



West Manor Elementary School

MEETING NOTICE

Date	Time	Link	Location (if hybrid)
Tuesday, August 13, 2024	3:00 PM	Click Here to Join Meeting Meeting ID: 821 6695 0096 Passcode: 728572	

Notice Prepared By: M.Lawrence

Date Posted: August 2, 2024

Meeting Agenda

(agenda may be amended)

This meeting will not allow for Public Comment

I. Action Items

- A. Approval of Agenda
- B. Fill Vacant Positions *(if applicable)*
- C. Fill Open Community Member Seat
- D. *For High Schools:* Appoint Student Representatives
- E. Approval of Previous Minutes
- F. Election of Officers and Representatives
 - i. Chair
 - ii. Vice-Chair
 - iii. Secretary
 - iv. Cluster Representative
- G. Review and Approve Public Comment Protocol
- H. Set GO Team Meeting Calendar
- I. Review, Confirm/Update, and Adopt GO Team Meeting Norms

II. Discussion Items

- A. Discussion Item 1: Readers are Leaders Reading Coach and initiative
- B. Discussion Item 2: Fall testing (MAP)

- III. **Information Items**
 - A. Principal's Update

[SCHOOL NAME]

Date: [insert date]

Time: [insert scheduled time]

Location: [insert meeting link and location]

- I. Call to Order**
- II. Roll Call; Establish Quorum**
- III. Action Items**
 - A. Approval of Agenda
 - B. Fill Vacant Positions *(if applicable)*
 - C. Fill Open Community Member Seat
 - D. *For High Schools:* Appoint Student Representatives
 - E. Approval of Previous Minutes
 - F. Election of Officers and Representatives
 - i. Chair
 - ii. Vice-Chair
 - iii. Secretary
 - iv. Cluster Representative
 - G. Review and Approve Public Comment Protocol
 - H. Set GO Team Meeting Calendar
 - I. Review, Confirm/Update, and Adopt GO Team Meeting Norms
- IV. Discussion Items** *(add items as needed)*
 - A. Discussion Item 1:
 - B. Discussion Item 2:
- V. Information Items** *(add items as needed)*
 - A. Principal's Update
 - B. Information Items
- VI. Announcements** *(add items as needed)*
 - A. 2024 GO Team G3 Summit – **late September 2024** – *more info coming soon!*
 - B. New GO Team Member Training and Orientation
- VII. Public Comment** *(if applicable)*
- VIII. Adjournment**

Meeting Summary

[SCHOOL NAME]

Date: [insert date]

Time: [insert scheduled time]

Recording: [insert meeting recording link]

I. 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)		
Student (High Schools)		

II. Action Items *(add items as needed)*

A. Approval of Agenda: Motion [Passes/Fails]

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

Vacant Position:	[Parent, Staff, Community, Swing]
Appointee's Name:	

C. Fill Open Community Member Seat:

Open Position:	Community Member
Appointee's Name:	

D. For High Schools: Appoint Student Representatives

Student Representative 1: [Insert Name of Student Representative]

Student Representative 2: [Insert Name of Student Representative]

E. Approval of Previous Minutes [Passes/Fails]

F. Election of Officers and Representatives

i. Chair: Result: [Insert Name of Member Elected as Chair]

Meeting Summary

- ii. **Vice Chair: Result:** [Insert Name of Member Elected as Vice-Chair]
- iii. **Secretary: Result:** [Insert Name of Member Elected as Secretary]
- iv. **Cluster Representative: Result:** [Insert Name of Member Elected as Cluster Representative]
- G. **Approval of Public Comment Protocol: Motion** [Passes/Fails]
- H. **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				
2				
3				
4				
5				
6				
7				
8				

- I. **Adopt GO Team Norms Motion** [Passes/Fails]
- III. **Adjournment: Motion** [Passes/Fails]

[SCHOOL NAME]

Date: [insert date]

Time: [insert scheduled time]

Recording: [insert meeting recording link]

- I. Call to order: [Insert actual Start Time of the meeting]
- II. 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)		
Student (High Schools)		

Quorum Established: [Yes or No]

III. Action Items *(add items as needed)*

- A. **Approval of Agenda:** Motion made by: [Insert Name]; Seconded by: [Insert Name]

Members Approving:

Members Opposing:

Members Abstaining:

Motion [Passes/Fails]

- B. **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	

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

Open Position:	Community Member
Nominee's Name:	
GO Team Members In favor	
GO Team Members Opposed	
GO Team Members Abstaining	

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

Student Representative 1: [Insert Name of Student Representative]

Student Representative 2: [Insert Name of Student Representative]

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

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

Members Approving:

Members Opposing:

Members Abstaining:

Motion [Passes/Fails]

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

i. **Chair: Result:** [Insert Name of Member Elected as Chair]

Officer Position:	Chair
Nominee Name	GO Team Members In favor of Nominee

GO Team Members who **ABSTAINED** from voting:

ii. **Vice Chair: Result:** [Insert Name of Member Elected as Vice-Chair]

Officer Position:	Vice Chair
Nominee Name	GO Team Members In favor of Nominee

GO Team Members who **ABSTAINED** from voting:

iii. **Secretary: Result:** [Insert Name of Member Elected as Secretary]

Officer Position:	Secretary
Nominee Name	GO Team Members In favor of Nominee

GO Team Members who **ABSTAINED** from voting:

iv. **Cluster Representative: Result:** [Insert Name of Member Elected as Cluster Representative]

Officer Position:	Cluster-Representative
Nominee Name	GO Team Members In favor of Nominee

GO Team Members who **ABSTAINED** from voting:

G. Review and Approve Public Comment Protocol

[Insert or attach approved Public Comment Format]

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

Members Approving:

Members Opposing:

Members Abstaining

Motion [Passes/Fails]

H. 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				
2				
3				
4				
5				
6				
7				
8				

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

[Insert or attach approved Meeting Norms]

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

Members Approving:

Members Opposing:

Members Abstaining

Motion [Passes/Fails]

IV. Discussion Items *(add items as needed)*

- A. **Discussion Item 1:** [Add description of discussion item and brief summary of the discussion]
- B. **Discussion Item 2:** [Add description of discussion item and brief summary of the discussion]

V. Information Items *(add items as needed)*

- A. **Principal's Update** [Add brief summary of the update and any resulting discussion]
- B. **Information Items** [Add brief summary of the item and any resulting discussion]

VI. Announcements [Add brief summary of the announcements]

VII. Adjournment

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

Members Approving:

Members Opposing:

Members Abstaining:

Motion [Passes/Fails]

ADJOURNED AT [Insert Actual Time]

Minutes Taken By: [Insert Name]

Position: [Insert Officer Position or GO Team Member]

Date Approved: [Insert Date When Approved]