2024

ATLANTA PUBLIC SCHOOLS

GO TEAMS

STRONG SCHOOLS
START WITH ME!

ADVISORY COMMITTEE HANDBOOK

ATLANTA PUBLIC SCHOOLS

GUIDELINES & PROCEDURES FOR EFFECTIVE LOCAL GOVERNANCE OF CHARTER SYSTEM SCHOOLS

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Version and Change Documentation

Version	Date issued	Changes
1.0	7/12/2017	First version
2.0 Charter Renewal	10/23/2024	II: Article I 1.2, 1.3, 1.4 II: Article II 2.1, 2.2 II: Article III 3.1, 3.3 II: Article IV Appendix A Appendix B Appendix C

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I. INTRODUCTION

Atlanta Public Schools (APS) became a charter system on September 25, 2015 to increase student achievement and improve organizational effectiveness and efficiency. APS's charter contract became effective July 1, 2016; the contract was renewed in July 2021. A key component of operating as a Georgia charter system is the establishment of Local School Governance Teams at the APS neighborhood schools. Local School Governance Teams are also known as LSGTs and/or GO Teams.

GO Teams work with school leadership and the community to help determine the long-term direction of the school, design innovative solutions to increase student achievement, and serve as school ambassadors to the local community.

GO Teams may, by resolution adopted by a majority of the voting GO Team members, establish advisory committees as they deem necessary. All advisory committees will have and may exercise such powers and authority to support the work of the GO Team as delegated by the GO Team. No committee will perform the full duties and responsibilities or stand in the place of the GO Team. Advisory committees act in a primarily advisory capacity offering assistance and making recommendations to the GO Team for action.

This handbook outlines the governance guidelines, procedures, conflict of interest requirements, and code of conduct for all GO Team Advisory Committees formed in Atlanta Public Schools. All APS GO Team Advisory Committees shall operate in accordance with the requirements of this handbook at all times.

II. GO TEAM ADVISORY COMMITTEE GUIDELINES

ARTICLE I: ESTABLISHMENT

Section 1.1. Establishment. GO Teams may, by resolution adopted by a majority of the voting GO Team members, establish such advisory committees as the GO Team deems necessary. To establish an advisory committee, GO Teams must complete and vote on a Committee Establishment Resolution outlining the purpose of the proposed advisory committee, stated goals and objectives of the committee, projected time frame of the committee's work, the designated committee chairperson, and the names of all GO Team Members who will serve on the proposed committee. Each Committee Establishment Resolution should be included in GO Team meeting minutes and sent to the GO Team Office. (*See Appendix B for the Committee Establishment Resolution Template and sample*)

GO Team Advisory Committees will be composed of the Committee Chair, the principal (or his/her designee) and at least one (1) additional member of the GO Team. There is no limit to the number of committee members allowed. However, no more than three (3) GO Team members can serve on any one advisory committee (committee chair plus two additional GO Team members).

GO Team Advisory Committees will be chaired by a member of the GO Team designated by the GO Team Chair.

To Establish a GO Team Advisory Committee:

1. Discuss the establishment of an advisory committee
    a. Goals/objectives
    b. Potential committee chair
    c. Additional GO Team committee members (maximum of two)
2. Draft a Committee Establishment Resolution (*see Appendix B*)
3. Vote on the Committee Establishment Resolution (majority vote required)
4. Include Committee Establishment Resolution in the GO Team minutes
5. GO Team Chair appoints Advisory Committee Chair
6. Principal appoints his/her designee for the committee (if needed)
7. Determine additional members of the established advisory committee

Section 1.2. Standing Advisory Committees. GO Teams may create standing advisory committees by resolution adopted by a majority of the voting GO Team members and with the advice of the GO Team Office. Standing committees act throughout the school year in an advisory capacity offering assistance and making recommendations to the GO Team for action.

Section 1.3. Ad Hoc Advisory Committees. The GO Team may, by resolution adopted by a majority of the voting GO Team members, create ad hoc advisory committees of GO Team members, parents, staff, students, and community members to assist in developing and reviewing school procedures and programs in support of the school's strategic plan (*see Section 1.1*).

The GO Team may find it necessary to form ad hoc advisory committees to work on issues requiring more discussion and research than is practical during its regularly scheduled meetings. Any member of the GO Team may ask that an item be referred to an ad hoc advisory committee, with the GO Team Chair exercising discretion over the number of such committees active at any given time.

