

Guidance for GO Team Secretaries & School Webmasters



GO Team Document Timeline

WHEN	WHAT	NOTES
NOW & ONGOING	GO Team Roster	Ensure all GO Team member information is up-to-date; NOTE for High Schools: Student email address DO NOT need to be posted on the webpage.
	GO Team Meeting Schedule (including meetings with time for public comment)	Be sure to indicate any changes to the GO Team's schedule. The scheduled for the year was determined at your Organizational meeting. If the schedule changes, send updates to the webmaster ASAP. All meetings need to be noticed at LEAST 24 hours prior.
	Previous Meeting Materials	Ensure all previous materials are accessible to the public
At LEAST 24 hours prior to a meeting (STATE LAW) Best practice is for these to be posted about a week in advance.	Link for the public to view (required) and (if hybrid) location	All GO Team meetings must be live streamed and recorded. The GO Team Office recommends streaming to YouTube.
	Meeting Notice	This will include the draft agenda. NOTE: the agenda may be amended at the meeting
Within 48 hours AFTER the meeting (STATE LAW)	Approved Meeting Agenda	Post the agenda approved at the meeting.
	Draft Minutes or Meeting Action Summary	Email to GO Team Office and post on school website/GO Team tab. Should also be publicized using the school's normal communication channels. Draft minutes need to be emailed to GO Team members within 20 days.
	Meeting Recording	This can be a link to the school's YouTube channel or Facebook page. NOTE: Recordings CANNOT be stored on Zoom's cloud; they expire. If the meeting is recorded to the Zoom platform, it will need to be downloaded and then uploaded to the webpage or platform for permanent storage and viewing by the public.
	All documents, presentations, and reports presented at the meeting	Anything presented at the meeting is considered part of the GO Team's official minutes.
Within 48 hours AFTER approval (STATE LAW)	Approved Meeting Minutes	Minutes are not official until voted on and approved by the GO Team at a future meeting (usually the next meeting).