

Chicago Public Schools
Title I
PAC Guidelines & Bylaws

School Year 2017-2018



Office of **FAMILY AND COMMUNITY ENGAGEMENT in EDUCATION**

**Chicago Public Schools
Title I, Part A ESEA¹
PAC Guidelines**

School Year 2017-2018

I. Issuing Authority and Purpose

1. The Office of Family and Community Engagement in Education (FACE₂) issues these Guidelines pursuant to the Parent and Family engagement, Public Law 114-95 Section 1116 and the Chicago Board of Education Title I Family and community engagement Policy, 12-0725-PO1.
2. These Guidelines will be issued on September 5, 2017, after consultation with the Title I Parent Involvement Advisory Board ("PIAB") and shall be effective immediately thereafter. They may be amended after consultation with the PIAB. All amendments shall be effective prospectively only (for the coming school year). These Guidelines were last amended on August 21, 2017 in consultation with the PIAB.
3. 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.

II. Roles

1. The FACE₂ Office

The FACE₂ Office shall serve as resource support to facilitate the involvement of Title I parents in their children's education and their partnership with their children's schools by:

- implementing and enforcing these Guidelines;
- advising and training Principals, School PAC officers, LSC members and officers, Community Action Council Members, Parent Involvement Advisory Board members and Title I parents concerning the Federal, State and District requirements for family and community engagement in the District's Title I schools;
- attending and facilitating School Title I PAC meetings and activities;
- facilitating monthly PAC/PLN network meetings
- providing parents with a variety of training opportunities, including workshops and topic appropriate conferences

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

- mediating differences related to Title I family and community engagement between and among Principals and PACs, PAC officers and members, LSC officers and members, Title I parents and members of the public.

2. The FACE2 Title I Support

District Family and Community Engagement (FACE) Managers

- A. The FACE manager, assigned to a network by the FACE2 Office, provides support to the Principal or designee (shall be a school employee), the Title I Parents and the School PAC by
- a. serving as the first line of Title I inquiries
 - b. referring more in depth inquiries to the Title I manager
 - c. hosting monthly PAC/PLN (Parent Leadership Network) meetings
 - d. referring parents to Parent Universities for additional training and support
- B. FACE Managers shall:
- Collect and review all ESSA compliance documentation
 - support the Principal with convening the Annual Title I Parents Meeting
 - support the School PACs with their organizational and monthly meetings
 - provide support around the CPS Guidelines and By-laws to the School PACs
 - ensure that PACs retain documentation of all monthly School PAC meetings, i.e., election results, membership forms, monthly agendas, attendance sheets, and minutes
 - ensure that PACs retain a copy of all Title I Parents Meeting documents
 - monitor and assist schools in the appropriate use of all Title I parent involvement funds before the end of the school year

Title I Manager

- C. The Title I Manager oversees Title I compliance and training at a district level. In particular the Title I Manager is responsible for:
- a. Ensuring that all schools are in ESSA compliance
 - b. Staffing the Title I help line
 - c. Providing technical assistance to Networks, Principals, LSCs, the PIAB and PACs regarding ESSA compliance

- d. Training FACE Managers, Principals or designee (shall be a school employee), LSC Managers and PIAB members on Section 1116 of the ESEA Act and ESSA Law

3. The Title I Local School Parent and Family Members

- A. For purposes of these Guidelines, "parents" include natural or adoptive parents, legal (i.e., court-appointed) guardians, and persons standing in loco parentis (such as grandparents or stepparents with whom the child lives, or persons who are legally responsible for the child's welfare). "Family members" includes any relative directly involved in the education and/or care of the CPS student.
- B. To qualify as standing "in loco parentis" a person must have previously filed an Illinois State Board of Education Affidavit of Enrollment and Residency with the school in connection with the exercise of custody and other legal rights with respect to a student enrolled at the school.
- C. All parents **and family members** of students participating in a Title I Schoolwide or Targeted Assistance Program ("Title I parents") 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.
- D. Title I parents **and family members** 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. **Family members have voting rights as long as Title I parents comprise the majority of voters on such matters.**
- E. Title I parents may attend and participate in any and all other Title I family and community engagement activities conducted at their school and supported by their school's family and community engagement funds. **Family members may attend but priority shall be given to parents whose child is enrolled in that school.**
- F. Title I parents are also entitled to:
 - a. attend school meetings, parent-teacher conferences, report card pick-up sessions, literacy classes, workshops and trainings provided by the school and the Chicago Board of Education to improve their ability to educate, inspire and transform their children;
 - b. receive frequent reports on their children's progress; and
 - c. reasonable access to staff, opportunities to volunteer and participate in their child's class, and to observe activities in their children's classroom(s).

4. The Local School Community Member

- A. For purposes of these Guidelines, "Local School Community Members" include **only** individuals who reside within a Title I school's attendance area boundaries or local school council voting district boundaries (for "multi-area" schools).
- B. Upon request of the Principal, School PAC Chairperson or a representative of the FACE² Office, an individual seeking to participate as a local school community member in Title I family and community engagement activities shall provide adequate documentation or proof of a residential address with the school's attendance area boundaries or local school council voting district boundaries as a prerequisite for such participation.
- C. 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.
- D. Community **and family** members may attend and participate in their local school's monthly Title I School 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.
- E. Community Members are not eligible to receive Title I Parent Involvement funds to attend or participate in any Title I family and community engagement conferences, workshops or other activities.
- F. Community members may attend and participate in any and all other Title I family and community engagement activities conducted at their local school and supported by their local school's family and community engagement funds provided that their participation does not deprive any interested Title I parent of an opportunity to participate in those activities.
- G. Community members may attend all other events and functions at their local schools that are open to the general public.

