



2025-2026 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
• All principals must complete School Governance 101 training (which includes content on Fall elections) no later than Friday, September 5, 2025. Sessions specifically designed for principals will be facilitated during the months of July and August. • The candidate declaration window for Fall 2025 elections will close on Friday, September 5, 2025. All PACS must have a full slate of candidates by this date. • School webmasters are trained by IT Specialist, Janice Washington. • The principal directs the webmaster to post the first PAC meeting date for SY25-26. The first meeting must occur no later than October 31, 2025.	September 5, 2025	School Governance 101 training attendance is tracked by School Innovation. Additionally, School Innovation tracks the outcomes of schools' candidate recruitment efforts. A summary report will be shared with the Area Superintendents and the Chief of Schools.
• <u>Upcoming Meetings</u> ◦ Dates/times/location of ALL 2025-2026 Principal Advisory Council meetings ◦ Note: The first SY25-26 PAC meeting should be held no later than Friday, October 31, 2025. ◦ Archived 2024-2025 meeting documents (reference the webmaster training video or contact your Regional IT Specialist for assistance) • <u>Council Members</u> ◦ 2025-2026 Council membership roster (including SY25-26 positions, officer roles, and term end dates) • <u>Resources</u> ◦ Approved 2025-2026 CSIP (including Title I budget, if applicable) ◦ Link to DCSD 2025-2026 PAC Bylaws and/or a link to DCSD the PAC website (which includes the Bylaws): https://www.dekalbschoolsga.org/principal-advisory-councils • <u>Contact Us:</u> Link PAC DCSD-provided email address to the "Contact Us" button on Council site.	November 3, 2025	School webmasters will upload documentation to the Council webpage as per Open Meetings law. (See detailed description of Open Meetings compliance requirements by clicking here.)



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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
• A School Innovation audit of all Council webpages will be conducted to confirm the following were posted following Open Records laws: ○ Minimum of 2 approved agendas ○ Minimum of 2 summaries of actions ○ Minimum of 1 approved minutes • 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 February 12, 2026.	December 12, 2025	School webmaster will upload documentation to Council webpage as per Open Meetings law. School Innovation Department will document completion of synchronous virtual training or the online self-paced module.
Annual Winter/Spring Activities: • Principal and Council Chair co-facilitate annual community address on progress toward CSIP goals.	No later than December 12, 2025	The School Innovation Department will document attendance



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At least one representative of the Council attends the two cross-council convenings.	November 12, 2025 and March 11, 2026 Virtual 5:30pm-7:00pm	through event sign-in sheets.
End-of-Year Compliance Audit <i>A final report including the following information will be shared with the DCSD Superintendent, Regional Superintendents, and the Director, Internal Audits.</i>	Deadline	Documentation
- All Principal Advisory Council members will complete the 2025-2026 Council Self-Assessment by February 27, 2026. - Report any PAC roster changes and/or updates to the School Innovation Department - All Principal Advisory Council members will complete mandatory School Governance 101 training by February 12, 2026.	February 27, 2026	The School Innovation Department will document completion through Salesforce. School webmaster will upload documentation to Council webpage per Open Meetings law.
The four required meetings of the Principal Advisory Council should be held no later than Friday, April 3, 2026. At the PAC's discretion, additional meetings above and beyond the minimum (4) may be held before and/or after this date.	April 3, 2026	
- End-of-Year audit of all Council webpages to confirm the following were posted following Open Meetings laws: - Minimum of 4 approved agendas - Minimum of 4 summary of actions - Minimum of 3 approved minutes - Updated SY25-26 PAC membership roster (if applicable) - Council's review of the FY25-26 budget (including Title I, if applicable) as documented in posted minutes - Council's review of SY25-26 CSIP as documented in the posted minutes - In preparation for Fall 2026 elections, submit/confirm SY25-26 PAC member vacancies to the School Innovation Department.	May 1, 2026	



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