

**Bylaws of the Title I Parent Advisory Council  
PS 111M (02M111)**

**Adopted December 17, 2025**

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## I. Definitions

- A. PAC: The PS 111 Parent Advisory Council
- B. Parent: A parent or caregiver of a student at PS 111.
- C. PFEF: Parent and Family Engagement Funds, which is a minimum allocation of 1% that the school receives to support parent engagement with the school and their child's education.
- D. SLT: School Leadership Team.

## II. Title I Overview

- A. Title I of the *Elementary and Secondary Education Act* is a Federal program that provides additional funding for the improvement of educational outcomes and reduction of learning gaps at high-need schools.
- B. PS 111 has adopted a Schoolwide Title I Program, which uses Title I funding to improve educational outcomes of all students.
- C. Because PS 111 has adopted a Schoolwide program, all PS 111 students are Title I students.

## III. Goals and Objectives

- A. To provide information about the Title I program at PS 111 to parents of PS 111 students.
- B. To engage parents of PS 111 students with the planning, review, and implementation of PS 111's Title I program.
- C. To participate with the School Leadership Team in the joint development of the Parent and Family Engagement Policy and the School-Parent Compact.
- D. To develop a proposed Title I spending plan, in consultation with other parents and the school administration, that provides recommendations on how the school's minimum 1% Parent and Family Engagement Funding can be best utilized to increase the engagement and empowerment of PS 111 families with the school and with their child's education.
- E. To support the partnership between parents and other PS 111 stakeholders, including the school administration, staff, Parent Teacher Association, and School Leadership Team.
- F. To raise questions, ideas, and concerns to the school administration that parents have identified.

## IV. Membership & Annual Meeting

### A. Eligibility

- 1. All parents, except employees of the school, of a PS 111 student are eligible to be members of the PS 111 Title I Parent Advisory Council.

2. Unlike PAC officers, parents are not elected to membership positions within the PAC. Instead, parents may become members of the PAC by submitting the *Title I PAC Willingness to Serve Form* to the Principal or Title I PAC Chairperson, or by submitting their name during a scheduled meeting. The form is attached at the end of this document.

**B. Term**

1. Non-officer members serve one-year terms. See Section V for information on officer terms.
2. There are no limits to the number of consecutive terms a member may serve.

**C. Outreach**

1. At the beginning of each school year, a welcome letter from the Title I PAC shall inform parents and caregivers of the existence of the PAC, and shall encourage their participation.

**D. Size**

1. There is no limit on the number of parents who may join the PAC.

**E. Annual Meeting & Vote**

1. An annual meeting of the Title I PAC shall be held between September and December each year, directly before the start of the regularly scheduled PTA meeting.
2. The Principal or their designee must send written notice to all parents at least ten calendar days in advance of the meeting. The notice must include the meeting date, time, location, format (virtual or in-person), purpose, and procedures for parents interested in serving on the Title I PAC.
3. At the annual meeting, the proposed Title I Parent and Family Engagement Funds Plan shall be discussed and submitted for a vote.
4. All parents, except employees of the school, are entitled to vote on the annual Title I Parent and Family Engagement Funds Plan, regardless of whether they have officially joined the PAC or not.
5. Voting shall be in-person or remote (e.g., Zoom), depending on the format of the meeting. Voting by proxy, absentee ballot, or email is not allowed.
6. A quorum of at least eight parents is required.
7. The PTA President, or an outgoing Title I PAC officer, shall serve as the election facilitator during the meeting.

**V. Officers of the PAC**

**A. The required officers of the PS 111 Title I PAC shall be:**

1. Chairperson
2. Alternate Chairperson

B. The optional officers of the PS 111 Title I PAC shall be:

1. Recording Secretary
2. Corresponding Secretary

C. Qualifications

1. School/DOE employees are ineligible to serve as officers of the Title I PAC.
2. The PTA President is ineligible to serve as Chairperson or Alternative Chairperson, but may be elected to the Recording Secretary or Corresponding Secretary positions.
3. All other parents are eligible to be elected to a Title I PAC officer position.

