



## DPA - SY20-21 Open Records Compliance Checklist

Charter school governing boards must maintain their school records and make them available for public inspection via an online school website pursuant to the Georgia Open Records Act. School records include, but are not limited to the following: school policies, adopted budget and other financial information, and governing board meeting materials (membership, calendar, agendas, and minutes). The following information must be posted and regularly updated on a publicly available area of the charter school's website for at least the duration of the current charter term.

Authority: SBOE Rule 160-4-9-.06(2)(e); O.C.G.A. § 20-2-167.1; O.C.G.A. § 50-18-70 et seq. (Open Records Act); O.C.G.A. § 50-14-1 (Open Meetings Act); O.C.G.A. § 20-14-46(d).

Description	Result	Evidence/Corrective Action
A list of the school's governing board members (include term end dates, officer roles, and committee assignments); Charter school employees are prohibited from serving on the school's governing board unless otherwise stipulated by the Department (SBOE Rule 160-4-9-.05(2)(i)4)	Compliant	
The governing board meeting dates (including any board committees)	Compliant	
Meeting agendas for upcoming governing board and committee meetings (at least 24 hours in advance; 7 days recommended)	Compliant	
Adopted meeting minutes for past governing board and committee meetings (within 48 hours)	Compliant	Minutes are "pending" for some past meetings.
Summary of actions for past governing board meetings (within 48 hours)	Compliant	Summary of actions are "pending" for some past meetings.
Admissions application, including admissions and enrollment policies and procedures; Charter school admissions, enrollment, and lottery policies and procedures shall ensure that only students who reside in a school's attendance zone at the time of the lottery are eligible to participate in its lottery [SBOE Rule 160-4-9-.05(2)(g)3 (iv); O.C.G.A. § 20-2-206(a)(1)(A) and (B)]	Not Compliant	Enrollment tab links directly to Lottereaese application. However, the school's admissions and enrollment policies are not included on this tab. Provide URL to admissions policies and procedures.
Summary or line item version of the proposed and adopted annual operating budget	Not Compliant	Provide the URL for the approved FY21 operating budget.
Monthly financial statements (statement of cash flows, balance sheet, statement of actuals vs. budget)	Compliant	Monthly financial statements are posted under About DPA>>School Budget>>Monthly Budgets 2019-2020.
Link to school's financial efficiency star rating (GOSA)	Not Compliant	Provide the URL for the location of to school's FESR data.
Link to the local school system's financial information published by GADOE	Not Compliant	Provide the URL for the location of the District's financial information published by GADOE.
Current charter contract (including any amendments)	Compliant	
Instructions for how the general public can request access to obtain copies of school records that are subject to the Georgia Open Records Act	Not Compliant	General public can request access to obtain copies of school records that are subject to the Georgia Open Records Act.

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**Standard:** A list of the school's governing board members (include term end dates, officer roles, and committee assignments); Charter school employees are prohibited from serving on the school's governing board unless otherwise stipulated by the Department (SBOE Rule160-4-9-.05(2)(i)4)

**Findings #1:**

The Governing Board Member Contact list on the website is dated 2019-20, does not include term dates and the board members' contact email is their DPA email address.

**Recommendation:** Upon receipt of answers to the following questions, I will update the contact list and get it posted to the website:

- Mrs. Walker's term ending date was February 2021. What date should I use for her term ending date?
- Shall I only post the Board Members DPA email address or shall I provide their DPA and personal email addresses.

**Finding #2:**

Currently, the following staff are listed in CharterBoards as Members: Veronica Grant, Melba Smith, Tanya Watkins, Lakeisha Strickland and Carla Pettis.

**Recommendation:** Remove the staff members from the CharterBoards member list immediately.

**Standard:** The governing board meeting dates (including any committee meeting dates)

**Findings:** The board meeting schedule, and meeting minutes are on Charter Boards ONLY.

**Recommendation:** Post the board meeting calendar, including committee meeting on the DPA website.

**Standard:** Meeting agendas for upcoming governing board and committee meetings (at least 24 hours in advance; 7 days recommended).

