P.S. 54Q The Hillside School

Title I Parent Advisory Council (PAC)

Guidance Policy

Goals and Objectives

1. To ensure effective involvement of all parents of Title I participating children and to support the partnership between other school community stakeholders (school administration and staff, parents and caregivers, School Leadership Team).

2. To involve parents of Title I participating students in an organized and timely manner with the planning, review and implementation of Title I programs and the joint development of the school parental involvement policy and the school-parent compact.

3. To recruit parents of Title I participating students for involvement in professional development opportunities, meetings (including the required Annual Meeting), conferences and other related activities designed to enhance the role of parents in supporting the education of their children and advancing their own educational needs.

4. To provide information to parents of Title I participating students regarding Title I issues, and in consultation with other parents to bring questions, concerns, and ideas regarding Title I related issues to the attention of school staff, administration and other school community stakeholders.

5. To develop a proposed spending plan and budget in consultation with other parents of Title I participating students recommending how the school's minimum Title I 1% (up to 5%) parent involvement allocation can be best utilized to support the needs of all Title I parents.

Title I Parent Advisory Structure Membership Eligibility

Membership in the Title I PAC shall be limited to parents, legally appointed guardians, and persons in parental relation to Title I participating students currently attending P.S. 54Q.

Outreach to New PAC Members

In the beginning of each school year, a welcoming letter from the PAC shall inform eligible parents and caregivers of P.S 54Q and shall encourage their participation.

Voting Privileges

Each parent of a Title I participating child/children currently attending P.S. 54Q shall be entitled to one vote concerning Title I related matters.

Officers

The mandatory officers of the Title I PAC shall be: Chairperson, and Alternate-Chairperson

The optional officers shall be: Secretary, and Treasurer.

Term of Office

The term of office shall be from September to June. Officers shall be elected in June for a 2 year term beginning in September.

Qualifications for the officer positions listed above is limited to parents, legally guardians or persons in parental relation who meet the criteria as outlined in these Guidelines and are not employed at P.S. 54Q

Duties of Mandatory Officers

1. **The Tile 1 PAC *Chairperson***

• preside at all meetings of the Title I PAC and shall be an ex-officio member of all committees except the nominating committee

• appoint chairpersons of Title I PAC subcommittees with the approval of the Title I PAC Executive Board, and shall appoint chairpersons of Title I PAC standing committees with the approval of the Title I PAC membership

• delegate responsibilities to other Title I PAC members and shall encourage meaningful participation in all Title I PAC activities

• serve as the Title I PAC representative to the District Title I Parent Committee (DPAC) and shall be required to attend all district Title I parent leader meetings

• share information and provide reports to Title I PAC membership

• meet regularly with the Title I PAC officers and membership to plan Title I PAC meeting agendas and other activities/events

• assist with the transfer of Title I PAC records to the incoming officers prior to the end of his/her term of office.

2.**The Title I PAC *Alternate-Chairperson***

• assist the Title I PAC Chairperson with the duties as outlined above and shall assume his/her duties his/her absence or at the Title I PAC Chairperson's request.

Duties of Optional Officers

3. **The Title I PAC *Recording Secretary***

• prepare meeting notices, agendas, and sign-in sheets

• Record the minutes at all Title I PAC meetings

• prepare and read the draft minutes at Title I PAC meetings and make minutes available upon request

• share responsibility with other Title I PAC officers for safeguarding all Title I PAC records

• sign and incorporate all amendments to these guidelines and ensure that they are maintained in the file of the Title I PAC.

• provide access to Title I PAC members to information related to Title I compliance including the following documents (e.g., School and District Parent Involvement Policies, Department of Education Title I Parent Involvement Guidelines, Title I Non-Regulatory Guidance, Federal Law, Section 1118, NYSED Parents Right-to-Know documents)

• assist with the transfer of Title I PAC records to the incoming Title I PAC officers prior to the end of his/her term of office

4. **The Title I PAC *Corresponding Secretary***

•review, maintain, and respond to all Title I PAC correspondence. If no member is willing to serve as the Corresponding Secretary, the Recording Secretary shall assume these responsibilities.

5. **The Title I PAC *Treasurer***

•be responsible for coordinating and drafting a proposed budget and spending plan for the Title I parent involvement allocation (minimum of 1%, maximum of 5%), for approval by the Title I PAC membership and School Leadership Team

• be responsible, with the Title I PAC Chairperson, for presenting the membership approved proposed budget and spending plan to the School Leadership Team as the recommendation for use of these funds to support Title I parent involvement

• assist with the transfer of Title I PAC records to the incoming Title I PAC officers prior to the end of his/her term of office

The Title I PAC *Executive Board Meetings*

The Title I PAC executive board shall meet on the 1st Wednesday of every month at 9:30am- 10:30am: unless such date falls on a legal or religious holiday, in which case the meeting shall be held on the following or previous Wednesday. Meetings can be held through Zoom or any other virtual meeting app with consensus from the parent body at the meeting prior to the meeting in doubt.

Quorum

2 Title I PAC officers shall constitute a quorum, allowing official business to be transacted.

Title I PAC *General Membership Meetings*

Title I PAC membership meetings shall be held monthly on 3rd Wednesday of the month; at 9:30am unless such date falls on a legal or religious holiday, in which case the meeting shall be held on the following or previous Wednesday, as determined by the Title I PAC executive board. Written notice of each membership meeting shall be distributed in languages spoken by parents at the school, whenever possible. Notice must be sent at least 10 calendar days prior to the scheduled meeting. Meetings can be held through Zoom or any other virtual meeting app with consensus from the parent body at the meeting prior to the meeting in doubt.

- All Title I PAC membership meetings must be held at the home school.
- All eligible members may attend and participate in general membership meetings.
- Non-members may only speak or otherwise participate if acknowledged by the presiding officer.

Quorum

A quorum of at least **7** Title I PAC members, including a minimum of 1 Title I PAC officers and **6** Title I PAC parent members, shall be required in order to conduct official Association business

Review and Amendments to _____Guidance Document

• This Title I PAC Guidance document should be reviewed annually to ensure that they remain current with State, Federal and Department of Education requirements and continue to meet the needs of the Title I PAC membership.

• Proposed amendments shall be presented in writing to the Title I parent community prior to any vote taken to adopt the amendment(s). Adopted amendments shall be attached to this document and remain on file at the school.

• This Title I PAC Guidance document shall be distributed to all parents of Title I eligible children who attend P.S. 54Q and shall be signed below in order to verify the date of general distribution to the Title I parent community.

Date of Review by Membership on April 3rd, 2024.

Wendy Fortuna

Chairperson/President

Date of Distribution to the Title I PAC Membership June 18th, 2024