



SY21-22 Principal Advisory Council (PAC) Compliance Checklist

Initial Compliance Audit <i>After Fall elections, the school webmaster will upload the following information or documents to the school's PAC webpage:</i>	Deadline	Documentation
<ul style="list-style-type: none"> <input type="checkbox"/> <u>Upcoming Meetings</u> <ul style="list-style-type: none"> ○ Dates/times/location of ALL 2023-2024 Principal Advisory Council meetings ○ Note: The first SY23-24 PAC meeting should be held no later than Friday, October 27, 2023. ○ Archived 2022-2023 meeting documents (reference the webmaster training video or contact your Regional IT Specialist for assistance) <input type="checkbox"/> <u>Council Members</u> <ul style="list-style-type: none"> ○ 2023-2024 Council membership roster (including SY23-24 positions, officer roles, and term end dates) ○ 2023-2024 Construction Advisory Committee membership roster (if applicable) <input type="checkbox"/> <u>Resources</u> <ul style="list-style-type: none"> ○ Approved 2023-2024 CSIP (including Title I budget, if applicable) ○ Link to DCSD 2023-2024 PAC Bylaws and/or a link to DCSD the PAC website (which includes the Bylaws): https://www.dekalbschoolsga.org/principal-advisory-councils <input type="checkbox"/> <u>Contact Us:</u> Link Council Chair's DCSD-provided email address to the "Contact Us" button on Council site. 	<p>2023 ,October 27</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 here.)</p>
Mid-Year Compliance Audit <i>A mid-year report including the following information will be shared with DCSD Superintendent and Regional Superintendents.</i>	Deadline	Documentation

<p style="text-align: center;">Initial Compliance Audit</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;">Deadline</p>	<p style="text-align: center;">Documentation</p>
<ul style="list-style-type: none"> <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"> <input type="checkbox"/> Minimum of 2 approved agendas <input type="checkbox"/> Minimum of 2 summaries of actions <input type="checkbox"/> Minimum of 1 approved minutes <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 no later than February 29, 2024. 	<p style="text-align: center;">December 8, 2023</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>
<p style="text-align: center;">Annual Winter/Spring Activities:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Principal and Council Chair co-facilitate annual community address on progress toward CSIP goals. <input type="checkbox"/> One representative of the Council attends Cross-Council meetings. 	<p style="text-align: center;">No later than December 8, 2023</p> <p style="text-align: center;">October 26, 2023 and February 29, 2024 Hybrid 6:00pm- 7:30pm</p>	<p>School Innovation/Governance Department will document attendance through event sign-in sheets.</p>
<p style="text-align: center;">End-of-Year Compliance Audit</p> <p style="text-align: center;"><i>A final report including the following information will be shared with the DCSD Superintendent, Regional Superintendents, and the Director, Internal Audits.</i></p>	<p style="text-align: center;">Deadline</p>	<p style="text-align: center;">Documentation</p>
<ul style="list-style-type: none"> <input type="checkbox"/> All Principal Advisory Council members will complete the 2023-2024 Council Self-Assessment by February 29, 2024. <input type="checkbox"/> All Principal Advisory Council members will complete mandatory School Governance 101 training by February 29, 2024. <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"> <input type="checkbox"/> Minimum of 4 approved agendas <input type="checkbox"/> Minimum of 4 summary of actions <input type="checkbox"/> Minimum of 3 approved minutes <input type="checkbox"/> Updated SY23-24 PAC membership roster (if applicable) <input type="checkbox"/> Council's review of the FY25 budget (including Title I, if applicable) as documented in posted minutes <input type="checkbox"/> Council's review of SY24-25 CSIP as documented in posted minutes 	<p style="text-align: center;">February 29, 2024</p> <p style="text-align: center;">February 29, 2024</p> <p style="text-align: center;">May 10, 2024</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>

Initial Compliance Audit <i>After Fall elections, the school webmaster will upload the following information or documents to the school's PAC webpage:</i>	Deadline	Documentation
<input type="checkbox"/> Archive SY23-24 meeting documents. <input type="checkbox"/> In preparation for Fall 2024 elections, submit SY24-25 PAC member vacancies to the School Innovation/Governance Department.	May 10, 2024 May 10, 2024	School webmaster will archive SY23-24 meeting documents.

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