

**The Chicago Public Schools  
Local School Title I, Part A ESEA<sup>1</sup>  
Parental Involvement Program**

**GUIDELINES**

**PURPOSE**

The purpose of, and guiding principle underlying, these Guidelines is to build and promote the capacity of parents of students participating in Title I programs to partner with their children's schools in the education of their children.

**I. Roles**

**The Role of the Title I Local School Parent**

- All parents of students participating in a Title I Schoolwide or Targeted Assistance Program may attend their school's Annual Title I Parents Meeting to receive information that will support their role as partners working with the school to contribute to their child(ren)'s grade level progress and academic achievements.
- Title I parents may attend and participate in their school's monthly Title I Parent Advisory Council ("School PAC") meetings and vote on all matters considered by the School PAC.
- Title I parents may attend and participate in any and all other Title I parental Involvement activities conducted at their school and supported by their school's parental involvement funds.
- Title I parents may attend all school meetings, parent-teacher conferences, report card pick-up sessions, literacy classes, workshops and trainings provided by the school and the City of Chicago to improve their ability to educate, inspire and transform their children.

**The Role of the Local School Community Member**

- ~~▪ All members of a school community may attend their local school's Annual Title I Parents Meeting to receive information that will support their role as partners working with the school and Title I parents to contribute to the students' grade level progress and academic achievements.~~
- Community members may attend and participate in their local school's monthly Title I School and Cluster Parent Advisory Council ("School PAC") meetings and ~~vote on all matters considered by the School PAC as long as Title I parents comprise the majority of voters on such matters.~~

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<sup>1</sup> For convenience, "Title I, Part A ESEA" will be hereafter shortened to "Title I".

- Community members may not vote on any matters considered by a School or Cluster Parent Advisory Council and may not hold any office on a School or Cluster Parent Advisory Council. Community Members are not eligible to receive Title I Parent Involvement funds to attend or participate in any Title I parental involvement conferences, workshops or other activities.
- ~~Community members may attend and participate in any and all other Title I parental involvement activities conducted at their local school and supported by their local school's parental involvement funds provided that their participation does not deprive any interested Title I parent of an opportunity to participate in those activities.~~
- Community members may attend all other events and functions at their local schools that are open to the general public.

### **The Role of the Title I Local School Principal**

The Principal shall:

- convene the Annual Title I Parents Meeting on or before October 1 and, at that meeting provide parents information on:
  - the current School Improvement Plan for Advancing Academic Achievement (SIPAAA);
  - the school's Title I Programs, Bilingual Program, Special Education Program;
  - the School's Title I Parent Involvement Policy, including the School-Parent Compact;
  - the amount of the Title I funds for parental involvement activities that the school received for the current school year
- serve as resource support to the School PAC (he/she cannot be counted for a quorum or vote as a member of the School or Cluster PAC)
- assist the School PAC with its meetings, trainings and workshops
- shall support the processing of:
  1. appropriate and reasonable budgetary requests of the School PAC to use the Section 1118 parent involvement

funds to support Title I parents and school community members in participating in Title I:

- parent involvement activities and parent training
- School and Cluster PAC activities

**NOTE: Principals cannot unilaterally make decisions concerning expenditures or proposed expenditures of Title I parental involvement funds.**

Appropriate budget requests may include, but are not limited to:

- Transportation to School or Cluster PAC meetings, trainings or workshops (for distances greater than 1.5 miles)
- Childcare
- Fees and Related Expenses for Attending Conferences and Workshops
- Refreshments for monthly meetings, trainings or workshops (minimal amounts only-less than 25% of the budget)
- Purchasing equipment and material for family literacy classes and other educational activities

**~~NOTE: Parents and community members are eligible for reimbursement of expenses related to attendance of conferences and workshops. Such expenses must be reasonable and necessary to support the participation of parents and community members.~~**

**~~For community members to be eligible for reimbursement of expenses related to attendance of a conference or workshop, the school must have communicated the opportunity to attend the conference or workshop to all Title I parents.~~**

**~~“Exceptional circumstances” must exist to justify reimbursement of in-town hotel stays (CPS employees are not eligible for reimbursement of such expenses). Expenses incurred to attend out-~~**

~~of state conferences and workshops may be reimbursed in “special cases”.~~

~~All persons requesting reimbursement of conference/workshop-related expenses must submit documentation of expenses to the school and a report on their conference/workshop attendance to the Title I PAC within ten (10) days of returning from the conference/workshop.~~

2. Invoices for reasonable amounts submitted in a timely manner after approval of budgetary requests for professional services rendered to the Title I parents, including training in the following areas: Bilingual Education, Special Education, Technology and Literacy.