5. The Title I Local School Principal

- A. The Principal shall convene the Annual Title I Parents Meeting after the school year begins and no later than October 1.

- B. At the meeting, the Principal shall provide parents information on the school's and District's Title I Programs, including the family and community engagement components, by distributing and reviewing the following materials:
- a. The School's CIWP
 - b. The School's Title I Parent Involvement Budget Plan
 - c. The School's Title I Parent Involvement Policy
 - d. The School's Title I Parent Compact
 - e. The School's Itemized Title I Budget
 - f. The School's Title I Parent Funds Budget
 - g. The District Title I Parent Involvement Policy
 - h. CPS Title I PAC program guidelines
 - i. The School's Title I PAC Organizational Meeting (and, date of the meeting if known)
 - j. The Annual Title I Parents Meeting Evaluation Form

The Principal shall invite and encourage feedback on, and discussion of, the school's and District's Title I Programs, including the family and community engagement Components and materials distributed.

- C. The Principal shall also:
- a. serve as resource support to the School PAC (he/she cannot be counted for a quorum or vote as a member of the School PAC);
 - b. assist the School PAC with conducting its meetings, trainings and workshops in the school;
 - c. maintain an up-to-date Title I Binder in the main office for public inspection and Title I compliance audits. The Binder shall contain:
 - i. All documents distributed at the Title I Annual Parents' Meeting and documenting parents' attendance at the meeting
 - ii. The Title I PAC Officers' Information Form
 - iii. School PAC meeting agendas, sign-in sheets and approved minutes
 - iv. Parent Involvement Transfer of Funds Request Forms and revised Parent Involvement Budget Plans
- D. The Principal shall also approve and process requests of the School PAC (or Title I parents in the absence of a functioning PAC) for expenditures of Title I family and community engagement funds. The principal shall approve and process such requests in accordance with the procedures established in Section III of these Guidelines to ensure compliance with all Federal, State and District requirements. The requirements include that such

expenditures be "reasonable and necessary." In accordance with the requirements, family and community engagement funds may, generally, be expended to support:

- a. parent training, including workshops and conferences
- b. School PAC activities

E. "Reasonable and necessary" expenditures may include, but are not limited to:

- a. Transportation (for distances greater than 1.5 miles) to Title I family and community engagement activities, including but not limited to:
 - a. School PAC meetings;
 - b. Monthly PAC/PLN Title I parent meetings conducted by the FACE 2 Office;
 - c. Parent trainings,
 - d. Parent workshops;
 - e. Parent conferences
- b. Childcare while participating in Title I family and community engagement activities, meetings, trainings or workshops
- c. Fees and Related Expenses for Attending Conferences and Workshops
- d. Refreshments for monthly meetings, trainings or workshops (\$5/parent and only less than 25% of the budget)
- e. Purchasing equipment and material for family literacy classes and other educational activities

See Appendix A for more examples of permissible and prohibited uses of Title I family and community engagement funds.

F. The Principal shall also process invoices for reasonable and necessary amounts submitted in a timely manner after approval of requests for professional services rendered to the Title I parents, including training in the following areas: Bilingual Education, Special Education, Technology and Literacy.

Notes

Schools may not expend any Title I family and community engagement funds unless and until the FACE2 Office confirms in writing that the school is in full compliance with all requirements concerning the conduct of the Annual Title I Parents' Meeting and the Annual Title I Parent Advisory Council Organizational Meeting.

Principals cannot unilaterally make decisions concerning expenditures or proposed expenditures of Title I family and community engagement funds without requests for such expenditures from the School's Title I PAC (or parents in the absence of a functioning PAC).

Schools may not use Title I School Funds or Title I Parent Funds to pay vendors to assist the school with their Title I Compliance. Principals must contact the Title I Manager in the FACE 2 Office if they require assistance with their Title I Compliance, including the annual parents' meeting, PAC organizational meeting or PAC regular meetings.

All vendors must receive a Purchase Order from the school prior to rendering services to Title I parents. Vendors must render all services that schools contract for before receiving payment pursuant to a Purchase Order.

Principals must ensure that the Title I Parent Funds are used to train the parents on ways to support the academic achievement of their students.

6. The Local School Council

Local School Councils of Title I schools shall:

- A. consider the recommendations of the School PAC on the Title I Schoolwide or Targeted Assistance Program and program expenditures, including expenditures of the funds allocated to support family and community engagement, when approving the school's Continuous Improvement Work Plan and Budget;
- B. consider and approve requests of the School PAC for transfers of previously allocated family and community engagement funds to support Title I parents in participating in parent involvement activities and training.

Note

At schools that are on probation, LSC approval of the allocation or re-allocation of family and community engagement funds requested by the School Title I PAC or parents is not required. At such schools, the Principal shall submit all such requests to the Network Chief of Schools for approval. However, if feasible, the Principal shall first present all requests by the School Title I PAC for the allocation or re-allocation of family and community engagement funds to the LSC and allow it an opportunity to provide input on the request, including voting on whether it should be approved or not. Any such vote shall be advisory to the Network Chief of Schools.

III. Expenditure of Family and Community Engagement Funds

1. General Principles

The School PAC must vote in open PAC meetings and by majority votes of the members present to approve all expenditures of Title I family and community engagement funds.