Such advisory committees shall operate for a finite time frame dissolving automatically upon completion of the assignment. The recommendations of an ad hoc advisory committee may be brought to the GO Team for action.

ARTICLE II: MEMBERSHIP AND DUTIES

Section 2.1. Membership. GO Team Advisory Committees shall have the following membership structure:

a. The principal or their designee will serve as an ex officio member of all committees.
b. The chair of each advisory committee will be a member of the GO Team appointed by the GO Team chair.
c. The GO Team can appoint additional members, including GO Team members as well as parents/legal guardians, community members, staff, and students.
d. No more than three (3) GO Team members can serve on any one advisory committee (committee chair plus two additional GO Team members).
e. At least one parent/guardian member; these individuals do not have to be members of the school's GO Team.
f. At least one non-supervisory instructional staff member; these individuals do not have to be members of the school's GO Team.
g. There is no limit to the number of committee members allowed.

Section 2.2. Qualifications. Each GO Team Advisory Committee member must meet the following criteria to maintain eligibility to serve.

a. All members of GO Team Advisory Committees are subject to a Level 2 background check in accordance with Board Policy GAK(1)-R(1) Criminal Background Check and must pass the check, as determined by APS District Staff.
b. All members of GO Team Advisory Committees must be in good standing with the school and the district.
c. Parent/guardian committee members must be the legal parent/guardian on record of a child attending or who will attend the school during at least ½ of their term of service on the GO Team.
d. A parent/guardian member may not be an employee of the school.
e. Non-supervisory instructional staff must hold a position identified by APS Human Resources as non-supervisory and instructional.
f. A non-supervisory instructional staff member may also be a parent/guardian of a student at the school.
g. Community members are individuals who are invested in the school or the neighborhoods it serves in some way and can support the work of the advisory committee. Community members may be representatives of existing or new partner organizations, alumni, or concerned, engaged citizens.
h. Each GO Team Advisory Committee member must be at least eighteen years of age, with the exception of student members who may serve when appropriate to the work of the advisory committee.

If at any time a member does not meet the above qualifications, the member will be ineligible to continue service and can be removed from the committee.

Section 2.3. Performance of Duties. It is the responsibility of each GO Team Advisory Committee member to perform his or her responsibilities faithfully, carefully, and with good intentions. All members of the committee (including the principal or principal's designee) must be diligent and must hold each other accountable by being prepared for meetings, participating in discussions, asking questions, and holding high expectations for themselves and others.

All GO Team Advisory Committee members will hold each other accountable to their stated goals and to assisting and making recommendations to the GO Team for action, remembering that no committee will perform the full duties and responsibilities, or stand in the place of the GO Team.

ARTICLE III: ADVISORY COMMITTEE MEETINGS

Section 3.1. Meetings. Meetings will be held at such times and places as the advisory committee will determine. All advisory committee meetings must be held outside of school instructional hours to protect student instructional time and employee work hours. Such meetings are subject to the requirements of the Georgia Open Meetings Law and the APS Charter System Contract (*see Appendix A for additional information*), which include:

- The meeting time, date, and location must be posted at least 24 hours before the meeting (on the school website). However, standard practice for APS GO Team Advisory Committees will be for schools to post committee meeting notices at least seven calendar days before the meeting.
- The meeting agenda must be posted at least 24 hours before the meeting (on the school website). However, standard practice for APS GO Team Advisory Committees will be for schools to post meeting agendas at least seven calendar days before the meeting. Draft form is acceptable for agendas posted a week prior to the meeting.
- A Committee Report must be presented by the committee chair at the next scheduled GO Team meeting.
- Committee Reports must then be included in the GO Team's meeting minutes for the meeting in which it was presented to the GO Team.

Sample committee meeting documents (notice, agenda, report) can be found in Appendix C. Templates for committee documents can be found in Appendix D.

Section 3.2. Georgia Open Meeting Law. GO Team Advisory Committees are subject to the requirements of the Georgia Open Meetings Laws. (*see Appendix A for additional information*)

Section 3.3. Notice. Notices of scheduled GO Team Advisory Committee meetings will be posted publicly in the school and on the school's website at least one week in advance and provided to the public via all appropriate school communication channels as required by the Open Meetings Act. Each notice will state the date, time, link, and location of the meeting and the general nature of the topics that will be discussed and the decisions that will be made.