### **The Role of the Local School Council**

- consider the recommendations of the School PAC on the Title I Schoolwide or Targeted Assistance Program and program expenditures
- consider and approve appropriate and/or reasonable and necessary budgetary requests of the School PAC to use the Section 1118 parent involvement funds to support Title I parents and community members in participating in Title I: parent involvement activities and parent training
  - ~~School and Cluster PAC parent involvement activities and training~~

### **The Role of the Title I Coordinator or Facilitator**

Respond to requests for assistance or technical support from:

- The Principal or designee
- The Title I Parents
- The School or Cluster PAC

Coordinators and/or Facilitators shall:

- Assist the Principal with convening the Annual Title I Parents Meeting
- Assist the School and Cluster PACs with their organizational and monthly meetings
- Provide training on Section 1118 of the ESEA Act, including the parent involvement funds, and the SIPAAA/Budget programs

- Provide training on the CPS Guidelines and Model By-laws to the School and Cluster PACs
- Retain documentation of all monthly School and Cluster PAC meetings, i.e., election results, membership forms, monthly agendas, attendance sheets, and minutes and provide updates on the Cluster PAC activities to the School PACs that did not have at least one delegate in attendance at the monthly meeting
- Retain a copy of the Annual Title I Parents Meeting Accountability Form
- Monitor and assist schools in the appropriate use of all Title I parent involvement funds before the end of the school year

## **II. Parent Travel**

Title I parental involvement funds may be used to defray parents' expenses incurred to attend Title I conferences, workshops and activities consistent with any Federal, State, or CPS directives or policies addressing such attendance and only to the extent that such expenses are reasonable and necessary.

"Exceptional circumstances" must exist to justify reimbursement of in-town hotel stays. CPS employees are not eligible for reimbursement of such expenses. Expenses incurred to attend out-of-state conferences and workshops may be reimbursed in "special cases".

The following provisions shall govern which expenses for travel by parents may be defrayed with Title I parental involvement funds and the requirements to obtain such defrayment. Under no circumstances shall expenses for any form of entertainment or any other activity for which Title I parental involvement funds may not be expended be reimbursable.

### **Conference Travel**

#### **Pre-Travel Expense Approval Form**

Pursuant to a CPS Travel Directive issued April 15, 2010 by the CPS Chief Financial Officer and a Parent Travel Directive issued May 21, 2010 by the CPS Grants Management and Administration Officer, parents requesting reimbursement of expenses related to attendance of Title I conferences and workshops must complete and submit the **Pre-Travel Expense Approval Form** at least four (4) weeks in advance.

If the travel is required by a grant, it will be considered essential travel and, in addition to any required approvals by the local school council, will require the approval of the school principal and the Chief Financial Officer

If the travel is not required by a grant, it will be considered non-essential travel and, in addition to any required approvals by the local school council, will require the approval of the school principal and the school's Chief Area Officer.

All requests for non-essential travel must include a detailed explanation of why the travel is critical to a core mission of CPS and the impact on the District if the travel is not authorized.

The Pre-Travel Expense Approval form and supporting documentation must be routed by the School to obtain the required approvals and then submitted to the Office of Management and Budget.

**NOTE: Costs incurred prior to approval will be the responsibility of the school and will not be reimbursed through grant funds including Title I and SGSA. Payments to vendors must follow the procurement process. Schools will not be reimbursed through grant funds including Title I and SGSA for payments made to vendors through internal accounts.**

### **Conference-Related Fees**

Reimbursement will be for all reasonable conference-related fees with appropriate proof of conference attendance and original receipts, where applicable.

Payment of registration fees must be made with a purchase order if the conference sponsor is a CPS Vendor. Every effort should be made to receive the early registration discount, if available.

### **Transportation**

#### **A. Common Carrier (Air, Train, Bus)**

- i) To take advantage of any available discount fares, all reservations and ticket purchases should be made as far in advance as possible.
- ii) Reimbursement will be for coach fares only.
- iii) Original receipts are required.