If approved by the School PAC, the Principal shall approve expenditures in accordance with the principles and requirements contained in Section III of this document.

2. Permissible Expenditures of Family and Community Engagement Funds

A. Teacher/ESP Services

Funds **may** be expended to compensate teachers and ESP staff for services provided to the PAC or Title I parents. Accounts 51130 and 52130 are to be used for teacher/esp services.

B. Refreshments for Family and Community Engagement Activities

Funds **may** be expended for refreshments at PAC Meetings and parent trainings and workshops in accordance with the following guidelines:

- The total funds expended for refreshments for all family and community engagement activities in a school year may not exceed 25% of the total family and community engagement funds allocation for the school year
- The total funds expended for refreshments for meetings, trainings and workshops, regardless of length may not exceed \$5.00 multiplied by the number of anticipated attendees*
**Estimates of anticipated attendees must be based on the past attendance of such activities.*

Account 53205 is to be used:

- to purchase refreshments through a purchase order from a Board vendor or with a school check from a non-Board vendor; or
- to reimburse school staff members with a school check for purchasing refreshments with their personal funds.

C. Software, Supplies and Postage

Funds **may** be expended to purchase software programs, supplies and postage to be used only by the School PAC or Title I parents. The funds for supplies **may** also be used to purchase books. All software and books must be educational in nature.

Account 53306 is to be used for software. Account 53405 is to be used for supplies. Account 53510 is to be used for postage.

D. Furniture and Equipment

Funds **may** be expended to purchase office furniture or equipment to be used only by the School PAC or Title I parents. In addition, the school must have a parent room or other secure location reserved exclusively for use by the School PAC and/or Title I parents in which to place and store all furniture and equipment.

Account 55005 is to be used for the purchase of furniture and equipment.

E. Fees

Funds **may** be expended for fees for registration for, and admission to, conferences and workshops and for subscriptions and memberships.

Account 54505 is to be used for fees.

F. Reimbursement of Parents' Expenses

Funds **may** be expended to reimburse parents for reasonable and necessary expenses incurred in participating in Title I family and community engagement activities in accordance with the principles and requirements contained in the following section IV.

Note

Section 1116 of Title I, Part A of the ESEA provides that school districts that receive Title I funds "may pay reasonable and necessary expenses associated with local family and community engagement activities." The use of the word "may" means that school districts are not required to pay, or reimburse parents for, such expenses. Consistent with the permissible nature of the payment of such expenses, the principal of a school, and, when appropriate, the Network Chief of Schools, have the authority to decide not to use Title I family and community engagement funds to reimburse parents' reasonable and necessary expenses in attending such activities.)

IV. Reimbursement

1. General Principles

Per Board of Education policies, schools may not provide cash advances to parents to defray any expenses incurred in attending Title I conferences, workshops or activities.

Consistent with any Federal, State, or CPS directives or policies addressing such attendance, Title I family and community engagement funds **may** be used to reimburse parents' **reasonable and necessary** expenses incurred in attending Title I conferences, workshops and activities. (See *Note* above.)

Parents are strongly encouraged to attend local or regionally based training opportunities, such as workshops or conferences, when they are the same or similar as those being held out-of-state. Therefore, parents' expenses incurred to attend **out-of-state** Title I conferences and workshops will be reimbursed only in "special cases". "Special cases" will be the exception rather than the rule.

Parents must receive all required prior approvals from the school (i.e., PAC, Principal) before incurring any expenses to participate in Title I family and community engagement activities.

Parents may not be reimbursed for the purchase of food items donated to a school for its family and community engagement activities if the purchases were made with a LINK EBT card. Cash reimbursement of such purchases would be a violation of Federal law.

All reimbursements of parents' expenses incurred to participate in Title I family and community engagement activities shall be paid from Account 54565. The total funds expended for parent reimbursements for all expenses while participating in Title I activities in a school year may not exceed 25% of a school's total family and community engagement funds allocation for the school year.

To adequately support a request for reimbursement, original expense receipts must be unaltered, legible and itemized. School shall retain all original receipts submitted in support of reimbursement requests.

The school principal and, when appropriate, the Network Chief of Schools, shall determine parents' entitlement to reimbursement of such expenses in accordance with the principles and requirements contained in this section IV.

The Principal has the authority to establish reasonable caps or limits on the amount(s) of reimbursement to which a parent may be entitled and other reasonable rules applicable to reimbursement. All decisions by the Principal concerning a parents' entitlement to reimbursement shall be final.

Sections 3 and 4 below shall govern the specific expenses for parent travel which may be reimbursed with Title I family and community engagement funds and the requirements to obtain such reimbursement. Under no circumstances shall expenses for any form of entertainment or any other activity for which Title I family and community engagement funds may not be expended be reimbursable.

2. Childcare Reimbursement

Parents must complete the Childcare Reimbursement Form and must attach original receipts to receive a reimbursement for childcare expenses incurred to participate in a Title I family and community engagement activity.

Childcare for attendance of out-of-town overnight conferences will be reimbursed at the flat rate of \$50.00 per day per household.

Total childcare reimbursements cannot exceed \$250.00 per household per month.

