



2017-2018 School 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> Dates/times/location of ALL 2017-2018 Council meetings <input type="checkbox"/> <u>Council Members</u> <ul style="list-style-type: none"> o 2017-2018 Council member roster o 2017-2018 Construction Advisory Committee member roster (if applicable) <input type="checkbox"/> <u>Resources</u> <ul style="list-style-type: none"> o Council Bylaws (provided by CSSGF Office) o Elections Guidance (provided by CSSGF Office) o 2017-2018 Consolidated School Improvement Plan (provided by the principal) <input type="checkbox"/> <u>Contact Us:</u> Link email address of school employee to the “contact us” button on Council webpage. 	September 30, 2017	School webmaster will upload documentation to Council webpage per Open Meetings law. (See detailed description of Open Meetings compliance requirements by clicking here.)
<p style="text-align: center;">Fall Activities:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Council Chairs will attend 2017-2018 Meet & Greet hosted by Superintendent Green, Regional Superintendents, and DeKalb BOE. <input type="checkbox"/> Principal and Council Chair will co-facilitate annual community address on progress toward CSIP goals. 	November 8, 2017 AIC Board Room No later than December 8, 2017	CSSGF Office will document attendance through event sign-in sheets. Per Council's discretion
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"> o Minimum of 2 approved agendas o Minimum of 2 summary of actions o Minimum of 2 approved minutes o A copy of the community presentation on school progress on CSIP goals. <input type="checkbox"/> CSSGF documentation of Council Members' completion of mandatory School Governance 101 training. 	December 8, 2017	School webmaster will upload documentation to Council webpage per Open Meetings law. Principal and Council officers electronically sign website audit form. (See Resources by clicking here.)

<input type="checkbox"/> Schedule Spring CSSGF Observation Cycle (if applicable)		CSSGF Office will document attendance through sign-in sheets.
<p style="text-align: center;">Winter Activities:</p> <input type="checkbox"/> One representative of the Council attends Cluster Council meetings.	<p style="text-align: center;">December 14, 2017 and February 22, 2018 (AIC Auditorium 5:30pm-7:30pm)</p>	CSSGF Office will document attendance through event sign-in sheets.
<p style="margin: 0;">End-of-Year Checkpoint</p> <p style="margin: 0;">A final report including the following information will be shared with Dr. Green and Regional Superintendents.</p>	Deadline	Documentation
<input type="checkbox"/> A CSSGF audit of all Council webpages to confirm the following were posted following Open Meetings laws: <ul style="list-style-type: none"> ○ Minimum of 4 approved agendas ○ Minimum of 4 summary of actions ○ Minimum of 4 approved minutes ○ Council reviews of the 2018-2019 Consolidated School Improvement Plan and budget as documented in posted minutes ○ Elections Guidance (provided by CSSGF Office) <input type="checkbox"/> CSSGF documentation of Council Members' completion of mandatory School Governance 101 training. <input type="checkbox"/> Archive 2017-2018 meeting documents.	May 18, 2018	<p>School webmaster will upload documentation to Council webpage per Open Meetings law.</p> <p>Principal and Council officers will electronically sign the website audit form.</p> <p>School webmaster will archive 2017-2018 meeting documents.</p>
<p style="text-align: center;">Spring Activities:</p> <input type="checkbox"/> All voting members of the Council will complete 2017-2018 Council Self-Assessment. <input type="checkbox"/> Council members will attend State of the District Address by Superintendent Green.	<p style="text-align: center;">March 27, 2018</p> <p style="text-align: center;">April-May 2018 (Date/Time/Location TBD)</p>	<p>Survey Monkey</p> <p>CSSGF Office will document attendance through sign-in sheets.</p>

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