D. Term of Office

1. Officers are elected for a two-year term.
2. Terms begin at the start of the school year, and end at the end of the following school year.
3. Officers may serve consecutive terms if reelected by the PAC membership.
4. Should an officer position become vacant during the term of office, an election must be held directly before the next regularly scheduled PTA meeting. The elected officer shall serve the remainder of the existing term.
5. Members serve for one-year terms, and may serve an unlimited number of consecutive terms.

E. Duties

1. Chairperson
  - i. Preside at all meetings of the Title I PAC, and serve as an ex-officio member of all committees.
  - ii. Encourage meaningful participation in all Title I PAC activities.
  - iii. Share information with parents at meetings.
  - iv. Coordinate and draft a proposed spending plan for the use of the Title I Parent and Family Engagement Funding, for approval by PS 111 parents and the SLT to support parent and family engagement activities.
  - v. Serve on the School Leadership Team (SLT) as the Title I PAC representative.

- vi. Serve as the representative to the District Title I Parent Advisory Council (DPAC), and attend all DPAC meetings.
- vii. Monitor the school budget to ensure that Title I expenditures align with PAC goals and funding requirements.
- viii. Assist with transfer of Title I PAC records at the end of their term.

2. Alternate Chairperson

- i. Assist Chairperson with duties listed above.
- ii. Assume the Chairperson's duties in their absence, or at the Chairperson's request.

3. Recording Secretary

- i. Prepare agendas and sign-in sheets for meetings.
- ii. Record the minutes at meetings.
- iii. Safeguard Title I PAC records.
- iv. Assist with transfer of records.
- v. If there is no Recording Secretary, the Chairperson shall be assigned these duties.

4. Corresponding Secretary

- i. Write the annual welcome letter informing parents of the existence of the PS 111 Title I PAC.
- ii. Prepare notices for meetings.
- iii. Engage parents through periodic communication explaining the role of the PAC and the Title I program.
- iv. If there is no Corresponding Secretary, the Recording Secretary shall be assigned these duties.

## VI. Review and Amendment of the Bylaws

- A. These bylaws shall be reviewed annually to ensure they remain in compliance with State, Federal, and NYC Department of Education requirements and meet the needs of the PS 111 community.
- B. At a minimum, these bylaws must meet the requirements specified by FACE's model bylaws and the NYC DOE's *Protocols and Timelines for Implementation of Required Title I Parent and Family Engagement Activities*.

- C. Proposed amendments shall be presented in writing to the PS 111 parent community prior to any vote taken.
- D. Proposed amendments are adopted when two-thirds of the votes cast are in favor of the amendment.
- E. These bylaws must remain on file with the Principal.

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Signature of the Principal

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Signature of the Chairperson

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Date Adopted by Membership

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Printed Name of the Chairperson

## Willingness to Serve Form

### PS 111 Title I Parent Advisory Council

**Directions:** PS 111 parents who are interested in serving on the school's Title I Parent Advisory Council may submit this form to the Principal or Title I PAC Chairperson. A parent may also submit their name during a scheduled meeting.

The PS 111 Title I Parent Advisory Council (PAC) is holding an election for officers on [[[Insert Date & Time]]]. The Title I PAC is responsible for overseeing the school's Title I program and for creating recommendations for spending the Title I Parent and Family Engagement Funds 1% setaside.

All parents, except DOE/school employees and the PTA President, may run for Title I PAC Chairperson or Alternate Chairperson. All parents may join the PAC as members, without needing to run in an election.

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1. Please provide your name and contact information:

First Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number (optional): \_\_\_\_\_

Child(s) Name & Grade(s): \_\_\_\_\_

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

- Title I PAC Chairperson
- Title I PAC Alternate Chairperson
- Title I PAC Member (Non-elected Position)
- Title I PAC Recording Secretary
- Title I PAC Corresponding Secretary

*Thank you for your willingness to serve on PS 111's Title I PAC!*