3. Conference Travel

A. Required Approvals

- a. To receive reimbursement of expenses incurred in connection with overnight travel to attend Title I conferences and workshops, a parent must complete and submit to the school Principal:
 - i. The Title I, Part A Parent Conference Travel Approval Form; and
 - ii. The Title I, Part A, Parent Overnight Travel Approval Form with the "Parent Responsibility" Section completed.
- b. The parent **must submit the forms in advance** of the travel. Principals may set deadlines for submission of the forms in advance of the travel. If such deadlines are set, the Principal must communicate the deadline to all parents. Principals may otherwise decide if the forms are submitted in sufficient time to allow an informed decision whether to approve the travel by the Principal and the school's Network Chief of Schools.
- c. All overnight travel must be approved by the Principal and the school's Network Chief of Schools whether it is required by a grant and considered essential travel or not required by a grant and considered non-essential travel.

- d. 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.

Notes

Parents will be responsible for payment of any travel costs incurred prior to obtaining all necessary approvals if the travel was not authorized by the school. Schools will be responsible for payment of any parent travel costs incurred if the school authorized the travel prior to obtaining or providing all necessary approvals. Such costs shall be payable personally by the Principal or from the school's internal accounts. Neither Principals nor schools may be reimbursed for such costs through grant funds, including Title I and SGSA.

Payments to vendors must follow the purchase order procurement process. Schools will not be reimbursed through grant funds, including Title I and SGSA, for payments made to vendors through internal accounts.

B. Conference-Related Fees

- a. Conference-related fees will be reimbursable with adequate proof of conference attendance and original itemized receipts, where applicable.
- b. If the conference sponsor is a CPS Vendor, parents must request payment of registration fees by the school with a purchase order. Parents should make every effort to receive the early registration discount, if available.

C. 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 itemized 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 itemized receipts are required.
- c. **Use of Personal Vehicle**

- i. The rate of reimbursement will be the "per mile" rate set by the Internal Revenue Service. The current rate is available from the CPS Department of Purchasing.
- ii. "Per mile" reimbursement includes the cost of gas, oil, insurance, repairs and general maintenance.
- iii. Reimbursements will be paid exclusively to the owner of the vehicle unless any passengers who contribute to payment of costs incurred in the use of a private vehicle for transportation to a Title I parental involvement activity also seek reimbursement.
- iv. To be reimbursed for contributing to payment of costs incurred in the use of a private vehicle for transportation to a Title I family and community engagement activity, passengers must present itemized original receipts.
- v. In the event that any passengers who contribute to payment of the costs incurred in the use of a private vehicle for transportation to Title I parental involvement activity are reimbursed for such contribution, the total reimbursement paid to the vehicle owner and any such passengers shall not exceed an amount equal to the "per mile" rate set by the Internal Revenue Service.

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. Reimbursement will be for the midsize rental rate and upgrades are not reimbursable.
- ii. Original itemized receipts are required.
- iii. In the event that the vehicle will be used to transport a student other than the car renter's child (ren), the Board's Student Travel policy must be followed.

D. Lodging

- a. Reimbursement will be for the cost of a standard single room rate only, unless a government, corporate, or conference discounted rate is available.
- b. First class accommodations are prohibited unless standard accommodations are not available within acceptable distance from the business location.
- c. Hotel lodging in the City of Chicago proper will not be reimbursed.

- d. Original detailed itemized receipts are required.

E. Daily Rate for Meals

- a. The daily rate allowance for attendance of a conference or meeting that takes between 4 to 8 hours will be \$20.00 and up to a 15% gratuity.
- b. The daily rate allowance for multi-day travel for a conference or meeting will be \$35.00 and up to a 15% gratuity.
- c. The purchase of alcoholic beverages will not be reimbursed.
- d. Original itemized receipts are required.

F. Conference-Related Expense Reimbursement Procedures

- a. 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.
- b. Parents receiving reimbursement of conference/workshop-related expenses shall be required to submit within ten (10) days of completing travel:
 - i. original itemized receipts for all expenses for which they are seeking reimbursement to the school principal or designee (shall be a school employee); a written report and/or presentation on the conference, workshop or other family and community engagement activity attended to the School PAC; and
 - ii. an agenda for the conference or workshop provided by the sponsor.
- c. 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 reimbursement of expenses to attend any future parental involvement activity for the remainder of the school year.

4. In-Town Travel

A. General Principles

- a. The purpose of an 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. "Exceptional circumstances" must exist to justify reimbursement of parents' expenses for in-town hotel stays. In no event, shall CPS employees be eligible for reimbursement of expenses for in-town hotel stays.

- b. To be eligible for reimbursement of expenses for in-town travel to attend family and community engagement activities, parents must reside 1.5 miles or more from the location of the activities.
- c. The following factors will be considered in determining the reasonableness of in-town travel expenses:
 - i. distance traveled;
 - ii. need to transport materials;
 - iii. 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
 - iv. any unique circumstances.
- d. No reimbursement will be permitted for travel to attend entertainment events or events of a purely social or political nature.

B. Use of Personal Vehicles

- a. 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.
- b. Parking fees will be reimbursed for up to \$25 per segment of a trip with original itemized receipts.
- c. 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.
- d. Reimbursements will be paid exclusively to the owner of the vehicle unless any passengers who contribute to payment of costs incurred in the use of a private vehicle for transportation to a Title I parental involvement activity also seek reimbursement.
- e. To be reimbursed for contributing to payment of costs incurred in the use of a private vehicle for transportation to a Title I family and community engagement activity, passengers must present itemized original receipts.
- f. In the event that any passengers who contribute to payment of the costs incurred in the use of a private vehicle for transportation to Title I parental involvement activity are reimbursed for such contribution, the total reimbursement paid to the vehicle owner and any such passengers shall not

exceed an amount equal to the "per mile" rate set by the Internal Revenue Service.

