



2018-2019 Principal Advisory Council Compliance Checklist

Initial Checkpoint After Fall elections and the first Council meeting, school staff will upload the following information or documents to the Council webpage:	Deadline	Documentation
<ul style="list-style-type: none"> <input type="checkbox"/> <u>Upcoming Meetings:</u> <ul style="list-style-type: none"> ○ Dates/times/location of ALL 2018-2019 Council meetings ○ Archived 2017-2018 meeting documents <input type="checkbox"/> <u>Council Members</u> <ul style="list-style-type: none"> ○ 2018-2019 Council member roster ○ 2018-2019 Construction Advisory Committee member roster (if applicable) <input type="checkbox"/> <u>Resources</u> <ul style="list-style-type: none"> ○ Approved 2018-2019 CSIP ○ Link to CSSGF website (includes Council Bylaws.) <input type="checkbox"/> <u>Contact Us:</u> Link Council Chair’s DCSD-provided email address to the “Contact Us” button on Council site. 	<p style="text-align: center;">September 28, 2018</p>	<p>School webmaster will upload documentation to Council webpage per Open Meetings law. (See detailed description of Open Meetings compliance requirements by clicking here.)</p>
<p style="text-align: center;">Fall Activities:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Council Chairs attend 2018-2019 Meet & Greet hosted by Superintendent Green, Regional Superintendents, and DeKalb BOE. <input type="checkbox"/> Principal and Council Chair co-facilitate annual community address on progress toward CSIP goals. 	<p style="text-align: center;">October 10, 2018 AIC Board Room 5:30pm-7:00pm</p> <p style="text-align: center;">No later than December 14, 2018</p>	<p>CSSGF Office will document attendance through sign-in sheets.</p> <p>Per Council's discretion</p>
Mid-Year Checkpoint A mid-year report including the following information will be shared with Dr. Green and Regional Superintendents.	Deadline	Documentation
<ul style="list-style-type: none"> <input type="checkbox"/> A CSSGF audit of all Council webpages to confirm the following were posted following Open Records laws: <ul style="list-style-type: none"> ○ Minimum of 2 approved agendas ○ Minimum of 2 summary of actions ○ Minimum of 1 approved minutes <input type="checkbox"/> CSSGF documentation of Council Members’ completion of mandatory School Governance 101 training. 	<p style="text-align: center;">December 14, 2018</p>	<p>School webmaster will upload documentation to Council webpage per Open Meetings law.</p> <p>CSSGF Office will document completion through sign-in sheets.</p>

<p style="text-align: center;">Winter Activities:</p> <p><input type="checkbox"/> One representative of the Council attends Cross-Council meetings.</p>	<p style="text-align: center;">November 7, 2018 and February 20, 2019 AIC 6:00pm-8:00pm</p>	<p>CSSGF Office will document attendance through event sign-in sheets.</p>
<p>End-of-Year Checkpoint</p> <p>A final report including the following information will be shared with Dr. Green and Regional Superintendents.</p>	<p>Deadline</p>	<p>Documentation</p>
<p><input type="checkbox"/> A CSSGF audit of all Council webpages to confirm the following were posted following Open Meetings laws:</p> <ul style="list-style-type: none"> ○ Minimum of 4 approved agendas ○ Minimum of 4 summary of actions ○ Minimum of 3 approved minutes ○ Council review of the 2019-2020 budget as documented in posted minutes <p><input type="checkbox"/> CSSGF documentation of Council Members' completion of mandatory School Governance 101 training.</p> <p><input type="checkbox"/> Archive 2018-2019 meeting documents.</p>	<p>May 17, 2019</p>	<p>School webmaster will upload documentation to Council webpage per Open Meetings law.</p> <p>CSSGF Office will document completion through sign-in sheets.</p> <p>School webmaster will archive 2018-2019 meeting documents.</p>
<p style="text-align: center;">Spring Activities:</p> <p><input type="checkbox"/> All voting members of the Council will complete the 2018-2019 Council Self-Assessment.</p>	<p>March 29, 2019</p>	<p>Survey Monkey</p>

If you have questions or concerns, please contact Kina M. Champion, School Governance Liaison, at (678) 676- 0718 or kina_champion@dekalbschoolsga.org.