**B. Ground Transportation (Taxis, Public Transport, Limousine Service)**

- i) Public transportation is encouraged.
- ii) Reimbursement will be for travel from the point of departure to the airport/station to the hotel and from the hotel to the airport/station to the point of arrival for the lowest cost means available.
- iii) Limousine service may be used if the cost is less than the cost of a taxi service or other means of transportation.
- iv) Reimbursement does not include gratuity.
- v) Original receipts are required.

**C. Use of Personal Vehicle**

- i) Reimbursement will be for the “per mile” rate set by the Internal Revenue Service.
- ii) “Per mile” reimbursement includes the cost of gas, oil, insurance, repairs and general maintenance. Current “per mile” rates are available from the CPS Department of Purchasing.

**D. Use of Rental Vehicle**

- i) Car rental is a reimbursable expense only when other modes of transportation are cost prohibitive, no other transportation is available or the ground transportation distance renders public transportation, taxi, or other mode of transportation impractical.
- ii) Reimbursement will be for the midsize rental rate and upgrades are not reimbursable.
- iii) Original receipts are required.
- iv) In the event that the vehicle will be used to transport a student other than the care renter’s child(ren), the Board’s Student Travel policy must be followed.

**Lodging**

- (i) Reimbursement will be for the cost of a standard single room rate only, unless a government, corporate, or conference discounted rate is available.
- (ii) First class accommodations are prohibited unless standard accommodations are not available within acceptable distance from the business location.
- (iii) Hotel lodging in the City of Chicago proper will not be reimbursed.
- (iv) Original, detailed receipts are required.

### **Daily Rate for Meals**

- (i) The daily rate allowance for multi-day travel for a conference, meeting or professional development will be equal to the CPS daily rate allowance for such travel by CPS employees.
- (ii) The purchase of alcoholic beverages will not be reimbursed.
- (iii) Original, itemized receipts are required.

### **Reimbursement Procedures**

Reimbursement under the Title I, Part A Program shall be denied for any expenses not approved in advance, that are not reasonable and necessary, or for which a Conference Travel Approval Form was not completed, signed and submitted.

Any parent provided a cash advance from a school must submit original receipts and return any unspent advanced funds to the school within ten (10) days of completing travel.

Parents receiving reimbursement of conference/workshop-related expenses shall be required to submit within ten (10) days of completing travel:

- (1) original receipts for all expenses for which they are seeking reimbursement to the school principal or designee; and
- (2) a written report and/or presentation on the conference, workshop or other parental involvement activity attended to the School PAC.

Absent a valid excuse, any parent failing to provide either the required documentation of expenses or report/presentation on the activity attended shall be ineligible for defrayment of expenses to attend any future parental involvement activity for the remainder of the school year.

### **B. In-Town Travel**

The purpose of a in-town travel reimbursement is to compensate parents of children receiving Title I services for expenses incurred when using their personal vehicle, taxicab or public transportation to attend Title I parental involvement activities.

To receive reimbursement for in-town travel to attend parental involvement activities, parents must reside 1.5 miles or more from the location of the activities.

Only reasonable expenses related to in-town travel will be reimbursed.

Factors that will be considered in determining reasonableness are:

- a) distance traveled;
- b) need to transport materials;
- c) when taxi service is used, whether usage of a personal car would have been possible and less expensive, taking into consideration the cost of gasoline and parking fees; and
- (d) any unique circumstances.

No reimbursement will be permitted for travel to attend entertainment events or events of a purely social or political nature.

### **Use of Personal Vehicles**

- i) The rate of reimbursement will be the “per mile” rate set by the Internal Revenue Service, which includes the cost of gas, oil, insurance, repairs and general maintenance. Current rates are available from the CPS Department of Purchasing.
- ii) Parking fees will be reimbursed for up to \$25 per segment of a trip with original receipts.
- iii) In the event that the vehicle will be used to transport a student other than the vehicle owner’s child(ren), the Board’s Student Travel policy must be followed.

### **Use of Taxi Service**

- i) Reimbursement does not include gratuity.
- ii) Original receipts are required.

### **Use of Public Transportation**

- i) The use of public transportation is encouraged and preferred.
- ii) The use of all-day or round-trip tickets or fares, if available, is also encouraged and preferred
- ii) Unless it was not available at the entry point for the public transportation service utilized (CTA, RTA, METRA) or was otherwise unavailable, the rate of reimbursement will be the cost of an all-day or round-trip ticket or fare on the service utilized.

### **Reimbursement Procedure**

Parents must submit the In-Town Travel Reimbursement Form (with all original receipts attached) to the school principal or designee within 10 days of the travel for which they are seeking reimbursement.

