



# SY24-25 Principal Advisory Council (PAC) Compliance Checklist

<p style="text-align: center;"><b>Initial Compliance Audit</b></p> <p style="text-align: center;"><i>After Fall elections, the school webmaster will upload the following information or documents to the school's PAC webpage:</i></p>	<p style="text-align: center;"><b>Deadline</b></p>	<p style="text-align: center;"><b>Documentation</b></p>
<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Upcoming Meetings</b> <ul style="list-style-type: none"> <li>○ Dates/times/location of ALL 2024-2025 Principal Advisory Council meetings</li> <li>○ <b>Note:</b> The first SY24-25 PAC meeting should be held no later than <b>Friday, November 1, 2024.</b></li> <li>○ Archived 2023-2024 meeting documents (reference the webmaster training video or contact your Regional IT Specialist for assistance)</li> </ul> </li> <li><input type="checkbox"/> <b>Council Members</b> <ul style="list-style-type: none"> <li>○ 2024-2025 Council membership roster (including SY24-25 positions, officer roles, and term end dates)</li> </ul> </li> <li><input type="checkbox"/> <b>Resources</b> <ul style="list-style-type: none"> <li>○ Approved 2024-2025 CSIP (including Title I budget, if applicable)</li> <li>○ Link to DCSD 2024-2025 PAC Bylaws and/or a link to DCSD the PAC website (which includes the Bylaws): <a href="https://www.dekalbschoolsga.org/principal-advisory-councils">https://www.dekalbschoolsga.org/principal-advisory-councils</a></li> </ul> </li> <li><input type="checkbox"/> <b>Contact Us:</b> Link PAC DCSD-provided email address to the "Contact Us" button on Council site.</li> </ul>	<p style="text-align: center;"><b>2024 ,November 1</b></p>	<p>School webmaster will upload documentation to Council webpage as per Open Meetings law. (See detailed description of Open Meetings compliance requirements by clicking <a href="#">here.</a>)</p>
<p style="text-align: center;"><b>Mid-Year Compliance Audit</b></p> <p style="text-align: center;"><i>A mid-year report including the following information will be shared with DCSD Superintendent and Regional Superintendents.</i></p>	<p style="text-align: center;"><b>Deadline</b></p>	<p style="text-align: center;"><b>Documentation</b></p>
<ul style="list-style-type: none"> <li><input type="checkbox"/> A School Innovation/Governance audit of all Council webpages will be conducted to confirm the following were posted following Open Records laws: <ul style="list-style-type: none"> <li>○ Minimum of 2 approved agendas</li> <li>○ Minimum of 2 summaries of actions</li> <li>○ Minimum of 1 approved minutes</li> </ul> </li> <li><input type="checkbox"/> School Innovation/Governance will document Council members' progress toward completion of mandatory School Governance 101 training. All PAC members should complete School Governance 101 training (virtual or asynchronous) no later than <b>February 29, 2025.</b></li> </ul>	<p style="text-align: center;"><b>December 13, 2024</b></p>	<p>School webmaster will upload documentation to Council webpage as per Open Meetings law. School Innovation/Governance Department will document completion of synchronous virtual training or the online self-paced module.</p>

<b>Initial Compliance Audit</b> <i>After Fall elections, the school webmaster will upload the following information or documents to the school's PAC webpage:</i>	<b>Deadline</b>	<b>Documentation</b>
<p><b>Annual Winter/Spring Activities:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Principal and Council Chair co-facilitate annual community address on progress toward CSIP goals.</li> <li><input type="checkbox"/> One representative of the Council attends Cross-Council Round Tables meetings.</li> </ul>	<p>No later than December 13, 2024</p> <p>November 14, 2024 and February 27, 2025   Virtual   5:30pm-7:00pm</p>	<p>School Innovation/Governance Department will document attendance through event sign-in sheets.</p>
<b>End-of-Year Compliance Audit</b> <i>A final report including the following information will be shared with the DCSD Superintendent, Regional Superintendents, and the Director, Internal Audits.</i>	<b>Deadline</b>	<b>Documentation</b>
<ul style="list-style-type: none"> <li><input type="checkbox"/> All Principal Advisory Council members will complete the 2024-2025 Council Self-Assessment by February 29, 2025.</li> <li><input type="checkbox"/> Report any PAC roster changes and/or updates</li> <li><input type="checkbox"/> All Principal Advisory Council members will complete mandatory School Governance 101 training by February 29, 2025.</li> <li><input type="checkbox"/> End-of-Year audit of all Council webpages to confirm the following were posted following Open Meetings laws: <ul style="list-style-type: none"> <li>o Minimum of 4 approved agendas</li> <li>o Minimum of 4 summary of actions</li> <li>o Minimum of 3 approved minutes</li> <li>o Updated SY24-25 PAC membership roster (if applicable)</li> <li>o Council's review of the FY24-25 budget (including Title I, if applicable) as documented in posted minutes</li> <li>o Council's review of SY24-25 CSIP as documented in posted minutes</li> </ul> </li> <li><input type="checkbox"/> Archive SY24-25 meeting documents.</li> <li><input type="checkbox"/> In preparation for Fall 2024 elections, submit SY25-26 PAC member vacancies to the School Innovation/Governance Department.</li> </ul>	<p><b>February 29, 2025</b></p> <p><b>February 29, 2025</b></p> <p><b>February 29, 2025</b></p> <p><b>May 2, 2025</b></p> <p><b>May 2, 2025</b></p> <p><b>May 2, 2025</b></p>	<p>School Innovation/Governance Department will document completion through Sales Force.</p> <p>School webmaster will upload documentation to Council webpage per Open Meetings law.</p> <p>School webmaster will archive SY24-25 meeting documents.</p>

If you have questions or concerns related to Principal Advisory Councils, please email the School Innovation Department at [schoolgovernance@dekalbschools.ga.org](mailto:schoolgovernance@dekalbschools.ga.org).