



**PROTOCOLS AND TIMELINES FOR IMPLEMENTATION OF REQUIRED TITLE I
PARENT AND FAMILY ENGAGEMENT ACTIVITIES FOR SY' 2023-2024
(UPDATED July 2023)**

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 I funds must conduct outreach to all parents and family members of students included in the Title I 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 I schools in order to meet these requirements. This document was developed in collaboration with the Citywide Title I Parent Advisory Committee (CTI-PAC).

Section II. Process and Procedures

A. Annual Title I Parent Meeting

- The Annual Title I Parent Meeting is required under federal law (Title I, Part A, Section 1116 of the Every Student Succeeds Act, ESSA) to inform Title I parents about the school's participation in the Title I program and to provide information about how parents can be involved in support of their children's education.
- The Annual Title I Parent Meeting must be facilitated by the Principal (or a designated staff member who has knowledge of the school's educational program and the use of Title I funds to support the program).
- The Annual Title I Parent Meeting must be scheduled at a date and time that will ensure maximum participation by the school's Title I 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 I 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) should make available (or share) sections of the Comprehensive Education Plan (CEP) that describe the school's Title I 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 English language learner parents, 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.

B. Title I Parent Advisory Council (PAC)

- All NYCDOE Title I schools are required to have a Title I 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 I program. **Note:** In a Schoolwide Program (SWP) school, all parents are considered Title I parents since all students are included in the Title I program. In a Targeted Assistance (TA) school, only the parents of students included in the targeted Title I program are

considered Title I parents.

- The Title I PAC will participate 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.
- The Title I PAC should include adequate representation of parents of participating students in the school's Title I 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 I parents of the meeting to be held for the purpose of enlisting parents to serve on the school's Title I PAC and to hold elections of the PAC officers.
- The Principal must send written notice to all Title I 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 I PAC. Title I 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 I PAC members and officers and *Attachment 2* includes a sample Title I PAC Willingness to Serve Form, which can be included with the meeting notice. (Special thanks to Staten Island's Curtis High School Title I 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 I students attending the school where they work are members of the Title I parent body but are not eligible to serve on the school's PAC as a member or officer, or to vote in PAC elections.
- A quorum of at least eight (8) of the school's Title I parents must be present at the meeting in order to establish the Title I PAC.
- The PA/PTA President or his/her designee facilitates the Title I parent meeting and explains the role of the Title I PAC and its membership.
- The PA/PTA President reads the list of Title I parents who submitted a PAC Willingness to Serve Form in advance of the meeting, then invites other Title I parents present at the meeting who are interested in serving on the PAC to submit their names.
- The Title I parents who submitted their names in advance of or during the meeting AND are present at the meeting will form the school's Title I Parent Advisory Council (PAC).
- The PA/PTA President may request support for this process from the Chairperson of the Title I 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 I 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 I Parent Advisory Council (PAC) but are NOT eligible to serve as the Title I 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 I PAC officer position (i.e., Recording Secretary or Corresponding Secretary), he or she must designate another Title I parent who is not seeking any Title I PAC officer position to facilitate the Title I PAC elections.
- Other PA/PTA officers ARE eligible to serve as a member of the Title I PAC and to run for and serve as Title I PAC Chairperson or Alternate Chairperson or any optional officer on the school's Title I PAC.
- The PA/PTA President (or his/her designee who is not seeking office) facilitates the meeting to elect the Title I PAC Chairperson and Alternate Chairperson (and any optional officer position, if applicable).
- The Principal (or a member of his/her staff) may not facilitate the election meeting but must be present to: verify individual voter eligibility as a parent of a Title I student enrolled in the school; observe the election process; and document that established procedures have been followed.