### **III. Title I Parent Organizations & Meetings**

#### **Eligibility for Participation**

All parents of students receiving Title I services in a Schoolwide or Targeted Assistance Program may participate in all parental involvement activities at the Local School and Cluster levels. All parents of such students may vote on any matter considered by the School PAC. Parents must comprise the majority of members who vote on any matter considered by the School PAC. "Parents" include natural or adoptive parents, legal guardians and persons standing in loco parentis to students.

~~Community members may attend all Title I PAC meetings and contribute. Community members may also vote on any matter considered by the School PAC. Community members may hold any office or position on the School PAC except Chairperson or Vice-Chairperson.~~

#### **Parental Notification**

All Title I meetings shall be subject to the Open Meetings Act, including, but not limited to, its notice requirements.

Schools shall notify parents of the:

- Annual Title I Parents Meeting;
- School PAC Annual Organizational Meeting;
- All School PAC regular meetings

by:

- Posting a Notice and Agenda for each meeting in the school's main lobby visible to the public at least 48 hours in advance;
- Sending written notice of the meeting home with students **at least seven (7) days** before the meeting

~~and by one or more of the following methods:~~

**Schools may also inform parents of such meetings by any of the following methods:**

**At least 7 days before:**

- U.S. Mail/School Website, School Newsletter
- Making notices available in the main school office

**At least 48 hours before:**

- Phone calls to students' homes

Notices and Agendas shall also be made available to the public, school community groups, community organizations or businesses leaders upon request.

**Annual Title I Parents Meeting**

The Principal of each school served under Title I or his/her designee shall convene an Annual Title I Parents Meeting at a time convenient to parents by October 1. All parents shall be invited and encouraged to attend and participate.

The Principal shall ensure (via the agenda) that the following information is provided and distributed at the Annual Meeting:

- School's current Title I Parent Involvement Policy, including the School-Parent Compact
- Copy of the current SIPAAA
- Current Schoolwide or Targeted Assistance Program Budget
- The amount of the Title I funds for parental involvement activities that the school received for the current school year
- The Chicago Public Schools Title I Parental Involvement Program Guidelines
- Copy of Section 1118 of the ESEA Act
- Evaluations/Feedback forms (to be collected when the Annual Meeting is adjourned)

**School PAC Annual Organizational Meeting**

The School PAC Annual Organizational Meeting shall be held by October 31st. The School PAC shall set the exact date of the organizational meeting at its regular meeting in September in consultation with the Principal. Schools may not hold the Annual PAC Organizational Meeting on the same date and time as the Annual Title I Parents Meeting. All Title I parents will be invited and encouraged to attend and participate in the PAC Annual Organizational Meeting and all other School PAC meetings.

At the PAC Annual Organizational Meeting, the Title I parent ~~and community members~~ in attendance shall:

- Elect the School PAC Officers and Cluster PAC delegates for the coming school year
- Set the dates and times of the regular School PAC meetings for the coming school year

The school shall also provide and distribute the following information at the organizational meeting:

- Information from the Annual Title I Parents Meeting (if held on an earlier date)
- The Chicago Public Schools Title I Parental Involvement Program Guidelines
- The amount of the Title I funds for parental involvement activities that the school received for the current year
- The CPS School PAC and Cluster PAC Model By-laws\*

~~\*If the School PAC proposes revisions to the School PAC Model By-laws, they must be sent, before their adoption, to the Office of Local School Council Relations (Attn: Ms. Diantha James, Mail Run 125) to ensure their compliance with the ESEA Act, State law and the Board of Education rules and policies. Proposed revisions shall be returned to the schools within thirty (30) days of receipt, either approved or not approved and with any revisions necessary for approval.~~

#### **IV. Title I Local School Parent Advisory Council**

##### **Purpose:**

To support the role of parents and the school as equal partners in their children's education under the terms and standards of the ESEA Act ~~and to allow community members an opportunity to contribute to and participate in that partnership.~~

As an advisory body, to make *recommendations* to the Local School Principal and Local School Council on the school's Title I Programs, Parent Involvement Policy and School-Parent Compact and the expenditure of Title I funds (Title I ESEA Schoolwide or Targeted Assistance Program funds and parent involvement funds).

The primary goal of the Title I PAC being to empower parents to educate, inspire and assist ~~and transform all students to~~ their children to aspire to, and achieve educational goals, including, but not limited to, graduating from high school.

