



## Principal Advisory Council Open Meetings Audit Form

Your Principal Advisory Council's website is an important tool for communicating with stakeholders about the work of the Council. It is also the avenue through which your Council demonstrates compliance with Georgia's Open Meetings Act. Please use the results of this Principal Advisory Council website audit to ensure that your Council remains in compliance. **Next steps must be completed by December 8, 2017. Email the signed audit form to [kina\\_champion@dekalbschoolsga.org](mailto:kina_champion@dekalbschoolsga.org) no later than 5:00pm on December 8, 2017. Electronic signatures are acceptable.**

School:  
Principal:  
Council Chair:

Required School Council Webpage Artifacts	Evident (Y/N)	Next Steps
<b>1. Overview of DCSD Principal Advisory Councils (PAC)</b>		
<b>2. Council Composition:</b>		
Names of all Council members (note vacant positions; include committee membership)		
Email address for soliciting public comment		
Position of each Council member (e.g., parent/guardian, community member, teacher)		
Term end-dates of each Council member (e.g., term ends June 30, 2018)		
Council Officers are clearly identified.		
<b>3. Council Meeting Dates:</b>		
Draft agenda posted at the school and on the Council website at least 7 days in advance.		
All past and future meeting dates, times, and locations are listed on the Council website.		
<b>4. For <u>EACH</u> past meeting date, the following approved documents are posted within 48 hours of the meeting (or as soon as reasonably practical):</b>		
Meeting Agenda		
Summary of Actions (Votes) Taken		
Meeting Minutes (from previous meeting)		
<b>5. Agendas and minutes are posted for <u>EACH</u> committee meeting.</b>		
<b>6. The following resources are linked on the Principal Advisory Council website:</b>		
Principal Advisory Council Bylaws		
Continuous Improvement Plan		

**Acknowledgement of EOY Status**

By signing below, we affirm that we have reviewed the Open Meetings Audit Form and completed all next steps to meet compliance requirements.

Chairperson Signature:	Date:
Vice-Chairperson Signature:	Date:
Secretary Signature:	Date:
Principal Signature:	Date: