## Initial Checkpoint

*After Fall elections, the school webmaster will upload the following information or documents to the school’s PAC webpage:*

- **Upcoming Meetings:**
  - Dates/times/location of ALL 2020-2021 Council meetings
  - Archived previous year’s meeting documents

- **Council Members**
  - 2020-2021 Council membership roster
  - 2020-2021 Construction Advisory Committee membership roster (if applicable)

- **Resources**
  - Approved 2020-2021 CSIP (including Title I budget, if applicable)
  - Link to DCSD PAC Bylaws
  - Link to DCSD PAC website

- **Contact Us:** Link Council Chair’s DCSD-provided email address to the “Contact Us” button on Council site.

**Deadline:** October 5, 2020

**Documentation:**
- School webmaster will upload documentation to Council webpage as per Open Meetings law. (See detailed description of Open Meetings compliance requirements by clicking [here](#).)

## Mid-Year Checkpoint

*A mid-year report including the following information will be shared with DCSD Superintendent and Regional Superintendents.*

- **A School Innovation audit of all Council webpages to confirm the following were posted following Open Records laws:**
  - Minimum of 2 approved agendas
  - Minimum of 2 summary of actions
  - Minimum of 1 approved minutes
  - Accurate PAC member roster
  - School Innovation documentation of Council Members’ completion of mandatory School Governance 101 training.

- **School Innovation documentation of Council Members’ completion of mandatory School Governance 101 training.**

**Deadline:** December 11, 2020

**Documentation:**
- School webmaster will upload documentation to Council webpage as per Open Meetings law.
- School Innovation Department will document completion for synchronous virtual sessions or the online self-paced training.

## Winter/Spring Activities:

- **Principal and Council Chair co-facilitate annual community address on progress toward CSIP goals.**

**Deadline:** No later than December 11, 2020

**Documentation:**
- Per Council’s discretion
- School Innovation
☐ One representative of the Council attends Cross-Council meetings.

| December 3, 2020 and March 4, 2021 Virtual | Department will document attendance through event sign-in sheets. |

<table>
<thead>
<tr>
<th><strong>End-of-Year Checkpoint</strong></th>
<th><strong>Deadline</strong></th>
<th><strong>Documentation</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>A final report including the following information will be shared with DCSD Superintendent, Regional Superintendents, and the Director, Internal Audits.</td>
<td>May 21, 2021</td>
<td>School webmaster will upload documentation to Council webpage per Open Meetings law.</td>
</tr>
<tr>
<td>☐ A School Innovation audit of all Council webpages to confirm the following were posted following Open Meetings laws:</td>
<td>May 21, 2021</td>
<td>School Innovation Department will document completion through sign-in sheets.</td>
</tr>
<tr>
<td>- Minimum of 4 approved agendas</td>
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<tr>
<td>- Minimum of 4 summary of actions</td>
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<td>- Minimum of 3 approved minutes</td>
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<td>- Accurate PAC member roster</td>
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<td>- Council’s review of the 2021-2022 budget as documented in posted minutes</td>
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<tr>
<td>☐ School Innovation documentation of Council Members’ completion of mandatory School Governance 101 training.</td>
<td>May 21, 2021</td>
<td>School Innovation Department will document completion through sign-in sheets.</td>
</tr>
<tr>
<td>☐ Archive 2020-2021 meeting documents.</td>
<td>May 21, 2021</td>
<td>School webmaster will archive 2020-2021 meeting documents.</td>
</tr>
<tr>
<td>☐ All voting members of the Council will complete the 2020-2021 Council Self-Assessment.</td>
<td>May 21, 2021</td>
<td>School Innovation Department will document completion through Survey Monkey.</td>
</tr>
</tbody>
</table>

If you have questions or concerns, please contact Rajnish Singh, Coordinator, School Governance at mobile: 404-664-2097 or email: rajnish_singh@dekalbschoolsga.org