C. Use of Taxi Service

- a. Reimbursement shall not include any gratuity.
- b. Original itemized receipts are required.

D. Use of Public Transportation

- a. The use of public transportation is encouraged and preferred.
- b. The use of all-day or round-trip tickets or fares, if available, is also encouraged and preferred
- c. 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.

E. In-Town Travel Reimbursement Procedure

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

IV. Title I Parent Councils & Meetings

Note: Schools are prohibited from expending any Title I family and community engagement funds until they conduct the Annual Title I Informational Meeting and the Title I PAC Organizational Meeting. Doing so shall result in an audit exception and schools shall be required to reimburse the Title I family and community engagement funds.

1. Eligibility for Participation

- A. Parents of students receiving Title I services in a Schoolwide or Targeted Assistance Program may participate in all family and community engagement activities at the Local School and Collaborative levels, including, but not limited, to the Local School Parent Advisory Council ("School PAC") and the PAC/PLN Title I Parent meetings conducted by the FACE2 Office.
- B. Parents shall remain eligible for such participation as long as they remain the parent of a student who is enrolled in a CPS school and receiving Title I services. The term "enrolled" means "currently attending."
- C. 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.
- D. Community members may attend all Title I PAC meetings and contribute. Community members may also vote on any matter considered by the School PAC provided that parents comprise the majority of voters.

2. Annual Title I Informational Meeting

- A. The Principal of each school served under Title I or designee (shall be a school employee) shall convene an Annual Title I Parents Meeting at a time convenient to parents after the new school year begins and by October 1. The Principal or designee shall prepare a Notice of the time, date and location of the meeting and an Agenda including all items to be addressed at the meeting.
- B. The Principal or designee **must** invite and encourage all parents to attend and participate in the Annual Parents Meeting by:
 - a. posting a Notice and Agenda for the meeting in the school's main lobby visible to the public **at least seven (7) days** before the meeting;
 - b. sending a flyer/announcement of the meeting home with students **at least seven (7) days before the meeting**

In addition to the previously listed required methods the Principal **may** also provide notice of the meeting by:

- a. including an announcement of the meeting on/in:
 - The School Website
 - The School Newsletter
 - The School Monthly Calendar
- b. making notices available in the main school office
- c. using the All Call system to notify parents of the meeting at least 48 hours before the meeting

C. The Principal shall ensure (via inclusion on the agenda) that the following information and documents are distributed at the Annual Meeting:

- a. The School's CIWP
- b. The School's Title I Parent Involvement Budget Plan
- c. The School's Title I Parent Involvement Policy
- d. The School's Title I Parent Compact
- e. The School's Itemized Title I Budget
- f. The School's Title I Parent Funds Budget
- g. The District Title I Parent Involvement Policy
- h. CPS Title I PAC Guidelines
- i. The School's Title I PAC Organizational Meeting (and, date of the meeting if known)
- j. The Annual Title I Parents Meeting Evaluation Form

3. Title I PAC Organizational Meeting

- A. **The PAC Organizational Meeting must be held after the new school year begins and by October 31.** The School PAC shall set the exact date of the PAC organizational meeting at the final regular meeting in September in consultation with the Principal. In the absence of a functioning School PAC, the Title I parents, in consultation with the Principal, shall set the date and time of the School PAC annual organizational meeting. All Title I parents will be invited and encouraged to attend and participate in the PAC Organizational Meeting and all other School PAC meetings.
- B. The Open Meetings Act, including the public notice requirements, applies to the PAC Organizational Meeting. Therefore, the serving PAC Chairperson, Recording Secretary, or Corresponding Secretary shall post a public notice and agenda for the meeting at the school (and any meeting location other than the school) at least 48 hours before the meeting. If they fail to post the notice and agenda, the Principal or designee (shall be a school employee) **may**, but is not required to, do so.
- C. In addition, the Principal or designee (shall be a school employee) shall provide parents written notice of the meeting **at least seven (7) days** in advance by:

- a. sending a flyer/announcement of the meeting home with students

The Principal **may** also provide notice of the meeting by:

- b. including an announcement of the meeting on/in:
 - o The School Website
 - o The School Newsletter
 - o The School Monthly Calendar
 - c. making notices available in the main school office
 - d. using the All Call system to notify parents of the meeting at least 48 hours before the meeting
- D. At the School Annual PAC Organizational Meeting, the Title I parents and community members in attendance shall:
- a. Elect the school PAC Officers for the coming school year
 - b. Set the dates and times of the regular school PAC meetings for the coming school year in consultation with the principal
- E. The Principal or designee (shall be a school employee) shall also provide and distribute the following information at the organizational meeting:
- a. Information from the Annual Title I Parents Meeting (if held on an earlier date)
 - b. The Chicago Public Schools Title I PAC Guidelines
 - c. The amount of the Title I funds for family and community engagement activities that the school received for the current year
- F. The Principal or designee (shall be a school employee) shall submit the PAC membership roster to the FACE2 Office by November 1, following the protocol established by the FACE2 Office.
- G. The FACE 2 Office will provide schools with technical assistance, however, if the organizational meeting of the School PAC is not held by January 31, the FACE2 Office may declare the PAC dysfunctional and inactive for the remainder of the school year. The Principal shall thereafter be authorized to involve the parents in decisions related to the Title I Program and Title I family and community engagement activities through means other than the Parent Advisory Council.