**Findings:** Meeting organizers do not consistently post their meeting agendas in a timely manner.

**Recommendation:** Meeting organizers should post their respective agendas within 24 hours to 7 days in advance of the meeting.

**Standard:** Adopted meeting minutes/summary of actions for past governing board and committee meeting (within 48 hours).

**Findings:** Minutes/summary of actions are "pending" for some past governing board and committee meetings.

**Recommendation:** Upload the following minutes/summaries from governing board and committee meetings (January 2020 to February 2021) onto the Charter Boards platform.

- Governing Board Regular Session – 9/28/2020 and 1/16/21
- Governing Board Work Session – 4/25/2020, 8/22,2020, 9/26/20, and 2/20/21
- Governing Board Special Meeting - 7/13/2020
- Accountability Report and Approval – 11/2/2020
- Emergency Meeting for Contract Approval- 11/20/2020

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- Academic Committee – 1/21/2020, 5/20/2020, 6/17/2020, 8/19/2020, 9/28/2020, 10/21/2020, 11/19/2020, 1/22/2021 and 2/19/2021
- Development Committee – 3/19/2020 and 7/10/2020
- Finance Committee – 3/25/2020, 4/30/2020, 5/18/2020, 7/21/2020, 8/18/2020, 9/22/2020 and 10/22/2020
- Governance Committee – 2/22/2020 and 11/4/2020
- Strategic Plan Discussion Meeting – 11/4/2020, 11/11/2020, 1/20/2021

**Standard:** Admissions application, including admissions and enrollment policies and procedures; Charter school admissions, enrollment, and lottery policies and procedures shall ensure that only students who reside in a school's attendance zone at the time of the lottery are eligible to participate in its lottery [SBOE Rule 160-4-9-.05(2)(g)3.(iv); O.C.G.A. § 20-2-2066(a)(1)(A) and (B)]

**Finding:** Enrollment tab links directly to Lotterease application. The school's admissions and enrollment policies are included on this tab. Verbiage currently reads, "Please click on the Lotterease symbol below to register your child for the 2018-2019 lottery."

**Recommendation:**

- Update verbiage to read, "Please click on the Lotterease tab to register your child for the 2018-2019 lottery."
- Add Lotterease symbol/link

**Standard:** Summary or line item version of the proposed and adopted annual operating budget

**Findings:** Link for FY21 Budget under school budget tab

**Recommendation:** Post link for FY22 budget upon approval

**Standard:** Monthly financial statements (statement of cash flows, balance sheet, statement of actuals vs. budget)

**Finding #1:**

Statement of Cash Flows for July 2020, October 2020, November 2020, December 2020, January 2021 and February 2021 are not posted.

**Recommendation** Post the missing Statements of Cash Flow as listed above.

**Finding #2**

Statement of Financial Income and Expenses for November 2020, December 2020, January 2021 and February 2021 are not posted.

**Recommendation:** Post the missing Statement of Income and Expenses as listed above.

**Finding #3**

Balance Sheets for November 2020, December 2020, January 2021 and February 2021 are not posted.

**Recommendation:** Post the missing Balance Sheets as listed above.

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**Finding #4**

Profit and Loss Statements for August 2020, November 2020, December 2020, January 2021 and February 2021

**Recommendation:** Post the missing Profit and Loss Statements as listed above.

**Standard:** Link to school's financial efficiency star rating (GOSA)

**Finding:** There is an active link to school's financial efficiency star rating

**Recommendation:** Regularly assess to ensure that link remains active

**Standard:** Link to the local school system's financial information published by GADOE

**Finding:** There is an active link to school's financial information published by GADOE

**Recommendation:** Regularly assess to ensure that link remains active

**Standard:** Current charter contract (including any amendments)

**Finding:** Current charter contract under the Governing Board tab under School Charter

**Recommendation:** Regularly assess to ensure that the current charter and amendments are posted.

**Standard:** Instructions for how the general public can request access to obtain copies of school records that are subject to the Georgia Open Records Act

**Finding:** Open Record Requests overview and form are on the website under the Governing Board tab

**Recommendation:** Perhaps place Bylaws, Conflict of Interest, Grievance Policy and Open Records in a section together.