

Pre-Meeting Checklist

- WORK WITH GO TEAM MEMBERS** to set your Organizational Meeting time.
- IDENTIFY NOMINEES for VACANT and OPEN SEATS** you will need at least **1 Community Nominee** (*cannot be an APS employee*), **1 Swing Seat Nominee**, high schools will need **2 student nominees**, and nominees for any vacant seats.
- IDENTIFY A SECRETARY** for **THIS** meeting. If the Secretary from the previous school year is still on the GO Team, he/she could fill this roll. However, if that individual is no longer on the GO Team, you will need to identify an interim Secretary. ***For this meeting ONLY, the Principal will act as Interim Chair.***
- REVIEW and SHARE THE PREVIOUS MEETING MINUTES** before the meeting; ask for members to provide edits for the minutes (*these are the minutes from your last meeting of 2022-2023*). Print additional copies for the meeting, if having a hybrid meeting.
- SHARE PREVIOUS PUBLIC PROTOCOL and NORMS** with the team before the meeting.
- POST MEETING NOTICE and AGENDA** to the webpage and additional locations about 7 days prior. Georgia Open Meeting Laws require posting meeting information (date, time, link, location, and agenda) no later than 24 hours prior to the meeting. Be sure to provide copies of the agenda for GO Team members to have at the meeting.
- COMMUNICATE** the meeting information through normal school channels to inform internal and external stakeholders.
- STREAM & RECORD YOUR MEETING** per our Charter System Renewal, all GO Team meetings **must now be streamed and recorded**. **BEST PRACTICE: Stream to the SCHOOL's YouTube channel.**

Post-Meeting Checklist

- POST** A Meeting Summary and the meeting Recording to your school's GO Team webpage within 48 hours (*required by Georgia Open Meeting Laws*)

- SEND** within 5 business days to goteam@apsk12.org:
 - **Newly** Appointed members' names and email addresses
 - **GO Team Officers and Representatives**
 - **Meeting Calendar, including meetings with time for Public Comment**

- EMAIL** Draft Meeting Minutes (within 20 days) to entire GO Team and GO Team Office (*required by Georgia Open Meeting Laws*)