##### **Framework:**

The goals and activities of the School PAC shall be intended to support the role of parents ~~and the community~~ as partners with their local school under the terms of Section 1118 of the ESEA Act, State Law and the Chicago Public School rules and policies.

In conducting its activities, including, but not limited to literacy and parenting skills activities, the School PAC shall identify how the activities will connect to the objectives listed below.

**Objectives:**

The Title I Local School Parental Involvement Program activities shall:

1. provide assistance, support and training to parents to improve their literacy and parenting skills;
2. provide information to parents that will enable them to work with the school to promote their child(ren)'s grade level progress and academic achievements.
3. work with teachers, staff and parents to involve parents as equal partners in the education of students.
4. afford parents an opportunity to receive timely ongoing information, revise the school's parent involvement policy and school-parent compact, and have input on the local school SIPAAA programs.
5. coordinate, to the extent feasible and appropriate, programming with other federal programs (such as HeadStart, Reading First, etc.) and public preschool programs.
6. provide information to parents in an understandable and uniform format and, to the extent practicable, in a language the parents can understand.

**V. Operating Procedures and Bylaws of  
Title I Local School Parent Advisory Councils**

All Title I Local School Parent Advisory Councils will operate pursuant to the procedures and structure set forth in these Guidelines and the bylaws contained in this Section V. Any and all other procedures, structures or bylaws previously adopted by any Title I School Parent Advisory Council shall be of no force or effect as of the 2010-2011 school year. Title I Local School Parent Advisory Councils shall have no right or authority to revise or amend the bylaws contained in this Section V or to adopt bylaws, structures or procedures other than those contained in these Guidelines and the bylaws contained in this Section V.

Any Title I Local School Parent Advisory Council which refuses to operate pursuant to these Guidelines or the bylaws contained in this Section V shall not be recognized. In that event, the school shall seek to involve parents in decisions related to its Title I Program and Title I parental involvement activities through means other than the Parent Advisory Council.

**Chicago Public Schools**  
**Title I, Part A No Child Left Behind (ESEA)<sup>2</sup>**  
**Local School Parent Advisory Council Model By-Laws**

**ARTICLE I. NAME**

This council shall be known as the [School Name] Title I Parent Advisory Council or "PAC".

**ARTICLE II. PURPOSE**

The Local School Title I PAC exists to provide parents, legal guardians, and persons standing in loco parentis to students participating in Title I, Part A programs, a meaningful opportunity to work with their school principal and staff in the planning, design, implementation and evaluation of the Title I Schoolwide or Targeted Assistance Program and Parental Involvement Program, including the school's Parent Involvement Policy and School-Parent Compact.

**ARTICLE III. MEMBERSHIP & VOTING RIGHTS**

- A. Each local school receiving Title I funds shall have one Title I Parent Advisory Council.
- B. All parents of students receiving Title I, Part A ESEA services in a Schoolwide or Targeted Assistance Program may participate in all parental involvement activities at the Local School level. "Parents" include natural or adoptive parents, legal guardians and persons standing in loco parentis to students. Persons standing in loco parentis must complete the ESEA, Part A, Title I In Loco Parentis Form and the form must be on file in the school in order for such persons to participate in the School PAC activities.
- C. All parents, legal guardians and persons standing in loco parentis shall have equal voting rights on any PAC matter. All votes of the PAC members must be by a show of hands or roll call. Secret ballots are not allowed.
- D. Community members may attend all Title I meetings and contribute. They may not vote on any matter considered by the Title I PAC and may not hold any office or position in the PAC. Community members shall also not be eligible to participate in or attend any conferences, workshops or other parental involvement activities funded with Title I parental involvement funds.

**ARTICLE IV. OFFICERS**

- A. The elected officers and delegates shall be:
  - Chairperson

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<sup>2</sup> For convenience, "Title I, Part A ESEA" will be hereafter shortened to "Title I".

- Vice Chairperson
- Recording Secretary
- Corresponding Secretary
- Two (2) Cluster Delegates (the PAC Chairperson and one other member)
- Two (2) Alternate Cluster Delegates (any two other members)

No officers other than those listed above may be elected by a Title I School PAC.

- B. All officers shall serve a one-year term, which shall end upon the election of their successors. Only parents are eligible to hold office.

