



# SY21-22 Principal Advisory Council (PAC) Compliance Checklist

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Initial Compliance Audit	Deadline	Documentation
<p><i>After Fall elections, the school webmaster will upload the following information or documents to the school's PAC webpage:</i></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <u>Upcoming Meetings</u> <ul style="list-style-type: none"> <li>o Dates/times/location of ALL 2021-2022 Principal Advisory Council meetings</li> <li>o <b>Note:</b> The first SY21-22 PAC meeting should be held no later than Friday, October 29, 2021.</li> <li>o Archived 2020-2021 meeting documents (reference the webmaster training video or contact your Regional IT Specialist for assistance)</li> </ul> </li> <li><input type="checkbox"/> <u>Council Members</u> <ul style="list-style-type: none"> <li>o 2021-2022 Council membership roster (including SY21-22 positions, officer roles, and term end dates)</li> <li>o 2021-2022 Construction Advisory Committee membership roster (if applicable)</li> </ul> </li> <li><input type="checkbox"/> <u>Resources</u> <ul style="list-style-type: none"> <li>o Approved 2021-2022 CSIP (including Title I budget, if applicable)</li> <li>o Link to DCSD 2021-2022 PAC Bylaws and/or a link to DCSD the PAC website (which includes the Bylaws): https://www.dekalbschoolsga.org/principal-advisory-councils</li> </ul> </li> <li><input type="checkbox"/> <u>Contact Us:</u> Link Council Chair's DCSD-provided email address to the "Contact Us" button on Council site.</li> </ul>	<p>October 29, 2021</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>
Mid-Year Compliance Audit	Deadline	Documentation
<p><i>A mid-year report including the following information will be shared with DCSD Superintendent and Regional Superintendents.</i></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> A School Innovation 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>o Minimum of 2 approved agendas</li> <li>o Minimum of 2 summaries of actions</li> <li>o Minimum of 1 approved minutes</li> </ul> </li> <li><input type="checkbox"/> School Innovation will document Council members' progress toward completion of mandatory School Governance 101 training. All PAC members should complete School Governance 101 training no later than</li> </ul>	<p>December 10, 2021</p>	<p>School webmaster will upload documentation to Council webpage as per Open Meetings law.</p> <p>School Innovation Department will document completion of synchronous virtual training or the online self-paced module.</p>
<p style="text-align: center;"><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 meetings.</li> </ul>	<p>No later than December 10, 2021</p> <p>November 12, 2021 and March 3, 2022   Virtual   6:00pm- 7:30pm</p>	<p>School Innovation 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 2020-2021 Council Self-Assessment by April 1, 2022.</li> <li><input type="checkbox"/> All Principal Advisory Council members will complete mandatory School Governance 101 training by April 1, 2022.</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><input type="checkbox"/> Minimum of 4 approved agendas</li> <li><input type="checkbox"/> Minimum of 4 summary of actions</li> <li><input type="checkbox"/> Minimum of 3 approved minutes</li> <li><input type="checkbox"/> Updated SY20-21 PAC membership roster (if applicable)</li> <li><input type="checkbox"/> Council's review of the FY23 budget (including Title I, if applicable) as documented in posted minutes</li> <li><input type="checkbox"/> Council's review of SY22-23 CSIP as documented in posted minutes</li> </ul> </li> <li><input type="checkbox"/> Archive SY21-22 meeting documents.</li> <li><input type="checkbox"/> In preparation for Fall 2023 elections, submit SY22-23 PAC member vacancies to the School Innovation Department.</li> </ul>	<p style="text-align: center;">April 1, 2022</p> <p style="text-align: center;">April 1, 2022</p> <p style="text-align: center;">April 29, 2022</p> <p style="text-align: center;">April 29, 2022</p> <p style="text-align: center;">April 29, 2022</p>	<p>School Innovation Department will document completion through Survey Monkey and NearPod.</p> <p>School webmaster will upload documentation to Council webpage per Open Meetings law.</p> <p>School webmaster will archive SY20-21 meeting documents.</p>

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