4. Conducting Annual Title I Parents Meeting and the PAC Organizational Meeting on the same day

- A. Schools may conduct the Annual Title I Parents Meeting and the PAC Organizational Meeting on the same day.

- B. The Annual Title I Parents Meeting **MUST** be conducted prior to the PAC Organizational Meeting.
- C. Schools who conduct their PAC Organizational Meeting prior to the Annual Title I Parents Meeting will have to redo the PAC Organizational Meeting.
- D. To conduct both meetings on the same day, schools must:
 - a. notify the parents of both meetings at least seven (7) days in advance;
 - b. post at the school separate notices of the date and time of each meeting and separate agendas for each meeting;
 - c. allocate a sufficient amount of time for the Parents Meeting to accomplish all of its intended purposes before beginning the PAC Organizational Meeting
 - d. there **must** be separate sign-in forms for each meeting.

5. Regular Title I School PAC Meetings

- A. The Open Meetings Act, including the public notice requirements, applies to the School Title I PAC regular meetings. Therefore, the serving PAC Chairperson, Recording Secretary, or Corresponding Secretary shall post a public notice and agenda for the meeting at the school (and any meeting location other than the school) at least 48 hours before the meeting. If they fail to post the notice and agenda, the Principal or designee (shall be a school employee) **may**, but is not required to, do so.
- B. In addition, the Principal or designee (shall be a school employee) shall provide parents written notice of the meeting **at least seven (7) days** in advance by:
 - a. sending a flyer/announcement of the meeting home with students

The Principal **may** also provide notice of the meeting by:

- b. including an announcement of the meeting on/in:
 - o The School Website
 - o The School Newsletter
 - o The School Monthly Calendar
- c. making notices available in the main school office using the All Call system to notify parents of the meeting at least 48 hours before the meeting

V. Title I Local School Parent Advisory Council (PAC)

1. Purposes and Goals

- A. The purposes of the Local School PAC shall be:
 - a. 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.
 - b. To make *recommendations*, as an advisory body, 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).
- B. The primary goal of the PAC shall be to empower parents to inspire and assist their children to achieve educational goals, including, but not limited to, graduating from high school.
- C. 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, Chicago Board of Education Rules, Policies and these Guidelines.
- D. 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.

2. Objectives

The Title I Local School PAC activities shall:

- A. provide assistance, support and training to parents to improve their literacy and parenting skills;
- B. 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.
- C. work with teachers, staff and parents to involve parents as equal partners in the education of students.

- D. 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 CIWP programs.
- E. coordinate, to the extent feasible and appropriate, programming with other federal programs (such as HeadStart, Reading First, etc.) and public preschool programs.
- F. provide information to parents in an understandable and uniform format and, to the extent practicable, in a language the parents can understand.

3. Operating Procedures and By-laws of Title I Local School Parent Advisory Councils (PAC)

- A. All Title I Local School Parent Advisory Councils shall operate pursuant to the procedures and structure set forth in these Guidelines and the Local School Parent Advisory Council By-laws contained in this Section V. The by-laws shall apply to all Title I School PACs without the need for adoption by the PACs.
- B. Any and all other procedures, structures or by-laws previously adopted by any Title I School Parent Advisory Council shall be of no force or effect as of the 2017-2018 school year. Title I Local School Parent Advisory Councils shall have no right or authority to revise or amend the by-laws contained in this Section V or to adopt by-laws, structures or procedures other than those contained in these Guidelines and the by-laws contained in this Section V.
- C. Any Title I Local School Parent Advisory Council which refuses to operate pursuant to these Guidelines or the by-laws contained in this Section V shall not be recognized. In that event, the school shall involve parents in decisions related to its Title I Program and Title I family and community engagement activities through means other than the Parent Advisory Council.
- D. Any Title I Local School Parent Advisory Council which fails to meet with a quorum of six (6) parents for three (3) consecutive regular meetings during the school year shall be declared dysfunctional and inactive for the remainder of the school year by the FACE2 Office. The Principal shall thereafter be authorized to involve the parents in decisions related to the Title I Program and Title I family and community engagement activities through means other than the Parent Advisory Council.

Chicago Public Schools
Title I, Part A Elementary and Secondary Education Act (ESEA)²
Local School Parent Advisory Council By-Laws

School Year 2017-2018

ARTICLE I. NAME

This council shall be known as the Title I Parent Advisory Council or “PAC” of the school in which it operates.

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 Family and community engagement Program, including the school’s Family and Community Engagement 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 family and community engagement activities at the Local School level, including the School PAC. “Parents” include natural or adoptive parents, legal guardians and persons standing in loco parentis to students. Persons standing in loco parentis must complete the ISBE Affidavit of Enrollment and Residency 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 vote on any matter considered by the Title I PAC provided parents comprise a majority of voters and Community members shall not be eligible to participate in or attend any conferences, workshops or other family and community engagement activities funded with Title I family and community engagement funds.

² For convenience, “Title I, Part A ESEA” will be hereafter shortened to “Title I”.