## **ARTICLE V. VACANCIES**

- A. After written notice by certified mail or personal delivery at least seven (7) days in advance of such vote, any officer may be removed by a majority vote of the members voting for missing three consecutive regular meetings or five regular meetings in a twelve-month period. (The action must comply with the Open Meetings Act.)

The Corresponding Secretary shall promptly send written notice to the officer and to the Title I Cluster Parent Advisory Council of the officer's removal.

- B. After an officer has been removed for missing meetings or if there is a vacancy in an office for any other reason, the vacancy shall be filled through the following procedure:
1. The election to fill the vacancy must be listed as an action item on the agenda posted in compliance with the Open Meetings Act for the meeting at which the election will be held.
  2. All parents in attendance at the meeting may vote.
  3. Candidates for the vacancy may be nominated by another member or may nominate themselves.
  4. A candidate must be present at the meeting to be elected to fill the vacancy for any office.
  5. The vacancy will be filled by the candidate receiving the highest number of votes. Ties will be broken by election.

## **ARTICLE VI. DUTIES OF THE OFFICERS**

### **Chairperson**

- A. The Chairperson shall attend and preside at all meetings. The chairperson will be spokesperson for the PAC when requested to do so.
- B. The Chairperson may call special meetings of the PAC as needed. A notice and agenda must be posted for all special meetings in compliance with the Open Meetings Act. The Chairperson shall also notify all other PAC officers of special meetings in writing at least forty-eight (48) hours prior to the meeting.

- C. The Chairperson shall create the meeting agendas in consultation with the principal, the other officers and the other members of the PAC. Members may also call the Chairperson or Secretary to have items added to the agenda seventy-two (72) hours before the meeting. The Chairperson is responsible for posting the notice and agenda at least forty-eight (48) hours before the meeting if the Secretary has not posted the notice or agenda. Before posting the notice and agenda at the school, the Chairperson or other officer undertaking the posting must provide a copy to the Principal in accordance with Article VII(E) below.
- D. Following the vote of the Title I PAC at an open meeting, the Chairperson shall sign all recommendations for expenditures of Title I Schoolwide or Targeted Assistance Program funds and parent involvement funds.

### **Vice-Chairperson**

The Vice-Chairperson shall act on all matters in the absence of the Chairperson and when requested to do so by the Chairperson or members of the PAC by majority vote.

### **Secretary**

The Recording Secretary shall take written minutes at all meetings and shall provide written minutes of the prior meeting to the PAC at each meeting. The Secretary will post the public notice and agenda of all meetings at least 48 hours before all regular and special meetings and as soon as possible for emergency meetings. At the request of the Secretary or Chairperson, school staff designated by the principal shall assist in making copies of the agenda, minutes and meeting materials a minimum of seventy hours (72) prior to the meeting. The Recording Secretary shall perform the duties of the Corresponding Secretary in his or her absence.

The Corresponding Secretary shall draft all official correspondence of the PAC under the direction of the Chairperson or Vice-Chairperson in the Chairperson's absence. The Corresponding Secretary shall perform the duties of the Recording Secretary in his or her absence.

### **Cluster Delegate**

Two Cluster Delegates shall attend all Title I Cluster PAC meetings and provide information to the Title I School PAC from the Cluster PAC meetings.

## **ARTICLE VII. MEETINGS**

- A. All meetings shall be open and shall be subject to the Open Meetings Act. A notice of the meeting date, time and specific location within the school and an agenda listing the action items for the meeting must be posted visible to the public for all PAC meetings at least forty-eight (48) hours before each meeting.

If notice of a meeting has not provided in compliance with the Open Meetings Act, the meeting shall not be convened.

- B. A quorum of members must be physically present to convene a meeting. The quorum shall consist of six (6) Title I parents of children enrolled at the school.
- C. The annual organizational meeting to elect the officers and to set the regular meeting schedule for the school year shall be held by October 31<sup>st</sup>. The PAC shall set the exact date of the organizational meeting at its September regular meeting in consultation with the Principal. The PAC Chairperson or Recording Secretary shall advise the School's Title I Coordinator or Facilitator from the Office of Local School Council Relations of the date of the annual organizational meeting.
- D. The regular meeting schedule shall include at least one monthly meeting from November through June of the current school year and in September of the next school year. The schedule may also include meetings during the summer months of July and August. The regular meeting schedule shall be forwarded to the Office of Local School Council Relations, Mail Run 125.
- E. A copy of all meeting notices and agendas shall be provided to the principal at least 72 hours prior to all meetings to be sent home with the students. Any changes to the notice and agenda shall also be given to the principal and school office to be sent home to the parents at least 48 hours prior to the meeting.

