

# Meeting Summary

[SCHOOL NAME]

Date: [insert date]

Time: [insert scheduled time]

Location: [insert meeting location]

## I. Roll Call

Role	Name (or Vacant)	Present or Absent
Principal	Mr. Yusuf Muhammad	Present
Parent/Guardian	vacant	
Parent/Guardian	vacant	
Parent/Guardian	vacant	
Instructional Staff	Mr. Samuel Lim	Present
Instructional Staff	Ms. Javon Norman	Present
Instructional Staff	Ms. Caterina Hopkins	Present
Community Member	Ms. Tanysha Nunnally	Present
Community Member	vacant	
Swing Seat	Mr. Maxwell Smith	Present
Student (High Schools)	Mr. Marcus Richardson	Present

## II. Action Items

- a. **Approval of Agenda: Motion** Passes
- b. **Approval of Previous Minutes: Motion** Passes
- c. **Action Item 1: Fill Vacant Parent Positions** Awaiting nominees  
**Motion** Fails (awaiting nominees)
- d. **Action Item 2: Fill Vacant Community Member Position**  
**Motion** Fails (awaiting nominees)
- e. **Action Item 3: Fill Vacant Swing Seat Position**  
**Motion** Passes
- f. **Action Item 4: Election of Officers**
  - i. **Chair: Result:** Javon Norman
  - ii. **Vice Chair: Result:** Samuel Lim
  - iii. **Secretary: Result:** Caterina Hopkins
  - iv. **Cluster Representative: Result:** Marcus Richardson

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- g. **Action Item 5: Appoint Student Representative**  
Student Representative: [Marcus Richardson](#)
- h. **Action Item 6: Review and Approve Public Comment Format**  
Motion [Passes](#)
- i. **Action Item 7: Set GO Team Meeting Calendar**
- j. **Action Item 8: Review, Confirm/Update, and Adopt GO Team Meeting Norms**  
Motion [Passes](#)

### iii. Discussion Items

- 1. **Discussion Item 1:** Use of cash for students to purchase homecoming tickets
- 2. **Principals's report**
- 3. **Budget Information**

### iv. Adjournment

Motion [Passes](#)