PROTOCOLS AND TIMELINES FOR IMPLEMENTATION OF
REQUIRED TITLE 1 PARENT AND FAMILY ENGAGEMENT ACTIVITIES FOR SY'2025-2026
(UPDATED September 2025)

Section I: Overview

In accordance with Section 1116 of the Every Student Succeeds Act (ESSA), the December 2015 reauthorization of the Elementary and Secondary Education Act (ESEA), all schools receiving Title 1 funds must conduct outreach to all parents and family members of students included in the Title 1 program, and implement programs, activities and procedures for the involvement of parents and family members. Such programs, activities and procedures shall be planned and implemented with meaningful consultation with parents of participating students. This document provides guidance regarding the process and procedures to be implemented in NYCDOE's Title 1 schools in order to meet these requirements. This document was developed in collaboration with the Citywide Title 1 Parent Advisory Committee (CTI-PAC).

Section II. Process and Procedures

A. Annual Title 1 Parent Meeting

- The Annual Title 1 Parent Meeting is required under federal law (Title 1, Part A, Section 1116 of the Every Student Succeeds Act, ESSA) to inform Title 1 parents about the school's participation in the Title 1 program and to provide information about how parents can be involved in support of their children's education.
- The Annual Title 1 Parent Meeting must be facilitated by the Principal (or a designated school administrator who has knowledge of the school's educational program and the use of Title 1 funds to support the program).
- The Annual Title 1 Parent Meeting must be scheduled at a date and time that will ensure maximum participation by the school's Title 1 parent community.
- Written notice of the meeting date, time, location (whether virtual or in person), and purpose must be sent by the Principal to all Title 1 parents at least ten (10) calendar days in advance of the scheduled meeting. Additional methods of outreach and engagement should also be employed (e.g., automated calling, bulletin board postings, website, flyers, etc.).
- During the meeting (virtual or in person), the Principal (or designated staff member) shares (or makes available) sections of the Comprehensive Education Plan (CEP) that describe the school's Title 1 educational program, Parent and Family Engagement Policy, and School-Parent Compact.
- All written materials that are distributed or shared during the meeting should be accessible to all participants, translated for parents and families who require it, and interpretation support should be provided, as needed.
- The school must retain copies of the meeting notice, agenda, attendance sign-in sheets, minutes, handouts, and presentation.
- The school is also required to upload all documentation related to the Annual Title 1 Parent Meeting to the iPlan Portal.

B. Title 1 Parent Advisory Council (PAC)

- All NYCDOE Title 1 schools are required to have a Title 1 Parent Advisory Council (PAC) that will serve as the consultative and representative body to involve and engage all parents of students who are included in the Title 1 program. Note: In a Schoolwide Program (SWP) school, all parents are considered Title 1 parents since all students are included in the Title 1 program. In a Targeted Assistance (TA) school, only

the parents of students included in the targeted Title 1 program are considered Title 1 parents.

