



Harper-Archer Elementary School

MEETING NOTICE

Date	Time	Link	Location (if hybrid)
August 27, 2024	5:00-6:00	https://tinyurl.com/4vshsaef	Zoom

Notice Prepared By: Matthew Graves

Date Posted: August 16, 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
- C. Fill Open Community Member Seat
- D. Approval of Previous Minutes
- E. Election of Officers and Representatives
 - i. Chair
 - ii. Vice-Chair
 - iii. Secretary
 - iv. Cluster Representative
- F. Review and Approve Public Comment Protocol
- G. Set GO Team Meeting Calendar
- H. Review, Confirm/Update, and Adopt GO Team Meeting Norms

II. Discussion Items

III. Information Items

- A. Open House
- B. WOW Day
- C. MAP Testing
- D. After-School All Stars
- E. PBIS Rewards and Houses
- F. Looking Ahead to September
- G. Homework for 24-25

Harper-Archer Elementary School

Date: **August 27, 2024**

Time: **5:00-6:00**

Location: **Zoom**

Meeting ID: **969 988 8237**

Passcode: **HAES3399**

- I. Call to Order**
- II. Roll Call; Establish Quorum**
- III. Action Items**
 - A. Approval of Agenda
 - B. Fill Vacant Positions
 - C. Fill Open Community Member Seat
 - D. Approval of Previous Minutes
 - E. Election of Officers and Representatives
 - i. Chair
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 - H. Review, Confirm/Update, and Adopt GO Team Meeting Norms
- IV. Discussion Items**
- V. Information Items**
 - A. Open House
 - B. MAP Testing
 - C. After-School All Stars
 - D. PBIS Rewards and Houses
 - E. Looking Ahead to September
- VI. Homework for 24-25**

Meeting Summary

Harper-Archer Elementary School

Date: **August 27, 2024**

Time: **5:00 P.M. - 6:00 P.M.**

Recording: Zoom Meeting

I. Roll Call

Role	Name (or Vacant)	Present or Absent
Principal	Crystal January	Present
Parent/Guardian	April Waits	Present
Parent/Guardian	Janein Collins	Absent
Parent/Guardian		
Instructional Staff	Tabetha Barker	Present
Instructional Staff	MedaLena Smith	Present
Instructional Staff	Narissa George	Absent
Community Member	Kevin Simmons	Absent
Community Member	Kwame Abernathy	Present
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
Appointee's Name:	Bernikka Elder

C. Fill Open Community Member Seat:

Open Position:	Community Member
Appointee's Name:	Cynthia Culberth

D. Approval of Previous Minutes **[Passes/Fails]**

E. Election of Officers and Representatives

i. Chair: Result: **Tabetha Barker**

ii. Vice Chair: Result: **MedaLena Smith**

iii. Secretary: Result: **(Tabled until next meeting)**

iv. Cluster Representative: Result: **Tabetha Barker**

F. Approval of Public Comment Protocol: Motion **[Passes/Fails]**

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

Meeting Summary

	Date	Time	Virtual or Hybrid	Time for Public Comment? (Yes/No)
1	October 1, 2024	5:00 p.m. - 6:00 p.m.	Virtual	Yes
2	December 3, 2024	5:00 p.m. - 6:00 p.m.	Virtual	No
3	January 28, 2025	5:00 p.m. - 6:00 p.m.	Virtual	Yes
4	February 11, 2025	5:00 p.m. - 6:00 p.m.	Virtual	Yes
5	March 4, 2025	5:00 p.m. - 6:00 p.m.	Virtual	No
6	April 1, 2025	5:00 p.m. - 6:00 p.m.	Virtual	Yes
7				
8				

H. **Adopt GO Team Norms Motion** Passes

III. **Adjournment: Motion** Passes

Harper-Archer Elementary School

Date: August 27, 2024

Time: 5:00 P.M. - 6:00 P.M.

Recording: Zoom Recording

I. Call to order: 5:05 P.M.

II. Roll Call

Role	Name (or Vacant)	Present or Absent
Principal	Crystal January	Present
Parent/Guardian	April Waits	Present
Parent/Guardian	Janein Collins	Absent
Parent/Guardian		
Instructional Staff	Tabetha Barker	Present
Instructional Staff	MedaLena Smith	Present
Instructional Staff	Narissa George	Absent
Community Member	Kevin Simmons	Absent
Community Member	Kwame Abernathy	Present
Swing Seat		
Student (High Schools)		
Student (High Schools)		

Quorum Established: Yes

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

A. **Approval of Agenda:** Motion made by: April Waits; Seconded by: Medalena Smith

Members Approving: Kwame Abernathy

Members Opposing: None

Members Abstaining: None

Motion Passes

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

Vacant Position:	Parent
Nominee's Name:	Bernikka Elder
GO Team Members In favor	April Waits, Medalana Smith, Kwame Abernathy, Tabetha Barker
GO Team Members Opposed	None