Section 3.4. Reports. After each meeting, GO Team Advisory Committees must complete a Committee Report to be presented by the committee chair at the next scheduled GO Team meeting and included in that GO Team meeting's minutes. Committee Reports will provide the GO Team with updates on the Advisory Committee's activities and progress towards their stated goals and objectives. (*see Appendix D for the Committee Report template*)

ARTICLE IV: CODE OF CONDUCT

GO Team Advisory Committee members must abide by the GO Team guidance regarding conflict of interest, code of ethics, confidentiality, and gifts and solicitations that can be found in the APS Local School Governance Teams Handbook. All advisory committee members must also abide by the GO Team guidance regarding non- discrimination and compensation, found in the APS Local School Governance Teams Handbook. Please refer to the APS Local School Governance Teams Handbook for more details.

CONTACT US

Thank you for your willingness to contribute to the success of your school's GO Team. Participating on a GO Team Advisory Committee can be challenging, but is also a very rewarding experience. On behalf of the GO Team Office at Atlanta Public Schools – thank you! It is through the GO Team Members, parents, staff, students, and community members who serve on GO Team Advisory Committees that shared governance is successful! This handbook will continue to evolve as new types of committees emerge, as matters require greater clarity, and as suggestions come forward. If your committee needs assistance at any time, please contact the GO Team Office at goteam@apsk12.org.

APPENDICES

APPENDIX A: Open Meetings Act and Charter System Contract Requirements

Summary of Open Meetings Act and Contract Requirements

GO Teams are subject to the Open Meetings Act and requirements of the District's Charter System Contract. The Open Meetings Act is located at OCGA § 50-14-1, *et seq* (Official Code of Georgia Annotated). The District's Charter System Contract is located at apsstrongschools.com.

A meeting for the purposes of the Open Meetings Act is defined as a quorum of the members of the GO Team or any committee of its members at which any public matter, official business, or policy is to be discussed or presented, or at which official action is to be taken, or recommendations on any public matter, official business, or policy are to be formulated, presented, or discussed.

All meetings are open unless otherwise provided by law. Regular meetings of the GO Team must have:

- Notice given to the GO Team members at least seven days prior to a meeting (OCGA § 20-2-86[f])
- The meeting time, date, link and location (if a hybrid meeting) must be posted at least 24 hours before the meeting at the school and on the school's GO Team webpage. Standard practice for APS GO Teams will be for schools to post regular meeting notices at least seven (7) days before the meeting.
- The meeting agenda must be posted at least 24 hours before the meeting at the school and on the school's GO Team webpage, and it must include all matters expected to come before the GO Team. Standard practice for APS GO Teams will be for schools to post regular meeting notices at least seven (7) days before the meeting at the school and on the school's GO Team webpage. Draft form is acceptable for agendas posted a week prior to the meeting.
- A meeting summary of attendees and actions as well as approved minutes (including all documents, presentations, and reports provided) from the previous meeting must be posted within two (2) business days after the meeting at the school and on the school's GO Team webpage (OCGA § 50-14-1[e]).
- A link to the meeting recording must be posted within two (2) business days after the meeting on the school's GO Team webpage.
- Draft meeting minutes (including all documents, presentations, and reports provided) must be sent to GO Team members within 20 days after the meeting for review prior to the next scheduled meeting (**note:** *not posted, just provided to GO Team members*) (OCGA § 20-2-86[l]).

Note: Failure to include an item on the posted agenda that becomes necessary to address during the meeting does not prohibit the GO Team from considering and acting upon the items.

GO Team meeting summaries must:

- Be written and made available to the public for inspection within two business days of the adjournment of the meeting.
- Include the subjects acted on and the members present at the meeting.

GO Team meetings must have minutes that:

- Are promptly recorded and open to public inspection once approved as official by the GO Team no later than immediately following the next regular meeting of the GO Team;
- Include, at a minimum, the name of the school, date and of the meeting, the names of GO Team members present, a list of agenda items, the description of each motion or other proposal made during the meeting, names of those individuals making and seconding each motion or proposal, and a record of all votes taken and the results of those votes;
- Include the name of each person voting for or against the proposal, or abstaining from voting on the proposal;
- Are kept on file at the school office for anyone to request to review (OCGA § 20-2-86[l]); and
- Are sent to GO Team members within 20 days following each GO Team meeting (OCGA § 20-2-86[l]) for review. After review, the meeting minutes will be voted on and adopted at the beginning of the next GO Team meeting.

Visual and/or sound recording of GO Team meetings is required.

A meeting may not be closed in order to discuss whether or not to close a meeting.