**ARTICLE VIII. REQUESTS FOR USE OF FUNDS FOR CONFERENCE WORKSHOP ATTENDANCE**

- A. The PAC shall request that the school's Local School Council approve the use of the school's Title I Parental Involvement funds to pay members' transportation, *per diem* and related expenses incurred to attend conferences and workshops in accordance with the Chicago Public Schools Local School Title I Parental Involvement Program Guidelines.
- B. Such expenses will be paid with Title I Parental Involvement funds only to the extent that they are reasonable and necessary.
- C. Within ten (10) days of the conclusion of a conference, attendees must provide original receipts for all expenses incurred to the Principal or designee and a written conference report to the body. Conference attendees must refund to the school the difference between the funds received to defray conference-related expenses and the actual amount of those expenses if less than the funds received.
- D. Any member who does not provide original expense receipts for the full amount of funds received or a written conference report or refund the difference between funds received and the actual expenses incurred shall not be eligible for subsidized conference attendance for the remainder of the school year.

## VI. Title I Cluster Parent Advisory Council

### Formation

Each Title I school will send two (2) voting delegates to the Title I Cluster Parent Advisory Council ("Cluster PAC") monthly meetings, trainings and or workshops.

### Purpose

The Cluster PAC meetings are held to involve parents and community members in an organized, ongoing manner in the multiple ways they can be included as partners at their school. These meetings are also held to encourage and invite parents and the community to have input on the planning, review and improvement of their local school Title I programs.

### Meetings

The School PAC delegates will attend Cluster PAC meetings to receive information that they will share at their schools with their School PACs and Title I parents.

The Annual Organizational Meeting shall be held in November to:

- A. elect the Cluster PAC Officers (Chairperson, Vice-Chairperson, Recording Secretary and Corresponding Secretary) and second Cluster PAC Delegate (the Chairperson shall be the first PAC Delegate) and two (2) Alternate Cluster PAC Delegates;
- B. set the regular meeting schedule dates and times and, possibly, workshop activities.
- C. discuss training they may recommend and information they may provide to the Cluster's School PACs during the coming school year consistent with Title I, which may include, but are not limited to, the following:
  1. Literacy classes.
  2. Information and training to support parents in partnering with the schools to improve their child(ren)'s grade-level progress and academic achievements and to support community members to participate in that partnership.
  3. Allowing Title I parents and community members additional opportunities for input on their School's Title I Programs, Parental Involvement Policies, including the School-Parent Compact, and parental involvement activities.

### **Formation and Operation**

Each Title I school will send two (2) voting delegates to the Title I Cluster Parent Advisory Council ("Cluster PAC") monthly meetings, trainings and or workshops.

All Title I Cluster Parent Advisory Councils will operate pursuant to the procedures and structure set forth in these Guidelines and the bylaws contained in this Section VI. Any and all other procedures, structures or bylaws previously adopted by any Title I Cluster Parent Advisory Council shall be of no force or effect as of the 2010-2011 school year. Cluster Parent Advisory Councils shall have no right or authority to revise or amend the bylaws contained in this Section VI or to adopt bylaws, structures or procedures other than those contained in these Guidelines or the bylaws contained in this Section VI.

Any Title I Cluster Parent Advisory Council which refuses to operate pursuant to these Guidelines and the bylaws contained in this Section VI shall not be recognized. In that event, the Office of Local School Council Relations may seek to involve parents in decisions related to the District's Title I Program and Title I parental involvement activities at the Cluster level through means other than the Cluster Parent Advisory Council.

**Chicago Public Schools**  
**Title I, Part A No Child Left Behind (ESEA)<sup>3</sup>**  
**Cluster Parent Advisory Council Model By-Laws**

**ARTICLE I. NAME**

This council shall be known as the Cluster Title I Parent Advisory Council or "PAC".

