**Herman J. Russell West End Academy**

**Date: September 14, 2023**

**Time:5:00pm**

**Recording:** [**https://www.facebook.com/apshjrussell**](https://www.facebook.com/apshjrussell)

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

|  |  |  |
| --- | --- | --- |
| **Role** | **Name** *(or Vacant)* | **Present or Absent** |
| **Principal** | **Tonetta Green** | **Present** |
| **Parent/Guardian** | Lashandra Clark | **Absent** |
| **Parent/Guardian** | Monique Lewis | **Absent** |
| **Parent/Guardian** | Ebonique Bowdre | **Present** |
| **Instructional Staff** | Chelsea Cofer | **Present** |
| **Instructional Staff** | Marsha Leverette | **Present** |
| **Instructional Staff** | Samantha Porter | **Present** |
| **Community Member** | Eric White | **Present** |
| **Community Member** |  |  |
| **Swing Seat** |  |  |
| **Student** *(High Schools)* |  |  |
| **Student** *(High Schools)* |  |  |

**Quorum Established:** [Yes ]

1. **Action Items** 
   1. **Approval of Agenda:** Motion made by: [ Samantha Porter ];

Seconded by: Marsha Leverette

Members Approving: All Members (E. Bowdre; L. Clark; C. Cofer; S. Porter; M. Leverette; M. Lewis; E. White)

Members Opposing: None

Members Abstaining: None

**Motion** [Passes]

* 1. **Fill Vacant Positions** *(copy and complete table for each vacant position and indicate the individual who will fill the seat)*

|  |  |
| --- | --- |
| **Vacant Position:** | ***Parent, Staff, or Community*** |
| **Nominee’s Name:** |  |
| GO Team Members  **In favor** |  |
| GO Team Members **Opposed** |  |
| GO Team Members **Abstaining** |  |

**Fill Open Community Member Seat:**

|  |  |
| --- | --- |
| **Open Position:** | **Community Member** |
| **Nominee’s Name:** | Derrick Hearn- Community Member; BBBS Director; Involved approach to students’ success. |
| GO Team Members  **In favor** | L. Clark  M. Leverette  E. Bowdre  C. Cofer  M. Lewis  S. Porter  E. White |
| GO Team Members **Opposed** | NONE |
| GO Team Members **Abstaining** | NONE |

* 1. **Fill Open Swing Seat** *(copy and complete table for each nominee – list winner where indicated)*

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| --- | --- | --- |
| **Nominee’s Name:** | **Nominated by** | GO Team Members  **In favor** |
| Kia Fortson (Swing Seat Position) – Parent of 7th grader; Involved parent; Has served on various committees. | Principal Green | |  | | --- | | Lashandra Clark | | Monique Lewis | | Ebonique Bowdre | | Chelsea Cofer | | Marsha Leverette | | Samantha Porter | | Eric White | |
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GO Team Members who **ABSTAINED** from voting: NONE

**SWING SEAT RESULT: Kia Fortson elected to fill the open Swing Seat**

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

**Student Representative 1:** [Insert Name of Student Representative]

**Student Representative 2:** [Insert Name of Student Representative]

* 1. **Approval of Previous Minutes:** *Ms. Leverette stated that she voted to adjourn the minutes but was marked absent on the last meeting of the 2022-2023 school year. Ms. Porter corrected this error:*

Motion made by: [Samantha Porter]; Seconded by: [Marsha Leverette ]

Members Approving: ALL

Members Opposing: None

Members Abstaining: None

**Motion** [Passes]

* 1. **Election of Officers and Representatives** *(copy and complete table for each nominee for each position – list winners where indicated)*
     1. **Chair: Result:** [Ebonique Bowdre]

|  |  |
| --- | --- |
| **Officer Position:** | **Chair** |
| **Nominee Name** | GO Team Members **In favor** of Nominee |
| **Ms. Ebonique Bowdre** | |  | | --- | | Lashandra Clark | | Monique Lewis | | Ebonique Bowdre | | Chelsea Cofer | | Marsha Leverette | | Samantha Porter | | Eric White | |
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GO Team Members who **ABSTAINED** from voting: None

* + 1. **Vice Chair: Result:** [Chelsea Cofer]

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| --- | --- |
| **Officer Position:** | **Vice Chair** |
| **Nominee Name** | GO Team Members **In favor** of Nominee |
| **Chelsea Cofer** | |  | | --- | | Lashandra Clark | | Monique Lewis | | Ebonique Bowdre | | Chelsea Cofer | | Marsha Leverette | | Samantha Porter | | Eric White | |
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GO Team Members who **ABSTAINED** from voting: None

