students consistently being absent. The other group varies day to day.** 
  1. **Information Item 2:** School Reopening Plan, District is currently undecided in regards to return date and Asynchronous Days. Peyton Forest Principal has an opinion which would be the best plan for students and staff of Peyton Forest in regards to safety and support. This plan will be made public when clearer details are identified.

1. **Announcements** No additional Announcements
2. **Adjournment**

Motion made by: Redfield; Seconded by: Gray

Members Approving: All

Members Opposing: None

Members Abstaining: None

**Motion** Passes

**ADJOURNED AT** 3:01 PM

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**Minutes Taken By:** Ivette Redfield

**Position:** Secretary

**Date Approved:**