Violation of Open Meetings Act

1. Anyone knowingly and willfully conducting or participating in a meeting in violation of the Open Meetings act is guilty of a misdemeanor and, upon conviction, punished by a fine not to exceed $1000.00. Alternatively, a civil penalty may be imposed by the court in any civil action brought pursuant to this chapter against any person who negligently violates the terms of this chapter in an amount not to exceed $1,000.00 for the first violation. A civil penalty or criminal fine not to exceed $2,500.00 per violation may be imposed for each additional violation that the violator commits within a 12-month period from the date that the first penalty or fine was imposed (OCGA § 50-14-6).
2. Superior courts have jurisdiction to enforce the Open Meetings law; the attorney general has the authority to bring law enforcement actions, criminal or civil.
3. If a superior court determines that a GO Team has not complied with the act, the court will—unless special circumstances exist—assess in favor of the complaining party reasonable attorney's fees and other litigation costs.

APPENDIX B: Committee Establishment Resolution Template

GO TEAM COMMITTEE ESTABLISHMENT RESOLUTION

The _____GO Team shall have a(n) _____ Advisory Committee, consisting of the principal or his/her designee, designated chair, and additional members appointed by the GO Team (*see back for list of members*).

The committee chair shall attend all meetings of the committee. The Advisory Committee shall serve in an advisory capacity, offering assistance and making recommendations to the GO Team for action. The Advisory Committee shall not have the authority to act on behalf of the GO Team.

Meetings of the Advisory Committee shall be scheduled and publicly noticed by the committee chair. A written report of committee discussions shall be presented by the committee chair to the GO Team at the next scheduled GO Team meeting.

The proposed Advisory Committee has the following goals/objectives (*add objectives, if necessary*):

a)_____

b)_____

c)_____

d)_____

The proposed Advisory Committee will operate as a standing / ad hoc committee (circle one).
Expected Committee Time Frame:_____
Standing - academic year / Ad Hoc – expected time necessary to complete goals/objectives

Principal Name	Principal Signature	Date
GO Team Chair Name	GO Team Chair Signature	Date
Committee Chair Name	Committee Chair Signature	Date
		Date Submitted to GO Team Office

<<Insert Committee Name>> Committee Membership

You may have no more than 3 GO Team members (committee chair and 2 others) on the committee. All GO Team committees must include at least 1 parent/guardian member and at least 1 non-supervisory instructional staff member. These members do **not** need to be GO Team members.

For all other members, list the members of the committee below as voted on by the GO Team. Other than GO Team members, names can be provided as individuals are identified. For example, if the GO Team voted for the Committee to have 2 individuals with medical background, and a faith leader, list under **Role**: Medical, Medical, and Faith Leader.

Role	Name	Email Address
Chair (*must be a GO Team member*)		
Principal or Principal's Designee		
Parent/Guardian		
Non-supervisory Instructional Staff		

(*add additional rows, if needed*)

THIS IS AN EXAMPLE OF A COMPLETED COMMITTEE ESTABLISHMENT RESOLUTION FOR YOUR REFERENCE

GO TEAM COMMITTEE ESTABLISHMENT RESOLUTION

The __Awesome School GO Team__GO Team shall have a(n) Family Engagement and Communications Advisory Committee, consisting of the principal or his/her designee, designated chair, and additional members appointed by the GO Team. No more than three (3) GO Team members can serve on any one Advisory Committee (committee chair plus two additional GO Team members).

The committee chair shall attend all meetings of the committee. The Advisory Committee shall serve in an advisory capacity, offering assistance and making recommendations to the GO Team for action. The Advisory Committee shall not have the authority to act on behalf of the GO Team.

Meetings of the Advisory Committee shall be scheduled and publicly noticed by the committee chair. A written report of its actions shall be presented by the committee chair to the GO Team at the next scheduled GO Team meeting.

The proposed Advisory Committee has the following goals/objectives:

a) Keep the community informed on primary GO Team responsibilities, including progress on the school's strategic plan, budget, and School-Based Solution (SBS) proposals.
b) Participate in the annual school community meeting.
c) Engage community stakeholders by gathering their input on proposed SBSs to be submitted by the GO Team and on any other major school initiatives and changes.
d) Plan quarterly events to increase family and community engagement in the school community.