- The Title 1 PAC Chairperson should be a member of the School Leadership Team (SLT) and is expected to attend all SLT meetings. In the case when the Title 1 PAC Chairperson or Alternate Chairperson is not available to serve on the SLT, a PAC member can be designated to serve. (Note: Chancellor's Regulation A-655 is under revision; under the revised CR A-655 regulation the Title 1 PAC Chairperson will be a mandatory member of the SLT.)
- The Title 1 PAC will participate with the School Leadership Team (SLT) in the joint review, planning, and improvement of the school's Title 1 program, and the development, revision and review of the Parent and Family Engagement Policy, and the School-Parent Compact.
- The Title 1 PAC should include adequate representation of parents of participating students in the school's Title 1 SWP or TA program, including parents of students in various grades as well as parents of English language learners and students with IEPs.
- The Principal is responsible for scheduling and sending notice to all Title 1 parents of the meeting to be held for the purpose of enlisting parents to serve on the school's Title 1 PAC and to hold elections of the PAC officers.
- The Principal must send written notice to all Title 1 parents at least ten (10) calendar days in advance of the meeting that has been scheduled at a date and time convenient for parents. The notice must include the meeting date, time, location (whether virtual or in-person), purpose, and procedures for parents interested in serving on the Title 1 PAC. Title 1 parents interested in serving on the PAC can submit their names in advance and may also submit their names at the beginning of the scheduled meeting. *Attachment 1* includes a description of the roles and responsibilities of the Title 1 PAC members and officers, and *Attachment 2* includes a sample Title 1 PAC Willingness to Serve Form, which can be included with the meeting notice. (Special thanks to Staten Island's Curtis High School Title 1 PAC for sharing their best practice documents reflected in the attachments.) Additional methods of outreach and notification of the meeting should also be employed (e.g., automated calling, bulletin board postings, website, flyers, etc.).
- Any staff working in a school building that are parents of Title 1 students attending the school where they work are members of the Title 1 parent body but are not eligible to serve on the school's Title 1 PAC as a member or officer, or to vote in PAC elections.
- A quorum of at least eight (8) of the school's Title 1 parents must be present at the meeting in order to establish the Title 1 PAC.
- The designated facilitator will lead the Title 1 parent meeting and explain the role of the Title 1 PAC and its membership. (See Section C.)
- The facilitator reads the list of Title 1 parents who submitted a PAC Willingness to Serve Form in advance of the meeting, then invites other Title 1 parents present at the meeting who are interested in serving on the PAC to submit their names.
- The Title 1 parents who submitted their names in advance of or during the meeting AND are present at the meeting will form the school's Title 1 Parent Advisory Council (PAC).
- The facilitator may request support for this process from the Chairperson of the Title 1 District Parent Advisory Council (DPAC) in conjunction with the Family Leadership Coordinator or Family Support Coordinator from the Superintendent's Team.
- The Principal or his/her designee must attend the meeting to observe the process and document that the established procedures have been followed.

C. Election of Title 1 Parent Advisory Council Chairperson and Alternate Chairperson

- The PA/PTA President and/or any PA/PTA Co-President may serve as a member of the school's Title 1 Parent Advisory Council (PAC) but are NOT eligible to serve as the Title 1 PAC Chairperson or Alternate Chairperson. Note: If the PA/PTA President and/or any PA/PTA Co-President seeks to run for an optional Title 1 PAC officer position (i.e., Recording Secretary or Corresponding Secretary), he or she must

designate another Title 1 parent who is not seeking any Title 1 PAC officer position to facilitate the Title 1 PAC elections.

- Other PA/PTA officers ARE eligible to serve as a member of the Title 1 PAC and to run for and serve as Title 1 PAC Chairperson or Alternate Chairperson or any optional officer on the school's Title 1 PAC.
- Election Facilitator:
    - In schools with established PACs: A member of the PAC that is not running for office facilitates the election process.
    - In schools with no established PAC: The PA/PTA President or designee facilitates the election process. (Note: If the PA/PTA President seeks to run for an optional position they cannot facilitate the election).
    - The Principal (or a member of his/her team) may not facilitate the election process but must be present to: 1) verify individual voter eligibility as a parent of a Title 1 student enrolled in the school; 2) observe the election process; and 3) document that established procedures have been followed.
- Election Protocols: After the Title 1 PAC is established, a member of the PAC (not running for election) or the PA/PTA President chairs the election of the Title 1 PAC Chairperson and Alternate Chairperson as follows:
    - Step 1: The election facilitator reads the roles and responsibilities of the PAC Chairperson and Alternate.
    - Step 2: The election chair reads the list of Title 1 parents who submitted their names in advance of the meeting as a candidate for Chairperson or Alternate on the *PAC Willingness to Serve Form* and invites other interested Title 1 parents who are present at the meeting to submit their names as candidates for Chairperson or Alternate.
    - Step 3: Each candidate will be given 2 minutes to speak to the Title 1 parents who are present at the meeting.
    - Step 4: Election of the PAC Chairperson will be conducted as follow:
        - Candidate names for the Chairperson will be placed on a standard ballot form or online poll form by the election facilitator and distributed to all Title 1 parents who are present at the meeting.
        - The votes are counted and tallied by the election facilitator and observed by the Principal (or a member of his/her staff or district staff).
        - The candidate with the most votes will be elected as Title 1 PAC Chairperson.
    - Step 5: Election of the PAC Alternate Chairperson will be conducted:
        - Candidate names for the Alternate Chairperson will be placed on a standard ballot form or online poll form by the election facilitator and distributed to all Title 1 parents who are present at the meeting.
        - The votes are counted and tallied by the election facilitator and observed by the Principal (or a member of his/her staff or district staff).
        - The candidate with the most votes will be elected as Title 1 PAC Alternate Chairperson.

