

# Title I Parent Advisory Council (PAC)

The Title I Parent Advisory Council (PAC) represents the Title I parent community<sup>1</sup>. The Title I PAC participates with the School Leadership Team (SLT) in the joint review, planning and improvement of the school's Title I program, and the development, revision and review of the parent and family engagement policy. To meet its responsibilities the Title I PAC will work in a consultative role with the SLT and communicate with the school's Title I parents.

## Consultation with the School Leadership Team (SLT)

The SLT is the vehicle for consultation with parent representatives regarding the use of federal reimbursable funding and program planning, including Title I (see Chancellor's Regulation A-655, Section XI). Topics for consultation between the SLT and Title I PAC members include:

- The Comprehensive Educational Plan (CEP)
- The Parent and Family Engagement Policy, including the School-Parent Compact (SPC)
- The use of Title I funding – including the minimum 1% set-aside for parent involvement and parent education (Priority/Focus schools)
  - The Title I parents must be consulted regarding the use of the Title I 1% budget.
  - The 1% set-aside for parent involvement must be used to fund the activities included in the Parent and Family Engagement Policy and SPC.
  - The activities included in the Parent and Family Engagement Policy and SPC must be aligned with the school's student achievement goals as outlined in the CEP.

Title I PAC members should be prepared to share feedback from the school's Title I parents regarding the Title I educational program with the SLT.

## Communication with Title I Parents

A primary responsibility of the Title I PAC is to ensure effective involvement of all Title I parents of participating students and to support the partnership between other school community stakeholders (school administration and staff, parents and caregivers, SLT). Additionally, The Title PAC must provide information to parents of Title I participating students regarding Title I issues, and assure that the views and opinions of the school's Title I parents are appropriately conveyed to the SLT. To meet this responsibility the Title I PAC should do the following:

- Recruit Title I parents for involvement in professional development opportunities, meetings, including the required Annual Title I Parent Meeting, and other related activities designed to enhance the role of Title I parents in supporting the education of their children.
- Work with school administration to establish channels for regular communication between the Title I PAC and the school's Title I parents (e.g., parent meetings, surveys, school bulletin board, etc.).
  - Emphasis should be placed on eliciting feedback regarding the content of the school's Parent and Family Engagement Policy and SPC to ensure these documents include parent involvement activities that will empower the school's Title I parents to best support their children's education.
  - All consultation between the Title I PAC and the school's Title I parents must be accordingly documented.
- Accurately describe allowable expenditures to the school's Title I parents (see reverse).

---

<sup>1</sup> In Schoolwide Program Schools all parents are part of the Title I parent community, as all students participate in the school's Title I program. In Targeted Assistance Schools the parents of students participating in the school's Title I program (those with the greatest academic need) comprise the Title I parent community.

## Title I Parent Involvement Funds

A minimum of 1% of the school's Title I allocation is set-aside to fund the parent involvement activities included in the school's Parent and Family Engagement Policy and SPC. The goal of these funds is to build the capacity of the school's Title I parents to become effective partners with the school to improve student achievement. Title I schools and parents of students served in the Title I program must jointly agree upon the use of these funds to support increased parent involvement in all activities related to the improvement of student academic achievement.

### Examples of Appropriate Expenditures and Activities

- Workshops for Title I parents about the following topics:
  - City and State Standards
  - Curriculum
  - Family Literacy
  - Promotion or Graduation Requirements
  - Title I, Part A Requirements
  - School and District Accountability
  - How to Work with Your Child's Teacher
  - Using Technology
  - Safety and Gang Awareness
  - Internet Safety or Bullying
  - Middle and High School Selection Process
  - Nutrition or Health
  - College and Career Readiness
- Teacher-parent mentoring programs
- Creating a school-parent newsletter, handbook, or website
- Staff-parent book clubs
- Joint staff-parent professional development seminars (e.g., cost of materials and presenters)
- Partnerships with NYC cultural institutions
- Creation of a parent resource room or lending library
- Reimbursement to parents for reasonable transportation expenses (e.g., Metro Cards) associated with attendance and participation during Title I workshops, activities and meetings
- Reasonable expenditures for light refreshments or food, particularly when parent involvement activities extend through mealtime

### Examples of Non-Allowable Expenditures and Activities

- Activities that do not relate directly to the Title I educational program or provide an opportunity to turnkey professional development content to Title I parents will not be allowed
- Activities that do not have an intrinsic educational or cultural value will not be allowed (e.g., trips to amusement parks, visits to shopping centers, dinner cruises, or sporting events)
- Theatrical performances (plays) that do not have an intrinsic educational or cultural value
- Payments (or stipends) to non-DOE approved consultants or providers
- Incentives that do not relate to the Title I educational program (i.e. tee shirts or mugs)
- School dances (e.g., father-daughter and mother-son dances)
- Recreational trips for students or parents
- Staff salaries
- Refreshments for regularly scheduled PA/PTA and SLT meetings
- School messenger, postage and mailing services