The proposed Advisory Committee will operate as a standing / ad hoc committee (circle one).
Expected Committee Time Frame: Academic Year 2022-2023
Standing - academic year / Ad Hoc – expected time necessary to complete goals/objectives

Principal Name	Principal Signature	Date
GO Team Chair Name	GO Team Chair Signature	Date
Committee Chair Name	Committee Chair Signature	Date
		Date Submitted to GO Team Office

Family Engagement and Communications Committee Membership

You may have no more than 3 GO Team members (committee chair and 2 others) on the committee. All GO Team committees must include at least 1 parent/guardian member and at least 1 non-supervisory instructional staff member. These members do **not** need to be GO Team members.

For all other members, list the members of the committee below as voted on by the GO Team. Other than GO Team members, names can be provided as individuals are identified. For example, if the GO Team voted for the Committee to have 2 individuals with medical background, and a faith leader, list under **Role**: Medical, Medical, and Faith Leader.

Role	Name	Email Address
Chair (*must be a GO Team member*)	George Jetson	
Principal or Principal's Designee	Ms. Frizzle	
Parent/Guardian	Betty Rubble	
Non-supervisory Instructional Staff	Dr. Benton Quest	
Communications Specialist	Daphne Blake	
Community Member	Valerie Brown	

(*add additional rows, if needed*)

APPENDIX C: Examples of Committee Meeting Documents

GO Team Committee Meeting Notice should include:

1. The name of the school
2. The name of the committee
3. The date, time, link to observe the committee meeting, and location of the committee meeting (if hybrid) must be provided
4. Name of person preparing the notice and date of posting
5. Meeting Agenda

GO Team Committee Meeting Agendas should include:

1. The name of the school
2. The name of the committee
3. The date, time, link to observe the committee meeting, and location of the committee meeting (if hybrid) must be provided
4. Discussion Items to be considered
5. Recommendations to the GO Team (*if applicable*)
6. Updates and Questions for the GO Team (*if applicable*)

GO Team Committee Meeting Report should include:

1. The name of the school
2. The name of the committee
3. The date, time, link to observe the committee meeting, and location of the committee meeting (if hybrid) must be provided
4. Names of all committee members present and absent
5. Discussion Items
6. Goals/Objectives Completed and In-Progress/Pending
7. Recommendations for the GO Team
8. Updates and Questions for the GO Team

SAMPLE COMMITTEE MEETING NOTICE

Committee Meeting Notice

School	Date	Time	Meeting Link	Location (*if hybrid*)
Awesome School	October 1, 2022	4:30 PM	Awesome School YouTube	Media Center

Notice Prepared By: George Jetson, Committee Chair **Date Posted:** 21 September 2022

Family Engagement & Communications Committee Meeting Agenda

(*agenda may be amended*)

I. **Call to order**
II. **Roll Call**
III. **Review Agenda**
IV. **Discussion Items**
   a. **GO Team Feedback on last Committee Report (Committee Chair)**
   b. **Fall Festival Preparation Progress Update**
   c. **Annual School Community Meeting – Planning Next Steps**
   d. **School-Based Solution Parent Focus Groups – Objectives, Recruitment, Logistics**
V. **Recommendations and Updates to the GO Team**
   a. **Update on Committee Goals/Objectives**
   b. **Recommendations for Action**
   c. **Questions for GO Team on Next Steps**
VI. **Announcements**

Committee meetings do not allow for Public Comment.

Committee Meeting Agenda

Awesome School
Family Engagement & Communication Committee
Date: October 1, 2022
Time: 4:30 PM
Location: Awesome School Media Center

I. **Call to order**
II. **Roll Call**
III. **Review Agenda**
IV. **Discussion Items**
   a. **GO Team Feedback on last Committee Report (Committee Chair)**
   b. **Fall Festival Preparation Progress Update**
   c. **Annual School Community Meeting – Planning Next Steps**
   d. **School-Based Solution Parent Focus Groups – Objectives, Recruitment, Logistics**
V. **Recommendations to the GO Team**
   a. **Update on Committee Goals/Objectives**
   b. **Recommendations for Action**
   c. **Questions for GO Team on Next Steps**
VI. **Announcements**
VII. **Adjournment**

Committee Meeting Report

Awesome School
Family Engagement & Communication Committee
Date: October 1, 2022
Time: 4:30 PM
Location: *via Zoom*

I. Roll Call

Name	Present or Absent
George Jetson - CHAIR	
Ms. Frizzle – Principal's Representative	
Betty Rubble	
Shaggy Rogers	
Dr. Benton Quest	
Daphne Blake	
Valerie Brown	

Guests Present: [If someone has been invited to present to the Committee, list the name(s) here; you do not have to list observers]

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

a. Reviewed previous Committee Report presentation to GO Team
b. Checked in with October 28th Fall Festival event progress to determine any remaining tasks
c. Continued planning the committee's presentation for the Annual School Community Meeting and outlining the additional resources needed for the event – assigned committee members to follow up
d. Began discussion of School-Based Solution Parent Focus Groups focusing on objectives and logistics

III. Goals/Objectives Completed:

a. Planned first community event, the upcoming Fall Festival, to increase family and community engagement in the school community (objective is to hold at least four events yearly).
b. Scheduled Parent Focus Groups on SBS proposal.