  The meeting minutes must reflect the names of the parents identified to serve on the PAC, and the names of the elected Title 1 PAC Chairperson and Alternate.

D. Title 1 PAC Bylaws

- Title 1 PACs should refer to the sample Title 1 PAC Bylaws Template for minimum requirements for each PAC Bylaws.
- PACs can add additional requirements if the PAC membership has agreed upon the terms. Note: The PAC Bylaws cannot contradict the Title 1 Protocols**.**

E. School-based Planning

- Commissioner's Regulations 100.11 (CR 100.11) requires each school district to create and implement a set of strategies to ensure the meaningful participation of teachers, parents and administrators in

school-based planning and shared decision making at the school level.

- Every New York City school must have a School Leadership Team (SLT) that is governed by Chancellor's Regulations A-655 (CR A- 655) and the SLT bylaws.
- The SLT is the primary vehicle for developing the school's annual Comprehensive Educational Plan (CEP) and school-based educational policies that are aligned with the school-based budget.
- The SLT is responsible for facilitating consultation with the Title 1 PAC regarding the joint development of the CEP, Parent and Family Engagement Policy, School-Parent Compact and the use of the 1% parent involvement set-aside in Title 1 schools.

F. Budget and Expenditure of Title 1 1% Set-aside Funding

- Title 1 schools must set aside a minimum of 1% of their total allocation to fund parent and family engagement activities.
- As in past years, every Title 1 school received an allocation of Title 1 funding equal to one percent of its base Title 1 allocation to be used specifically and only for parent and family engagement. This year, Title 1 schools also received an allocation of carryover funding for parent and family engagement. The allocation amounts are listed in columns Y and AE in Table 2 - Title 1 Allocation Per Capita Details of School Allocation Memorandum No. 11, FY 2026
- The Title 1 1% set-aside is used to supplement parent and family engagement activities as described in the school's Parent and Family Engagement Policy and must be aligned with student achievement goals as outlined in the CEP. You may refer to this sample of allowable and non-allowable Title 1 expenditures.
- Title 1 parents must be consulted regarding the use of the Title 1 1% budget (via the Title 1 PAC and a survey distributed to all Title 1 parents).
- Title 1 schools (via the SLT) and parents of students served in the Title 1 program, as represented by the Title 1 Parent Advisory Council (PAC), must jointly agree upon the use of these funds to support increased parent and family engagement in activities related to the improvement of student academic achievement.
- To ensure compliance with these requirements, all Title 1 schools must complete this School Budget Plan for the Expenditure of Title 1 Set-aside Funding for Parent and Family Engagement and upload the completed spending plan in iPlan by December 16. A sample completed school budget plan is linked here. Once budgeted, principals have the responsibility to ensure timely expenditure of the Title 1 set-aside funding by this school year's purchasing deadlines.