ARTICLE IV. ELECTIONS AND OFFICERS

- A. All elections of officers shall be conducted in accordance with the election procedures established by the Office of Local School Councils Relations.
- B. The elected officers shall be:
 - 1. Chairperson
 - 2. Vice Chairperson
 - 3. Freedom of Information Act ("FOIA") Officer*/Open Meetings Act ("OMA") Officer*
 - 4. Recording Secretary
 - 5. Corresponding Secretary

***Note: One or two PAC members may fill these offices.**

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

- C. All officers shall serve a one-year term, which shall end upon the election of their successors.
 - d. In the event that the Chairperson or Vice-Chairperson ceases to be the parent of a student enrolled in the school due to a voluntary transfer or graduation, the officer will not be eligible to remain in office. In that event, the office will be considered vacant as of the date of the voluntary transfer or the last day of the school year in the case of graduation. "Enrolled" means "currently attending."

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 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.)
- B. The Corresponding Secretary shall promptly send written notice to the officer, the principal, the Network FACE manager and the Title I District Manager of the officer's removal. 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 lottery.

ARTICLE VI. DUTIES OF 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. Shall attend the monthly PAC/PLN meetings, facilitated by the district FACE Manager to receive Title I district updates.
- C. The Chairperson shall create all regular meeting notices and agendas in consultation with the principal, the other PAC officers and the other members of the PAC. Members may also call the Chairperson or other officer to have items added to regular meeting agendas no later than seventy-two (72) hours before the meeting. The Chairperson or other PAC Officer shall be responsible for posting regular meeting notices and agendas. Before posting the notice and agenda at the school, the Chairperson or other PAC Officer undertaking the posting shall provide the notice and agenda to the Principal in accordance with Article VII(B) below.
- D. The Chairperson may call special meetings of the PAC as needed. If the office of the Chairperson is vacant, the Vice-Chairperson may call special meetings of the PAC as needed. No other officer or member of the PAC shall have the authority to call special meetings. The Chairperson or other PAC Officer shall be responsible for posting special meeting notices and agendas. Before posting the notice and agenda at the school, the Chairperson or other PAC Officer undertaking the posting shall provide the notice and agenda to the Principal in accordance with Article VII(C) below. The Chairperson or other PAC officer shall notify all other PAC officers of special meetings in writing at least forty-eight (48) hours prior to the meeting.
- E. 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.
- F. Shall make reasonable efforts to recruit and encourage all school parents to increase their involvement and engagement in school related activities.
- G. Shall ensure that all council members are fulfilling their tasks.

Vice-Chairperson

The Vice-Chairperson shall provide support on all of the Chairperson's duties and 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. If the office of the Chairperson is vacant, the Vice-Chairperson may call special meetings of the PAC as needed.

Recording 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 forty-eight (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-two (72) hours prior to the meeting. The Recording Secretary shall perform the duties of the Corresponding Secretary in his or her absence.

The Recording Secretary shall also maintain a Title I Binder containing all PAC meeting agendas, sign-in sheets, approved minutes and any **Parent Involvement Transfer of Funds Request Forms** and revised Parent Involvement Budget Plans prepared in accordance with votes taken at PAC meetings.

Corresponding Secretary

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.

Freedom of Information Act ("FOIA") Officer

The Freedom of Information Act ("FOIA") Officer shall coordinate with the Freedom of Information Office to reply to any FOIA requests. No documentation shall be released without the coordination with the Central Office Freedom of Information Officer. The Freedom of Information Act ("FOIA") Officer shall not fulfill their duties until they complete the appropriate online training established by the Freedom of Information Office.

Open Meetings Act ("OMA") Officer

The Open Meetings Act ("OMA") Officer shall ensure that all parents have access to information related to all PAC activities and functions.

ARTICLE VII. MEETINGS

- A. All PAC meetings shall be open and subject to the Open Meetings Act. For all meetings, the Chairperson or other PAC Officer shall be responsible for posting a notice of the meeting date, time and location and an agenda listing the action items for the meeting at the school (and any meeting place other than the school) at least forty-eight (48) hours before the meeting. The notice and agenda shall be posted in a location visible to the public.
- B. Before posting the notice and agenda for a regular PAC meeting, the Chairperson or other PAC Officer shall provide them to the Principal at least seven (7) days before the meeting and obtain the Principal's approval for the posting. If the Chairperson wishes to make any changes to a regular meeting agenda after providing it to the principal, the Chairperson or other PAC Officer shall provide the revised agenda to the principal at least seventy-two (72) hours before the meeting to obtain the Principal's approval for posting the revised agenda. If the Chairperson or other PAC Officer does not post a notice and agenda for a regular PAC meeting, the Principal or designee may do so.

- C. Before posting the notice and agenda for a special PAC meeting, the Chairperson or other PAC Officer shall provide them to the Principal at least seventy-two (72) hours before the start time of the meeting and obtain the Principal's approval for the posting.
- D. If notice of a meeting has not provided in compliance with the Open Meetings Act, the meeting shall not be convened.
- E. 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.
- F. The annual organizational meeting to elect the officers and to set the regular meeting schedule for the school year shall be held no sooner than the first day of the school year and no later than October 31. 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 Facilitator from the FACE2 Office of the date of the annual organizational meeting.
- G. 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 FACE2 Office, Mail Run 125.

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

- A. If necessary, the PAC shall request that the school's Local School Council approve transfers of the school's Title I Family and community engagement funds to reimburse members' transportation, *per diem* and related expenses incurred to attend conferences and workshops in accordance with the Chicago Public Schools Local School Title I PAC Guidelines.
- B. Such expenses will be paid with Title I PAC 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 itemized receipts for all expenses incurred to the Principal or designee and a written conference report to the body.