IV. Goals/Objectives In-Progress/Pending

a. Participate in the annual school community meeting.
b. Engage community stakeholders by gathering their input on proposed SBSs to be submitted by the GO Team and on any other major school initiatives and changes (SBS Parent Focus Groups).
c. Complete Parent Focus Groups and finalize Focus Group Report Out.

V. Recommendations for the GO Team

a. This committee recommends the GO Team discuss the creation of a bi-monthly Family Engagement online newsletter to support our objective to keep the community informed about GO Team work.

VI. Questions for the GO Team

a. How many GO Team members can commit to volunteering at the Fall Festival to become more familiar faces and build relationships with community members?
b. What communication tools should we use to advertise the Fall Festival?

VII. Announcements

VIII. Adjournment

Minutes Taken By: *Betty Rubble*
Position: Committee Member
Date Taken: 10/1/2022
Presented at Awesome School GO Team Meeting on 10/15/2022.
[*A copy of this report is to be provided at the next regular GO Team meeting and included as a part of that meeting's minutes.*]

APPENDIX D: Committee Meeting Document Templates

Committee Meeting Notice

School	Date	Time	Meeting Link	Location (*if hybrid*)

Notice Prepared By: _____ **Date Posted:** _____

[Insert Committee Name] Committee Meeting Agenda

(*agenda may be amended*)

I. **Call to order**
II. **Roll Call**
III. **Review Agenda**
IV. **Discussion Items** *(add items as needed)*
   a. **Discussion Item 1:**
   b. **Discussion Item 2:**
V. **Recommendations and Updates to the GO Team**
   a. **Update on Committee Goals/Objectives**
   b. **Recommendations for Action**
   c. **Questions for GO Team on Next Steps**
VI. **Announcements**

Committee meetings do not allow for Public Comment.

Committee Meeting Agenda

[SCHOOL NAME]
[COMMITTEE NAME]
Date: [insert date]
Time: [insert scheduled time]
Location: [insert meeting location]

I. **Call to order**
II. **Roll Call**
III. **Review Agenda**
IV. **Discussion Items** *(add items as needed)*
   a. **Discussion Item 1:**
   b. **Discussion Item 2:**
V. **Recommendations and Updates to the GO Team**
   a. **Update on Committee Goals/Objectives**
   b. **Recommendations for Action**
   c. **Questions for GO Team on Next Steps**
VI. **Announcements**

Committee Meeting Report

[SCHOOL NAME]
[COMMITTEE NAME]
Date: [insert date]
Time: [insert scheduled time]
Location: [insert meeting location]

I. **Roll Call**

Name	Present or Absent
[Name] - CHAIR	
Principal or Principal's Designee	
Parent/Guardian Member	
Non-Supervisory Instructional Staff Member	

Guests Present: [If someone has been invited to present to the Committee, list the name(s) here; you do not have to list observers]

II. **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]

III. **Goals/Objectives Completed:**

a. Item 1 [Add description of the item]

b. Item 2 [Add description of the item]

IV. **Goals/Objectives In-Progress/Pending**

a. **Item 1** [Add description of the item]
b. **Item 2** [Add description of the item]

V. **Recommendations for the GO Team**
a. **Recommendation 1** [Add detailed description of the recommendation]
b. **Recommendation 2** [Add detailed description of the recommendation]

VI. **Questions for the GO Team**
a. **Question 1**
b. **Question 2**

VII. **Announcements** [Include the next meeting date and add brief summary of any other announcements]

VIII. **Adjournment**

Minutes Taken By: [Insert Name of Person taking the Report]
Position: [Insert Person's Position on the Committee]
Date Taken:
Presented at [Insert School Name] **GO Team Meeting on** [Insert Date Presented to GO Team]
[*A copy of this report is to be provided at the next regular GO Team meeting and included as a part of that meeting's minutes.*]