G. Title 1 District Parent Advisory Council (DPAC)

- All NYCDOE Districts are required to have a Title 1 District Parent Advisory Council (DPAC) that will serve as the consultative and representative body to involve and engage all Title 1 PAC Chairs within the geographical district (including all high schools).
- The DPAC membership is comprised of the PAC Chairpersons of all Title 1 schools in the district or their designees.
- District President's Council members are not eligible to serve on the DPAC in any capacity.
- The DPAC members will support all PACs in the district by turnkeying information, assisting with PAC elections (when requested), and sharing best practices.
- The Title 1 DPAC Chairperson is a mandatory member of the DLT and is required to attend the DLT meetings. In the case when the Chairperson or Alternate is not available to serve on the DLT a DPAC member can be designated to serve.
- The Title 1 DPAC Chairperson will participate with the District Leadership Team (DLT) in the joint review, planning, and improvement of the District's Title 1 program, and the development, revision and review of the Parent and Family Engagement Policy.

H. Election of Title 1 District Parent Advisory Council Chairperson and Alternate Chairperson

- The Superintendent's team is responsible for scheduling and sending written notice to all Title 1 PAC Chairs of the meeting to be held for the purpose of elections of the DPAC officers.
- This meeting must be scheduled at a date and time convenient for parents.
- Written notice to all Title 1 PAC Chairs must be sent at least ten (10) calendar days in advance of the meeting that has been scheduled.
- A quorum of at least five (5) of the Title 1 PAC Chairs must be present at the meeting in order to establish/vote for the Title 1 DPAC officers.
- Election Facilitator:
    - In districts with established DPACs: A member of the DPAC that is not running for office facilitates the election process. The facilitator may request support for this process from the Citywide Title 1 Parent Advisory Committee (CT1-PAC) in conjunction with the Family Leadership Coordinator or Family Support Coordinator from the Superintendent's Team.
    - In districts with no established DPAC: The President or member of the district's Presidents Council or CT1-PAC member facilitates the election process. The facilitator may request support for this process from the Citywide Title 1 Parent Advisory Committee (CT1-PAC) in conjunction with the Family Leadership Coordinator or Family Support Coordinator from the Superintendent's Team.
    - The Superintendent (or a member of his/her team) may not facilitate the election process but must be present to: 1) verify individual voter eligibility as an elected PAC Chair of a Title 1 school in the district; 2) observe the election process; and 3) document that established procedures have been followed.
- Election Protocols:
    - Step 1: The election facilitator reads the roles and responsibilities of the DPAC Chairperson and Alternate.
    - Step 2: The election chair reads the list of DPAC members who submitted their names in advance of the meeting as a candidate for Chairperson or Alternate on the D*PAC Willingness to Serve Form* and invites other interested DPAC members who are present at the meeting to submit their names as candidates for DPAC Chairperson or Alternate.
    - Step 3: Each candidate will be given 2 minutes to speak to the DPAC members who are present at the meeting.
    - Step 4: Election of the DPAC Chairperson will be conducted as follows:
        - Candidate names for the DPAC Chairperson will be placed on a standard ballot form or online poll form by the election facilitator and distributed to all DPAC members who are present at the meeting.
        - The votes are counted and tallied by the election facilitator and observed by the Superintendent (or a member of his/her staff).
        - The candidate with the most votes will be elected as Title 1 DPAC Chairperson.
    - Step 5: Election of the DPAC Alternate Chairperson will be conducted:
        - Candidate names for the DPAC Alternate Chairperson will be placed on a standard ballot form or online poll form by the election facilitator and distributed to all DPAC members who are present at the meeting.
        - The votes are counted and tallied by the election facilitator and observed by the Superintendent (or a member of his/her staff).
        - The candidate with the most votes will be elected as Title 1 DPAC Alternate Chairperson.

  The meeting minutes must reflect the names of the elected Title 1 DPAC Chairperson and Alternate.

I. Title 1 DPAC Bylaws (*All DPACs must have adopted bylaws*)

- Title 1 DPACs should refer to the Title 1 DPAC Bylaws Template sample for minimum requirements for each DPAC Bylaws.
- DPACs can add additional requirements if the council has agreed upon the terms. Note: The DPAC Bylaws cannot contradict the Title 1 Protocols.