* + 1. **Secretary: Result:** [Samantha Porter]

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| --- | --- |
| **Officer Position:** | **Secretary** |
| **Nominee Name** | GO Team Members **In favor** of Nominee |
| **Samantha Porter** | |  | | --- | | Lashandra Clark | | Monique Lewis | | Ebonique Bowdre | | Chelsea Cofer | | Marsha Leverette | | Samantha Porter | | Eric White | |
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GO Team Members who **ABSTAINED** from voting: None

* + 1. **Cluster Representative: Result: Marsha Leverette**

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| --- | --- |
| **Officer Position:** | **Cluster-Representative** |
| **Nominee Name** | GO Team Members **In favor** of Nominee |
| **Marsha Leverette** | |  | | --- | | Lashandra Clark | | Monique Lewis | | Ebonique Bowdre | | Chelsea Cofer | | Marsha Leverette | | Samantha Porter | | Eric White | |
|  |  |
|  |  |

GO Team Members who **ABSTAINED** from voting: NONE

* 1. **Review and Approve Public Comment Protocol**

Public Comment Protocol:

If you would like to speak at a GO Team meeting, please submit your request by 3:00 pm, the day of the meeting. Submit your request here: https://forms.gle/giKf6TvyfrDEbqv98

For those of you wishing to provide comments, Public Comments will be held during the first 20 minutes of the meeting. Sign up to speak by identifying yourself in the chat box. Each member of the public will have two minutes to speak, at which time we will ask you to conclude to allow others to speak. The Public Comment period is designed to gain input from the public and not for immediate responses by the GO Team to the public comment presented. At the end of the 20 minutes, we will close public comments and move on to the next agenda item. If there are questions or information that you have for the GO Team, you may also contact one or more of the GO Team members after the meeting. You can find GO Team member contact information and meeting dates and agendas on the GO Team page of the school’s website.

Motion to adopt made by: [Marsha Leverette ]; Seconded by: [Samantha Porter ]

Members Approving:

Lashandra Clark

Monique Lewis

Ebonique Bowdre

Chelsea Cofer

Marsha Leverette

Samantha Porter

Eric White

Members Opposing: None

Members Abstaining None

**Motion** [Passes]

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Date** | **Time** | **Virtual or Hybrid** | **Time for Public Comment? (Yes/No)** |
| **1** | **10/26/23** | **5pm** | **Virtual** | **Yes** |
| **2** | **11/30/23** | **5pm** | **Virtual** | **Yes** |
| **3** | **12/14/23** | **5pm** | **Virtual** | **Yes** |
| **4** | **1/25/24** | **5pm** | **Virtual** | **Yes** |
| **5** | **3/7/24** | **5pm** | **Virtual** |  |
| **6** | **4/25/25** | **5pm** | **Virtual** |  |
| **7** | **5/16/24** | **5pm** | **Virtual** |  |
| **8** |  |  |  |  |

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

[GO Team Norms:

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.

We will be fully present.

We will follow the agenda as noticed to the public and stay on task.

We will be respectful of each other at all times.

We will be open-minded.

We invite and welcome contributions of every member and listen to each other.

We will respect all ideas and assume good intentions.

We will approach differences of opinion with curiosity.]

Motion to adopt made by: [Marsha Leverette ];

Seconded by [Ebonique Bowdre ]

Members Approving: Lashandra Clark

Monique Lewis

Ebonique Bowdre

Chelsea Cofer

Marsha Leverette

Samantha Porter

Eric White

Members Opposing: None

Members Abstaining: None

**Motion** [Passes]

1. **Discussion Items** *()*
   1. **Discussion Item 1**: [*Meeting Norms; Posted on School Website;* ]
   2. **Discussion Item 2**: [Add description of discussion item and brief summary of the discussion]
2. **Information Items** *(add items as needed)*
   1. **Principal’s Update** []
   2. **Information Items** {]

**Announcements**

[Diane Jacobs: We will be receiving information for the G3 Summit.

Principal Green: All Go Team Members must complete Go Team Training to be in compliance]

1. **Adjournment**

Motion made by: [Marsha Leverette ]; Seconded by: [Ebonique Bowdre ]

Members Approving:

Lashandra Clark

Monique Lewis

Ebonique Bowdre

Chelsea Cofer

Marsha Leverette

Samantha Porter

Eric White

Members Opposing: None

Members Abstaining: None

**Motion** [Passes]

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**ADJOURNED AT**  5:35pm

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**Minutes Taken By:** [Samantha Porter]

**Position:** [Secretary]

**Date Approved:** Sunday, September 17, 2023