VI. Monthly Title I Parent advisory Council/Parent Leadership Network (PAC/PLN) Meetings

The FACE2 Office will sponsor, host and conduct monthly meetings for Title I parents for every network.

At these meetings, the FACE2 Office will:

- provide information and updates to the Title I parents on the District's Title I Program, including, but not limited to, the Family and Community Engagement Program
- provide educational workshops and training opportunities to Title I parents
- solicit input from parents through, but not limited to, surveys concerning desired topics of additional workshops and training opportunities
- provide information to Title I parents on external Title I family and community engagement workshops, training opportunities and conferences
- provide information and updates to the Title I parents concerning their children's schools' compliance with the Title I Family and Community Engagement Program requirements
- respond to inquiries, issues and complaints raised by Title I parents concerning their children's schools' compliance with the Title I Family and community engagement Program requirements
- solicit input through, but not limited to, surveys, focus groups and public comment , concerning the District's:
 - Title I Program, including, but not limited to, the Family and community engagement Program and Program Guidelines
 - Title I Family and community engagement Policy

The FACE2 Office will notify all Title I schools and their Title I PACs of the dates, times and locations of the monthly Collaborative Title I Parent Meetings.

APPENDIX A

Title I Parent Involvement Program Table of Account Codes

Schools must make sure that Parent Funds are allocated to the correct account codes.

Account Codes	Description
51130 52130	Teacher Presenter/ESP Extended Day-Please add funds for benefits line.
53205	Refreshments- ALLOCATION AMOUNT CANNOT EXCEED 25% of the Parent Fund Budget per school year. Refreshments must be used for Title I PAC meetings, trainings and workshops.
53306	Software-Must be educational and for parents use only.
53405	Supplies-In addition to supplies for parent program, please use this account to purchase Books for Parents only.
53510	Postage-Must be used for the Parent Involvement Program only.
54125	Consultants-For parent training only. Consultant must have a CPS vendor number
54205	Travel-Buses for Parents Use, Overnight Conference Travel. Schools must follow the CPS Travel Policy. The CPS Parent Overnight Travel Approval Form and Conference Travel Form must be completed.
54505	Admission, Registration, Subscriptions and Memberships- For Parent use only.
54565	Parent Reimbursement-Please use this account for All Parent Title I related Parent Reimbursements. Carfare, Mileage, Childcare, Food Purchased by Parents, Meals, Conference Travel, etc. Must have CLEAR UNALTERED ITEMIZED RECEIPTS. School must keep all receipts. ALLOCATION AMOUNT CANNOT EXCEED 25% of the Parent Fund Budget per school year.
55005	Furniture and Equipment-Must have a parent room or a secure place to keep furniture/equipment. Cannot be placed in the main office or where staff and students will have access too. To be used only by parents.

APPENDIX B

EXAMPLES OF PERMISSIBLE USES OF TITLE I FAMILY AND COMMUNITY ENGAGEMENT FUNDS*

Educational Training Sessions (Must tie into your CIWP and increasing student academic achievement)
FACE2 Title I Training
ESL or GED Classes
Equipment for use by parents in or for parent involvement activities
Supplies for use by parents in or for parent involvement activities
Refreshments (ALLOCATION AMOUNT CANNOT EXCEED 25% of the Parent Fund Budget per school year) for meetings, workshops/trainings.
Sessions of any duration: maximum \$5.00 a person.
Workshops/Conference with Educational Parent Involvement Focus, Including the ESEA/NCLB Statewide Conference.
Teacher/ESP services in conducting educational parent training workshops
Parent Reimbursements (ALLOCATION AMOUNT CANNOT EXCEED 25% of the Parent Fund Budget per school year).
Local Title I PAC and other Parent Involvement Meetings
District's Title I Parent Collaborative Meetings

EXAMPLES OF PROHIBITED USES OF TITLE I FAMILY AND COMMUNITY ENGAGEMENT FUNDS*

For activities or services provided by the District at no cost to schools or parents, including, but not limited to, the Annual Title I Parent Meeting, the Local School Title I PAC Annual Organizational Meeting, Regular Title I School PAC Meetings, any Title I training provided by the FACE2 Office
Entertainment or Physical Recreation or Exercise Activities (e.g., "Zumba" classes) or Equipment
Equipment or supplies for the general use of the school (including students or staff)
Workshops/Conferences with no family and community engagement focus
Any use which is not "reasonable and necessary"

***ALL USES MUST BE "REASONABLE AND NECESSARY"**

Note

If the purpose is to improve their children's achievement, such as literacy training and using technology, as appropriate, to foster family and community engagement and the Title I PAC, Principal and, when appropriate, the LSC determine that an activity (other than any physical recreation or exercise activity) is aligned with section 1116 of Title I, Part A of the ESEA, (see below), family and community engagement funds may be expended for the activity.

However, all activities are subject to review by internal and external auditors. If evidence does not exist to support alignment of an activity with section 1116, the school will be prohibited from expending family and community engagement funds for the activity or, if already expended, will be required to reimburse the family and community engagement funds by reclassifying other school funds.

Section 1116 BUILDING CAPACITY FOR INVOLVEMENT- To ensure *effective* involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement, each school and local educational agency assisted under this part

(1) shall provide assistance to parents of children served by the school or local educational agency, as appropriate, in understanding such topics as the State's academic content standards and State student academic achievement standards, State and local academic assessments, the requirements of this part, and how to monitor a child's progress and work with educators to improve the achievement of their children;

(2) shall provide materials and training to help parents to work with their child[ren].