Section III. Timeline for School Implementation of Required Title 1 Parent & Family Engagement Activities

Required Activity	Timeframe/Deadline
Written notice sent to parents of the scheduled meeting date to conduct elections of the Title 1 PAC Chairperson and Alternate, including a call for parents interested in serving on the Title 1 PAC. Note: Written notice of your school's scheduled meeting must be sent at least 10 days in advance of the meeting date.	Ten days prior to the scheduled meeting date.
Principal (or designee) is present as parent designee facilitates the Title 1 Parent Advisory Council (PAC) Elections. The principal (or designee) completes the survey to identify the PAC Chairperson and Alternate.	By June 30, 2025
Expedited PAC elections are held for PAC Chairperson and Alternate in schools that did not conduct elections in the spring.	By September 30, 2025
Newly Designated Title 1 Schools (SY 25/26): Principal hosts a meeting of parents to establish a Title 1 PAC. The PA/PTA President facilitates the meeting, explains the role of the Title 1 PAC, and conducts election of the Chairperson and Alternate.	By October 23, 2025
Annual Title 1 Parent Meeting conducted by the principal (or designated administrator).	By October 24, 2025
Schools finalize the CEP which serves as the Schoolwide Program Plan for Title 1 SWP schools.	By October 24, 2025
Principal completes attestation for conducting the Annual Title 1 Parent Meeting and PAC elections in the Title 1 Parent Advisory Council (PAC) section in the iPlan Portal.	By October 31, 2025
School budget plan for use of 1% Title 1 parent and family involvement set-aside funding jointly developed by the school and Title 1 parents and uploaded into the iPlan Portal.	By December 5, 2025
Title 1 PACs upload their updated bylaws to the iPlan Portal.	By December 5, 2025
Title 1 Targeted Assistance schools have an opportunity to apply to become a Schoolwide Program school (SWP).	January-February 2026
The Title 1 PAC and the SLT analyzes feedback received from Title 1 parents regarding the joint review and evaluation of the school's Parent and Family Engagement Policy and School-Parent Compact and incorporates any needed revisions to improve the parent/family engagement program and budget plan.	By February 1, 2026
Principal ensures all Title 1 1% set-aside funding is fully encumbered before the budget modification deadline in March.	By March 1, 2026
Schools upload meeting agendas and minutes to the iPlan Portal on a monthly basis. Note: Schools are required to maintain hard copies of other records and documentation (e.g., meeting notices, attendance sheets, handouts, dated and translated versions of parent notification letters, inventory lists of purchased equipment, etc.) for all funded Title 1 programs.	Ongoing
School hosts meetings or events throughout the school year to keep all Title 1 parents/guardians informed about the Title 1 program.	Ongoing

Required Activity	Timeframe/Deadline
School conducts annual evaluation and review of the Title 1 Schoolwide Comprehensive Education Program (CEP), including the effectiveness of the Title 1 parent engagement activities and Parent and Family Engagement Policy (PFEP).	By April 30, 2026
Principal (or designee) is present as parent designee facilitates the Title 1 Parent Advisory Council Elections. The principal (or designee) completes the survey to identify the PAC Chairperson and Alternate.	April – June 2026

Section IV: Timeline for District Implementation of Required Title 1 Parent & Family Engagement Activities