- During the meeting, after the Title I PAC is established, the PA/PTA President facilitates the election of the Title I PAC Chairperson and Alternate Chairperson as follows:
 - The PA/PTA reads the roles and responsibilities of the Chairperson and Alternate.
 - The PA/PTA President reads the list of Title I 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 I parents who are present at the meeting to submit their names as candidates for Chairperson or Alternate.
 - Each candidate will be given 2 minutes to speak to the Title I parents who are present at the meeting.
 - Election of the PAC Chairperson will be conducted:
 - Candidate names for the Chairperson will be placed on a standard ballot form or online poll form by the PA/PTA President and distributed to all Title I parents who are present at the meeting.
 - The votes are counted and tallied by the PA/PTA President and observed by the Principal (or a member of his/her staff).
 - The candidate with the most votes will be elected as Title I PAC Chairperson.
 - 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 PA/PTA President and distributed to all Title I parents who are present at the meeting.
 - The votes are counted and tallied by the PA/PTA President and observed by the Principal (or a member of his/her staff).
 - The candidate with the most votes will be elected as Title I 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 I PAC Chairperson and Alternate.

D. Title I PAC Bylaws

- Title I PACs and DPACs should refer to the sample [Title I PAC Bylaws Template](#) and sample [Title I DPAC Bylaws Template](#) for minimum requirements for each PAC and DPAC Bylaws.
- PACs and DPACs can add additional requirements if the council has agreed upon the terms. Additional items should be included in the bylaws:
 - **Length of Term** – PAC and DPAC term is July 1 – June 30; can be either a one- or two-year term.
 - **Procedure for Replacing Officers** – How officers will be replaced when leaving in the middle of their term.
 - **Schedule of Meetings** – The Title I PAC meets monthly and hosts regular meetings of the entire school Title I parent body to solicit input, provide updates, and turn-key information.
 - PAC members meet to create agendas for Title I parent meetings.
 - PAC meet with all Title I parents to solicit input to share with the SLT.
 - DPAC members meet to create agendas for DPAC meetings.
 - DPAC meets with PAC Chairs to solicit input to share with the DLT.

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 must have a School Leadership Team (SLT) that is governed by SLT bylaws (CR A-655).
- 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 resources and the school-based budget.

- As a proposed change to Chancellor’s Regulation A-655, the Chairperson of the Title I Parent Advisory Council will be a mandatory member of the SLT.
- The SLT is responsible for facilitating consultation with the Title I 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 I schools.

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

- Title I schools must set aside a minimum of 1% of their total allocation to fund parent and family engagement activities.
Title I parents must be consulted regarding the use of the Title I 1% budget (via the Title I PAC and a survey distributed to all Title I parents).
- The Title I 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.
- Title I schools (via the SLT) and parents of students served in the Title I program (as represented by the Title I PAC) must jointly agree upon the use of these funds to support increased parent and family engagement in all activities related to the improvement of student academic achievement.

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

Required Activity	Timeframe/Deadline
<p>1. Written notice sent to parents of the scheduled meeting date to conduct elections of the Title I PAC Chairperson and Alternate, including a call for parents interested in serving on the Title I PAC.</p> <p><u>Note:</u> Written notice of your school’s scheduled meeting must be sent at least 10 days in advance of the meeting date)</p>	Ten days prior to the scheduled meeting date.
<p>2. Principal (or designee) is present as parent designee facilitates the Title I Parent Advisory Council Elections. The principal (or designee) completes the survey to identify the PAC Chairperson and Alternate</p>	By June 30, 2023
<p>3. Annual Title I Parent Meeting conducted by the principal (or designated administrator). School should conduct PAC elections if not completed in June 2023.</p>	By September 29,2023
<p>4. Newly Designated Title I Schools (SY 23/24): Principal hosts a meeting of parents to establish a Title I PAC. The PA/PTA President facilitates the meeting, explains the role of the Title I PAC, and conducts election of the Chairperson and Alternate.</p>	By September 29, 2023
<p>5. Schools finalize the CEP which serves as the Schoolwide Program Plan for Title I SWP schools.</p>	October 27, 2023
<p>6. Principal completes the SPLCI attesting that they conducted the Annual Title I Meeting and elections (if needed).</p>	By October 6, 2023
<p>7. Family Leadership Coordinator (FLC) within the Superintendent’s office, downloads school information from SPLCI. FLC follows up with schools as needed. (See Section IV for the timeline for District implementation of required Title I parent and family engagement activities.)</p>	Ongoing from 7/5 Through 9/29
<p>8. School budget plan for use of 1% Title I parent and family involvement set-aside funding jointly developed by the school and Title I parents.</p>	By November 17, 2023
<p>9. Title I Targeted Assistance schools have an opportunity to apply to become a Schoolwide Program school (SWP).</p>	January-February
<p>10. The Title I PAC and the SLT analyzes feedback received from Title I 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.</p>	By February 1, 2024
<p>11. Principal ensures all Title I 1% set-aside funding is fully encumbered before the budget modification deadline in March.</p>	By March 1, 2024
<p>12. School maintains records and documentation (e.g., meeting notices and agendas, attendance sheets, minutes, handouts, dated and translated versions of parent notification letters, inventory list of purchased equipment) for all funded Title I programs.</p>	Ongoing
<p>13. School hosts meetings or events throughout the school year to keep all Title I parents/guardians informed about the Title I program.</p>	Ongoing
<p>14. School conducts annual evaluation and review of the Title I Schoolwide Comprehensive Education Program (CEP), including the effectiveness of the Title I parent engagement activities and Parent and Family Engagement Policy (PFEP).</p>	By April 30