GO Team Members Abstaining	None
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C. **Fill Open Community Member Seat:**

Open Position:	Community Member
Nominee's Name:	Cynthia Culbreath
GO Team Members In favor	April Waits, Medalana Smith, Kwame Abernathy, Tabetha Barker
GO Team Members Opposed	None
GO Team Members Abstaining	None

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

Motion made by: Kwame Abernathy; Seconded by: April Waits

Members Approving: Medalana Smith, Bernikka Elder, Tabetha Barker

Members Opposing: None

Members Abstaining: None

Motion Passes

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

i. **Chair: Result:** Tabetha Barker

Officer Position:	Chair
Nominee Name	GO Team Members In favor of Nominee
Tabetha Barker	Medalana Smith, April Waits, Kwame Abernathy

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

ii. **Vice Chair: Result:** Medalana Smith

Officer Position:	Vice Chair
Nominee Name	GO Team Members In favor of Nominee
Medalana Smith	April Waits, Kwame Abernathy, Tabetha Barker

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

iii. **Secretary: Result:** [\[Insert Name of Member Elected as Secretary\]](#)

Officer Position:	Secretary
Nominee Name	GO Team Members In favor of Nominee
Narissa George (Voting is tabled until next meeting)	

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

iv. **Cluster Representative: Result:** [Tabetha Barker](#)

Officer Position:	Cluster-Representative
Nominee Name	GO Team Members In favor of Nominee
Tabetha Barker	April Waits, Medalana Smith, April Waits

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

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

From Section 3.4 of the GO Team Handbook:

- Opportunities for public comment **shall** be provided at least four (4) times in a school/fiscal year and noted on the GO Team's webpage and meeting agenda;
- GO Team members will **not** provide responses or engage in direct conversation during public comment;
- Each GO Team will determine a consistent method for receiving public comments and for parents and other citizens to sign up to address the team;
- **At least 20 minutes** of time will be allotted for the public to make comments at meetings where public comment is permitted; and
- The public will receive at least 2 business days' notice of the Public Comment Protocol.

Some tips for Public Comment Protocol (*from the GO Team Handbook*):

1. The GO Team is not required to schedule time for Public Comment at every meeting.
2. Public Comment should be scheduled for major action items (items that need a GO Team vote) that will require public input or need public buy-in.

3. Consider the schedule of the school community for those meetings that do allow Public Comment in order to give your community the chance to participate.
4. Set a specific time for your Public Comment period. For example, you could allot a 20- minute segment on the agenda for Public Comment and allow each member of the public to have 2 minutes to speak during that segment. At the end of the Public Comment period, the Chair should close Public Comment and move on to the next agenda item.
5. Post a clear process for how individuals sign-up or indicate they wish to speak.
6. GO Team members should not respond during the Public Comment period. The Public Comment period is designed to gain input from the public – not for immediate responses by the GO Team to the public comment presented. The GO Team should listen attentively to all comments and take the summation of the comments into consideration when making decisions.
7. Remind the public that a scheduled Public Comment period on the agenda is not the only means for providing input. The GO Team should encourage the public to contact them via their APS email addresses. Emails sent to GO Team members about school concerns are also considered public comment. If there are urgent matters that need the GO Team’s attention, the school can organize Information Sessions or the GO Team can schedule separate Public Comment meetings to gather that information from stakeholders.

Motion to adopt made by: Tabetha Barker; Seconded by: April Waits
 Members Approving: Medalana Smith, Kwame Abernathy
 Members Opposing: None
 Members Abstaining: None
 Motion Passes

- G. **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)
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7				
8				

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

1. Only members of the GO Team may participate in the discussion.
2. Any members of the public present may quietly observe.
3. Be fully present.
4. Follow the agenda as noticed to the public and stay on task.
5. Be respectful of each other at all times.
6. Be open-minded.
7. Invite and welcome contributions of every member and listen to each other.
8. We will respect all ideas and assume good intentions.
9. We will approach differences of opinion with curiosity.

Motion to adopt made by: April Waits; Seconded by: Bernikka Elder

Members Approving: Kwame Abernathy, Medalana Smith, Cynthia Culbreath

Members Opposing: None

Members Abstaining: None

Motion Passes

IV. **Discussion Items Principal's Updates**

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

A. **Principal's Update**

Open House
WOW Day
MAP Testing
After-School All Stars
PBIS Rewards and Houses
Looking Ahead to September
Homework for 24-25

B. **Information Items**

VI. **Announcements Remind all GO Team members to complete their GO Team orientation training. Stay connected!**

VII. **Adjournment**

Motion made by: April Waits; Seconded by: Medalana Smith

Members Approving: Tabetha Barker, Kwama Abernathy, Bernikka Elder

Members Opposing:

Meeting Minutes

Members Abstaining:

Motion [Passes/Fails]

ADJOURNED AT: 5:53pm

Minutes Taken By: Tabetha Barker

Position: Chair

Date Approved: [Insert Date When Approved]