Required Activity	Timeframe
Family Leadership Coordinator (FLC) within the Superintendent's office, reviews the completion report for school-level documentation for PAC elections and meeting notes upload to iPlan Portal and follows up with schools as needed.	Spring: Ongoing from April - June 2025 Fall: Expedited PAC elections by Sept. 30, 2025
Superintendent hosts a Title 1 DPAC meeting to facilitate the election of the Title 1 DPAC Chairperson and Alternate (If not held in the spring). Note: Prior to the DPAC election, the Superintendent confirms the eligibility of school representatives to run and vote for DPAC Chairperson and Alternate as follows: ○ Only elected school PAC Chairs and Alternates are eligible to run for DPAC Chairperson and Alternate. ○ Each school can only have one person (PAC Chair or Alternate) run for DPAC Chairperson or Alternate. ○ Each school can only cast one vote (either the PAC Chair or Alternate) for DPAC Chairperson and Alternate. A quorum of at least five (5) Title 1 schools in the district must be present at the DPAC meeting in order to hold elections for DPAC Chairperson and Alternate. Schools may send a designee to attend DPAC meetings for informational purposes, but the designee is not eligible to run for office or to vote in DPAC elections.	By October 17, 2025
Superintendent or their designee enters DPAC information and uploads supporting documents in the iPlan Portal.	By October 23, 2025
DPACs upload their updated bylaws in the iPlan Portal.	By December 5, 2025
Budget Liaison supports Title 1 schools to encumber all Title 1 1% set-asides before the budget modification deadline in March.	By March 1, 2026
Family Leadership Coordinator (FLC) within the Superintendent's office, reviews completion report for school-level documentation and follows up with schools as needed.	Ongoing April - June 2026
Superintendents send written notice to all school Title 1 PAC Chairs and Alternate Chairs of the scheduled DPAC meeting for the election of Title 1 DPAC Chairperson and Alternate Chairperson. The process whereby PAC Chairs and Alternates can indicate their interest in becoming a DPAC Chairperson or Alternate will be included. Note: Written notice of the scheduled meeting must be sent at least 10 days in	Spring: May - June 30, 2026

advance of the meeting date.)	

ATTACHMENT 1

Roles and Responsibilities of the School Title 1 Parent Advisory Council (PAC)

Overview

The Title 1 PAC is a school-level consultative and representative body that involves and engages all Title 1 parents of participating students in the Title 1 program. The Title 1 PAC participates with the School Leadership Team (SLT) in the joint review, planning, and improvement of the school's Title 1 program, and the development, revision and review of the parent and family engagement policy. The Title 1 PAC meets monthly and hosts regular meetings of the entire school Title 1 parent body to solicit input, turn-key information, provide updates, and ensure that the views/opinions of the school's Title 1 parents are conveyed to the SLT.

Duties of Title 1 PAC Members

All Title 1 Parent Advisory Council (PAC) members and officers shall regularly attend all scheduled meetings of the Title 1 PAC as representatives of the school's Title 1 parent body to provide input and feedback on the school's:

- Comprehensive Education Plan (CEP), which also serves as the Schoolwide Program Plan (SWP) for SWP schools.
- Parent and Family Engagement Policy (PFEP) and School-Parent Compact (SPC).
- Proposed spending plan for the use of the Title 1 parent and family engagement set-aside funding (a minimum of 1% of the school's Title 1 allocation) to support Title 1 parent and family engagement activities.

Duties of Required Title 1 PAC Officer Positions* (See note below)

The Title 1 Parent Advisory Council (PAC) Chairperson shall:

- Preside at all meetings of the Title 1 PAC and serve as an ex-officio member of all committees.
- Delegate responsibilities to other Title 1 PAC members, including appointment of committee chairs, and encourage meaningful participation in all Title 1 PAC activities.
- Serve as the representative to the District Title 1 Parent Advisory Council (DPAC) and attend all DPAC meetings.
- Serve on the School Leadership Team (SLT) as the Title 1 PAC representative.
- Coordinate and draft a proposed spending plan for the use of the Title 1 parent and family engagement set- aside funding (a minimum of 1% of the school's Title 1 allocation) for approval by the Title 1 parents and SLT to support Title 1 parent and family engagement activities.
- Share information and provide reports to the Title 1 parents in monthly meetings.
- Meet regularly with PAC officers and members to plan Title 1 parent meeting agendas and other activities/events.
- Assist with the transfer of Title 1 PAC records to the incoming officers prior to the end of his/her term.

The Title 1 PAC Alternate Chairperson shall assist the Title 1 PAC Chairperson with the duties as outlined above and shall assume his/her duties in his/her absence or at the Chairperson's request.

