

Parent Advisory Council (PAC)
of
Title I Chairperson – Title I Alternate –
Members –
123 45th Street, Brooklyn, NY 11224
Phone (718)

Title I Parent Advisory Council (PAC) Guidance Policy
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Name

The name of the Title I Parent Advisory Structure shall be: The Title I Parent Advisory Council (PAC) of _____ **High School**

Goals and Objectives

1. To ensure effective engagement of all parents and family members 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 engage parents and family members of Title I participating students in an organized and timely manner with the planning, review and implementation of Title I programs and participate with the School Leadership Team (SLT) in the joint development of the parent and family engagement 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 matters, and in consultation with other parents to bring questions, concerns, and ideas regarding Title I related matters to the attention of school staff, administration and other school community stakeholders.
5. To develop a proposed Title I spending plan in consultation with other parents of Title I participating students recommending how the school's minimum Title I 1% parent involvement allocation can be best utilized to include parent and family engagement activities that will empower the school's Title I parents to best support their children's education.

Title I Parent Advisory Structure Membership

Eligibility

Membership in the PAC shall be limited to parents, legally appointed guardians, and persons in parental relation to Title I participating students currently attending _____ **High School**.

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 _____ **High School** and shall encourage their participation. The size of the Title I

PAC is **four (4)**; keeping in mind it should include parents of students in various grades, as well as parents of English language learners and students with IEPs.

Voting Privileges:

Each parent of a Title I participating child/children currently attending _____ **High School** shall be entitled to one vote concerning Title I related matters. Voting by proxy, absentee ballot, email or conference call is not permitted.

Officers

The officers of the _____ **High School**. Title I PAC shall be: Title I Chairperson and Alternate-Chairperson.

Term of Office

The term of office shall be **two (2) years from July 1st – June 30th** for the Title I PAC of _____ **High School**.

There are no term limits.

Qualifications for the 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 _____ **High School**.

Quorum

A quorum of at least eight (8) of the school's Title I parents, including a minimum of two (2) Title I PAC members, must be present in order to conduct official Title I matters.

Duties of Officers

The Title I PAC Chairperson shall:

- preside at all meetings of the PAC
- delegate responsibilities to other PAC members and shall encourage meaningful participation in all PAC activities
- serve as the PAC representative to the *District Title I Parent Advisory Council (DPAC)* and shall be required to attend all district Title I parent leader meetings
- share information and provide reports to PAC membership
- meet regularly with the PAC to plan Title I meeting agendas and other activities/events
- assist with the transfer of PAC records to the incoming PAC officers prior to the end of his/her term of office.
- be responsible for coordinating and drafting a proposed Title I spending plan (minimum of 1%), for approval by the PAC membership and School Leadership Team
- Be responsible for presenting the membership approved proposed Title I spending plan to the School Leadership Team as the recommendation for use of these funds to support Title I parent and family engagement

The PAC Alternate-Chairperson shall:

- Assist the PAC Chairperson with the duties as outlined above and shall assume his/her duties his/her absence or at the PAC Chairperson's request.

Duties of Title I PAC members

- Prepare Title I meeting notices, agendas, sign-in-sheets
- Record the minutes at all Title I meetings.
- Prepare and distribute draft minutes at Title I meetings and make minutes available upon request.
- Share responsibility with other Title I PAC members for safeguarding all Title I records.
- Sign and incorporate all amendments to these guidelines and ensure that they are maintained on file with the Principal, DPAC and District office.
- Provide access to all 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 1 Non-Regulatory Guidance, Federal Law, Section 1118, NYSED Parents Right-to-Know documents).
- Assist with the transfer of Title I records to the incoming Title I Chair prior to the end of his/her term of office.
- Be responsible for coordinating and drafting a proposed budget and spending plan for the Title 1 parent involvement allocation (minimum of 1%, maximum of 5%), for approval by the Title 1 parent body membership
- For presenting the parent 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 records to the incoming Title 1 Chair prior to the end of the school year.

Title I Elections:

The Title I Chairperson, Alternate and PAC members will be elected at the Title I PAC Meeting in the spring. The Title I election will take place immediately following the PTA and School Leadership Team (SLT) elections.

PAC Members Meetings:

Regularly scheduled meetings of the Parent Advisory Council shall be held in the following months: **October, November, January April on the 1st Tuesday** of those months at **6:00pm**, unless such date shall fall on a legal or religious holiday, in which case the meeting shall be held on the following or previous **Tuesday** as determined by the PAC.

PAC Committee Meetings:

The general membership meetings of the Title I PAC shall be held on the **2nd Tuesday** on the following months: **October, November, January, April and after the PTAs Spring election** on the **second Tuesday** of those months immediately following the PTA General Membership Meeting unless such day shall fall on a legal or religious holiday. In in which case, the meeting shall be held on the following or previous **Tuesday** as determined by the PAC. On those months, the meetings shall be held immediately following the PTA meeting. Written notice of each meeting shall be distributed in all applicable languages, where possible. A ten-calendar day notice shall be required prior to the scheduled meeting. The date of distribution shall appear on all notices.

Order of Business:

The order of business at meetings of the PAC, unless changed by the PAC members shall be:

- ◆ Call to Order
- ◆ Distribution and Approval of Minutes
- ◆ Chairperson's Report
- ◆ Budget plan for use of 1% Title I Parent involvement funds
- ◆ Adjournment

Review and Amendments to Title I PAC Guidance Policy Document

- This Title I PAC Guidance Policy 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 in _____ **High School**.
- This Title I PAC Guidance Policy document shall be distributed to all parents of Title I eligible children who attend _____ **High School**.
- and shall be signed below in order to verify the date of general distribution to the Title I parent community.

Month, Day, 2024

Date of Review by _____ **High School** membership

Signature of _____ **High School** Title I Chairperson

Month, Day, 2024

Date of Distribution to the PAC Membership