**ARTICLE II. PURPOSE**

The purposes of the Cluster Title I PAC shall be:

- to provide assistance and information on training opportunities to the Title I Local School PACs within the Cluster in regard to the planning, design, implementation and evaluation of their Title I Schoolwide or Targeted Assistance Program and Parental Involvement Program, including the school's Parent Involvement Policy and School-Parent Compact.
- to provide the Title I Local School PACs within the Cluster opportunities to consult with other Title I Local School PACs on the planning, design, implementation and evaluation of their Title I Schoolwide or Targeted Assistance Program and Parental Involvement Program, including the school's Parent Involvement Policy and School-Parent Compact.
- to provide information to the Title I Local School PACs and parents within the Cluster and its members on family literacy, parenting skills and other training opportunities intended to assist parents in becoming active partners with their children's schools in their education.
- to address and respond to the concerns and recommendations of the Title I Local School PACs and parents within the Cluster and its members.

**ARTICLE III. MEMBERSHIP & VOTING RIGHTS**

Each Chicago Public Schools Cluster shall have one Title I Cluster PAC. Each school in the cluster with a Title I Schoolwide or Targeted Assistance Program shall be entitled to send two (2) voting delegates to each Cluster PAC meeting. The two (2) delegates from each school shall be the chairperson and one (1) other member of the school's Title I PAC. All delegates shall have equal voting rights. All votes of the Cluster members must be by a show of hands or roll call. Secret ballots are not allowed.

**ARTICLE V. OFFICERS**

All officers shall serve a one-year term, which shall end upon the election of their successors. The elected officers shall be:

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<sup>3</sup> For convenience, "Title I, Part A ESEA" will be hereafter shortened to "Title I".

- Chairperson
- Vice Chairperson
- Secretary

**ARTICLE VI. VACANCIES**

A. After written notice by certified mail or personal delivery at least seven (7) days in advance of such vote, any officer may be removed by a majority vote of the members voting for missing three consecutive meetings. (The action must comply with the Open Meetings Act.)

The secretary shall promptly send written notice to the officer and to all Title I Local School PACs in the Cluster of the officer's removal.

B. After an officer has been removed for missing meetings or if there is a vacancy in an office for any other reason, the vacancy shall be filled through the following procedure:

C. The election to fill the vacancy must be listed as an action item on the agenda posted in compliance with the Open Meetings Act for the meeting at which the election will be held.

D. Only Delegates may vote.

E. Candidates for the vacancy may be nominated by another member or may nominate themselves.

F. A candidate must be present at the meeting to be elected to fill the vacancy.

The vacancy will be filled by the candidate receiving the highest number of votes. Ties will be broken by lot.

**ARTICLE VII. DUTIES OF THE OFFICERS**

**Chairperson**

A. The Chairperson shall attend and preside at all meetings. The chairperson will be spokesperson for the body when requested to do so.

B. The Chairperson shall create the meeting agendas in consultation with the Cluster Facilitator, the other officers and the members of the Cluster PAC. (Members may also call the Chairperson or Secretary to have items added to the agenda seventy-two (72) hours before a meeting.

C. The Chairperson is responsible for posting the notice and agenda for a meeting 48 hours before the meeting if the Secretary has not posted the notice and agenda. The Cluster Facilitator shall assist the Chairperson and Secretary with the posting of the notice and agenda for each meeting.

### **Vice-Chairperson**

The Vice-Chairperson shall act on all matters in the absence of the Chairperson and when requested to do so by the Chairperson or members of the body by majority vote.

### **Secretary**

The Secretary shall take written minutes at all meetings and shall provide written minutes of the prior meeting to the body at each meeting. The Secretary will post the public notice and agenda of all meetings at least 48 hours before all regular and special meetings. The Cluster Facilitator shall assist the Secretary in making copies of the agenda, minutes and meeting materials a minimum of seventy hours (72) prior to the meeting.

### **ARTICLE VIII. MEETINGS**

- A. All meetings shall be open and shall be subject to the Open Meetings Act. If notice of a meeting has not provided in compliance with the Open Meetings Act, the meeting shall not be convened.
- B. A quorum of members must be physically present to convene a meeting. The quorum shall consist of twelve (12) members.
- C. The annual organizational meeting to elect officers (Chairperson, Vice-chairperson and Secretary) and to set the regular meeting schedule for the school year shall be held in November. The Cluster PAC shall set the exact date of the organizational meeting at its September or October regular meeting. Cluster Facilitators shall inform all Title I Local School PACs within the Cluster of the exact date of the organizational meeting.
- D. The Cluster PAC regular meeting schedule shall include at least one monthly meeting from December through June of the current school year and in September and October of the next school year. The schedule may also include meetings during the summer months of July and August.
- E. Special meetings may be held at the request of the Chairperson.