Duties of Optional PAC Officer Positions* (See note below):

The Title 1 PAC Recording Secretary shall:

- Prepare Title 1 PAC meeting notices, agendas, and sign-in sheets.
- Record the minutes at all Title 1 PAC and Parent meetings.
- Prepare and read the draft minutes at Title 1 PAC and Parent meetings and make minutes available upon request.
- Share responsibility with other Title 1 PAC officers for safeguarding all Title 1 PAC records.
- Assist with the transfer of Title 1 PAC records to the incoming Title 1 PAC officers prior to the end of his/her term of office.

The Title 1 Parent Advisory Council (PAC) Corresponding Secretary shall review, maintain, and respond to all Title 1 PAC correspondence. If no member is willing to serve as the Corresponding Secretary, the Recording Secretary shall assume these responsibilities.

*****Note: The recommended term of service for an elected Title 1 PAC officer is two (2) school years. The minimum term of service for a non-elected member of the PAC is one school year. Optional Recording Secretary and Corresponding Secretary Title 1 PAC officer positions may be elected by the Title 1 parent body or appointed by the PAC Chairperson.

ATTACHMENT 2

Title 1 Parent Advisory Council (PAC) Willingness to Serve Form

Directions: Title 1 parents interested in serving on the school's Title 1 Parent Advisory Council (PAC) may submit this form in advance of the scheduled meeting to establish the Title 1 PAC to indicate their willingness to serve on the Title 1 PAC as a member or a candidate for elected PAC officer. Title 1 parents can also submit their names at the beginning of the scheduled meeting.

Our school's Title 1 Parent meeting for the election of PAC officers will be held on **Wednesday, November 19, 2025, at 5:30 pm, in-person at Queens Gateway**.

Parents interested in running for an elected PAC officer position will be given 2 minutes to introduce themselves to the Title 1 parent body prior to the vote.

If you have any questions, please submit them via email to Assistant Principal Antoine at **mantoine12@schools.nyc.gov.**

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1. Please provide your name and contact information:

First Name: _____ Last Name: _____

Email Address: _____ Phone Number:

Child's Name(s) and Grade(s): _____

2. Please check position(s) that you would like to be considered for:

- ☐ Title 1 PAC Chairperson (Required PAC officer position)
- ☐ Title 1 PAC Alternate Chairperson (Required PAC officer position)
- ☐ Title 1 PAC Member (Non-elected position)
- ☐ Title 1 PAC Recording Secretary (Optional PAC officer position)
- ☐ Title 1 PAC Corresponding Secretary (Optional PAC officer position)

Thank you for your willingness to serve on our school's Title 1 PAC!

ATTACHMENT 3

Roles and Responsibilities of the District Title 1 Parent Advisory Council (DPAC)

Overview

The Title 1 DPAC is a district-level consultative and representative body that represents all school-level Title 1 PAC representatives. The Title 1 DPAC participates with the District Leadership Team (DLT) in the joint review, planning, and improvement of the District's Title 1 program, and the development, revision and review of the parent and family engagement policy. The Title 1 DPAC meets monthly and hosts regular meetings of the school-level Title 1 PAC Chairs to solicit input, provide updates, and turn-key information.

Key responsibilities of the Title 1 DPAC:

- To support school PACs (when asked) with elections, issues that arise, and available professional learning opportunities.
- To encourage effective involvement of all parents of Title 1 participating children (including high schools within the given district's geographical boundaries) and to support the partnership between other district and borough community stakeholders (district/ borough administration and staff, parents and caregivers, District Leadership Team).
- To involve Title 1 PAC chairs in an organized and timely manner with the planning, review and implementation of Title 1 programs and the joint development of the District Parent and Family Engagement Policy, District 100.11 Plan, and District Comprehensive Education Plan (DCEP).
- To provide information to PAC chairs and alternates about professional development opportunities, meetings, 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.
- To provide information to parents of Title 1 participating students regarding Title 1 issues, and in consultation with other parents to bring questions, concerns, and ideas regarding Title 1 related issues to the attention of district and borough staff, administration, other district, borough and community stakeholders.

