

School Governance Council Webpage Audit

NAME OF SCHOOL:

Your School Governance Council’s webpage is an important tool for communicating with your stakeholders about the collaborative work you are doing. It is also the avenue through which your council demonstrates compliance with Georgia’s Open Meetings Law. Please ensure that the information on your council’s website is up-to-date and accurate.

Required Webpage Element (& sub-element)	Element is Correct (No Action Needed)	Element is Missing or Incomplete (Action Needed)	Notes	
1. Council Organization	-----	-----	-----	
	Complete first and last names for all council members			
	FCS email addresses for all council members			
	Membership positions for all council members (<i>Principal, Teacher, Parent/Guardian, School Employee, Community Member or Student</i>)			
	Term end-dates for all council members (<i>6/30/2023 or 6/30/2024</i>)			
	Identification of council officers (<i>Chair, Vice-Chair, and Parliamentarian</i>)			
	Identification of council committees and committee officers (<i>Outreach & Communication, Budget & Finance, and Principal Selection</i>)			

2. Meeting Notifications		----	----	----
	Past meeting information (<i>dates, times, and locations/virtual access instructions</i>)			
	SY22 – 23 meeting information (<i>dates, times, and locations/virtual access instructions</i>)			
3. Meeting Documentation		----	----	----
	Meeting Agendas			
	Summaries of Action			
	Meeting Minutes			