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

Required Activity	Timeframe
<p>1. Family Leadership Coordinator (FLC) within the Superintendent’s office, downloads school information from SPLCI. FLC follows up with schools as needed.</p>	<p>Ongoing from 7/5/23 through 9/27/23</p>
<p>2. Superintendents send written notice to all school Title I PAC Chairs and Alternate Chairs of the scheduled DPAC meeting for the election of Title I 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.</p> <p><u>Note:</u> Written notice of the scheduled meeting must be sent at least 10 days in advance of the meeting date.)</p>	<p>By October 15</p>
<p>3. Superintendent hosts a Title I DPAC meeting to facilitate the election of the Title I DPAC Chairperson and Alternate.</p> <p><u>Note:</u> Prior to the DPAC election, the Superintendent confirms the eligibility of school representatives to run and vote for DPAC Chairperson and Alternate as follows:</p> <ul style="list-style-type: none"> ● 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 I 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. 	<p>By October 27, 2023</p>
<p>4. Superintendent completes a survey to identify the names of the elected Title I DPAC Chairperson and Alternate.</p>	<p>By November 3, 2023</p>
<p>5. Budget Liaison supports Title I schools to encumber all Title I 1% set-asides before the budget modification deadline in March.</p>	<p>By March 1, 2024</p>

ATTACHMENT 1

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

The Title I PAC will participate 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. The Title I PAC meets monthly and hosts regular meetings of the entire school Title I parent body to solicit input, provide updates, and turn-key information.

Duties of Title I PAC Members:

All Title I Parent Advisory Council (PAC) members and officers shall regularly attend all scheduled meetings of the Title I PAC as representatives of the school's Title I 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 I parent and family engagement set-aside funding (a minimum of 1% of the school's Title I allocation) to support Title I parent and family engagement activities.

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

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

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

The Title I PAC Alternate Chairperson shall assist the Title I 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 I PAC Recording Secretary shall:

- Prepare Title I PAC meeting notices, agendas, and sign-in sheets.
- Record the minutes at all Title I PAC and Parent meetings.
- Prepare and read the draft minutes at Title I PAC and Parent meetings and make minutes available upon request.
- Share responsibility with other Title I PAC officers for safeguarding all Title I PAC records.
- 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 Parent Advisory Council (PAC) Corresponding Secretary shall 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.

***Note:** The recommended term of service for an elected Title I 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 I PAC officer positions may be elected by the Title I parent body or appointed by the PAC Chairperson.

ATTACHMENT 2

Sample Title I Parent Advisory Council (PAC) Willingness to Serve Form

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

Our school’s Title I Parent meeting for the election of PAC officers will be held on [Insert date and time] at [Insert location].

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

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

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

Thank you for your willingness to serve on our school’s Title I PAC!