Duties of Title 1 DPAC Members:

All Title 1 District Parent Advisory Council (DPAC) members and officers shall regularly attend all scheduled meetings of the Title 1 PAC as representatives of the District's Title 1 PAC Chairs to provide input and feedback on the district's:

- Comprehensive Education Plan (DCEP).
- Parent and Family Engagement Policy (PFEP) and School-Parent Compact (SPC).

Duties of Required Title 1 DPAC Officer Positions* (See note below):

The Title 1 District Parent Advisory Council (DPAC) Chairperson shall:

- Preside at all meetings of the Title 1 DPAC and serve as an ex-officio member of all committees.
- Delegate responsibilities to other Title 1 DPAC members, including appointment of committee chairs, and encourage meaningful participation in all Title 1 DPAC activities.
- Serve as the representative of the District Title 1 Parent Advisory Council (DPAC) and attend all DPAC meetings.
- Serve on the District Leadership Team (DLT) as the Title 1 DPAC representative.
- Share information and provide reports to the Title 1 parents in monthly meetings.
- Meet monthly with DPAC officers and members to plan Title 1 parent meeting agendas and other activities/events.
- Assist with the transfer of Title 1 DPAC records to the incoming officers prior to the end of his/her term.

The Title 1 DPAC Alternate Chairperson shall assist the Title 1 DPAC Chairperson with the duties as outlined above and shall assume his/her duties in his/her absence or at the Chairperson's request.

Duties of Optional DPAC Officer Positions* (See note below):

The Title 1 DPAC Recording Secretary shall:

- Prepare Title 1 DPAC meeting notices, agendas, and sign-in sheets.
- Record the minutes at all Title 1 DPAC meetings.
- Prepare and read the draft minutes at Title 1 DPAC and make minutes available upon request.
- Share responsibility with other Title 1 DPAC officers for safeguarding all Title 1 DPAC records.
- Assist with the transfer of Title 1 PAC records to the incoming Title 1 PAC officers prior to the end of his/her term of office.
- Provide all meeting documents and attendance for upload into the iPlan Portal monthly.

The Title 1 District Parent Advisory Council (DPAC) Corresponding Secretary shall review, maintain, and respond to all Title 1 DPAC correspondence. If no member is willing to serve as the Corresponding Secretary, the Recording Secretary shall assume these responsibilities.

***Note:** The recommended term of service for an elected Title 1 PAC officer is two (2) school years. The minimum term of service for a non-elected member of the PAC is one school year. Optional Recording Secretary and Corresponding Secretary Title 1 PAC officer positions may be elected by the Title 1 parent body or appointed by the PAC Chairperson.

ATTACHMENT 4

Sample Title 1 District Parent Advisory Council (DPAC) Willingness to Serve Form

Directions: Title 1 PAC Chairs and Alternates may submit this form in advance of the scheduled DPAC officer election meeting to indicate his/her willingness to serve on the district's Title 1 Parent Advisory Council (DPAC) as a candidate for elected DPAC officer. PAC Chairs and Alternates can also submit their names at the beginning of the scheduled DPAC election meeting.

Our District Title 1 Parent meeting for the election of DPAC officers will be held on [Insert date and time] at [Insert location].

PAC Chairs interested in running for an elected DPAC officer position will be given 2 minutes to introduce themselves to the Title 1 PAC Chairs prior to the vote.

If you have any questions, please submit them to [Insert name and email address of designated district contact person].

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3. Please provide your name and contact information:

First Name: _____ Last Name: _____

Email Address: _____ Phone Number:

Child's Name(s) and Grade(s): _____

4. Please check position(s) that you would like to be considered for:

- ☐ Title 1 DPAC Chairperson (Required DPAC officer position)
- ☐ Title 1 DPAC Alternate Chairperson (Required DPAC officer position)
- ☐ Title 1 DPAC Recording Secretary (Optional DPAC officer position)
- ☐ Title 1 DPAC Corresponding Secretary (Optional DPAC officer position)

Thank you for your willingness to serve on our district's Title 1 DPAC!