

**New Life Academy of Excellence, Inc.**

**December 12, 2015- GSBA Board Training-3 hours**

Meeting called to order at 9:30 am located at the new NLAE building-Duluth Campus

Present: Stacey Adams, Alphonsa Foward Jr, Carter Wilson (via conference), Dr. Gloria Foward, Angela Lewis-Hawkins, Dr. Mary Parker, Celeste Anderson

Guest: Zenda Bowie-Georgia School Board Association

Training Topic: What Image Does Your Meeting Project?

- Parliamentary Procedure- It's purpose
- Roberts Rules of Order, Newly Revised
- Public Participations
- Planning and Preparation
- Role of Chairman
- Role of Board Members
- Role of the CEO
- The Agenda
- Motions
- Taking the Vote-What Happens After the Vote?
- Executive Session
- Meeting Minutes

Q & A

Completion of Department of Education Forms

Adjournment at 12:30pm