



2026-2027 Principal Advisory Council (PAC) Compliance Checklist

Initial Compliance Audit <i>All principals should complete School Governance 101 annually. School webmasters are trained annually in August. After Fall elections, the school webmaster will upload the following information and documents to the school's PAC webpage:</i>	Deadlines	Documentation
• All principals must complete School Governance 101 training (which includes content on Fall elections) no later than Friday, September 4, 2026. SG101 sessions specifically designed for principals will be facilitated on June 22, July 8, and August 18, August 25, and September 1. • The candidate declaration window for Fall 2026 elections will close on Friday, September 4, 2026. All PACS must have a full slate of candidates by this date. • The principal directs the school's webmaster to post the first PAC meeting date for SY26-27. The first meeting must occur no later than Friday, October 30, 2026. Posting the first PAC meeting date in early September allows sufficient planning time for both potential candidates and returning PAC members.	Friday, September 4, 2026	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 2026-2027 Principal Advisory Council meetings ◦ Note: The first SY26-27 PAC meeting should be held no later than Friday, October 30, 2026. ◦ Archived 2025-2026 meeting documents (reference the webmaster training video or contact your IT Specialist for assistance) • <u>Council Members</u> ◦ SY2026-2027 Council membership roster (including SY26-27 positions, officer roles, and term end dates) • <u>Resources</u> ◦ Approved 2026-2027 CSIP (including Title I budget, if applicable) ◦ Link to DCSD 2026-2027 PAC Bylaws and/or a link to DCSD the PAC website (which includes the Bylaws): https://www.dekalbschoolsga.org/divisions/access-and-opportunity/principal-advisory#fs-panel-12989 • <u>Contact Us:</u> Link PAC DCSD-provided email address to the "Contact Us" button on Council site.	Friday, October 30, 2026	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.)



2026-2027 Principal Advisory Council (PAC) Compliance Checklist

Mid-Year Compliance Audit <i>A mid-year report including the following information will be shared with the Chief of Schools and Area 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 will document Council members' progress toward completion of mandatory School Governance 101 training. All PAC members should complete School Governance 101 training (synchronous or asynchronous) no later than Friday, February 26, 2026. • Principal and Council Chair co-facilitate annual community address on progress toward CSIP goals.	Friday, December 11, 2026	School webmaster will upload documentation to Council webpage as per Open Meetings law. The School Innovation Department will document completion of synchronous virtual training or the online self-paced module.
Annual Fall/Spring Activities: • The School Innovation Department will host a virtual meet-and-greet for new and returning PAC members on Tuesday, October 27, 2026 (5:30 PM-7:00 PM). • At least one representative of the Council attends the Fall and Spring cross-council convenings. • An end-of-year celebration will be held in person on Tuesday, April 20, 2027 (4:30 PM-6:00 PM).	Meet-and-Greet Virtual Tuesday, October 27, 2026 (5:30PM-7:00PM) Fall 2026 Cross-Council Convening In-Person December 8, 2026 (5:30PM – 7:00PM) Spring 2027 Cross-Council Convening Virtual February 9, 2027 (5:30PM – 7:00PM)	The School Innovation Department will document attendance through event sign-in sheets.



2026-2027 Principal Advisory Council (PAC) Compliance Checklist

	End-of-Year Celebration In-Person Tuesday, April 20, 2027 (4:30PM – 6:00PM)	
End-of-Year Compliance Audit <i>A final report including the following information will be shared with the Chief of Schools, Area Superintendents, and Internal Audits.</i>	Deadline	Documentation
- All Principal Advisory Council members will complete the 2026-2027 Council Self-Assessment by February 26, 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 26, 2027.	February 26, 2027	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 2, 2027. At the PAC's discretion, additional meetings above and beyond the minimum (4) may be held before and/or after this date.	April 2, 2027	
- 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 SY26-27 PAC membership roster (if applicable) - Council's review of the FY27 budget (including Title I, if applicable) as documented in posted minutes - Council's review of SY26-27 CSIP as documented in the posted minutes - In preparation for Fall 2027 elections, submit/confirm SY27-28 PAC member vacancies to the School Innovation Department.	April 30, 2027	

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