



NEW YORK CITY DEPARTMENT OF EDUCATION

AUGUST MARTIN HIGH SCHOOL Q400

Anthony A. Cromer, Principal

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September 28, 2010

Dear Title I Parent/Guardian:

I would like to take this opportunity to welcome you and your families back to a productive school year. This year we will be a positive example of the changes that are possible when we take an active role in educating our youngsters. Parents did you know that we are a school that receives Title I funding to improve academic performance of children? As the August Martin principal, it is my responsibility to discuss and inform you of Title I laws, policies and guideline. Therefore, I have scheduled a Title I meeting on October 15, 2010 from 8:15 PM – 9:15 PM.

In addition at this meeting August Martin's Title I PAC Executive Board Elections has also been scheduled. Please be advised that it is also my responsibility to insure that a Title I PAC is in place at our school. In compliance with CR-A660 August Martin's Title I PAC Executive Board must fill its core position. Therefore, the District 27 Title I DPAC and the Office of Family Engagement and Advocacy will come in and conduct the August Martin Title I PAC 2010-2012 Executive Board Elections. It is with sincere hope that we place a new **2010-2012 Title I PAC at August Martin.**

All August Martin HS Title I parent with students in grades 9 -12 are eligible to run for the following positions; Chair or Co-Chair, Vice President, Treasurer and Secretary. Come out and select your choice of office or the candidate of your choice, for each of the vacant positions. Only one candidate per position may be recorded. Floor nominations will be accepted. Parents must be present at this meeting in order to be nominated and voted on. If there is more than one person running for any individual position, each individual who chooses to run will have an opportunity to share with the parents and explain why they want to run for the position they chose or are nominated for. I thank you for your participation and Good Luck!

Sincerely,

Anthony A. Cromer, Principal

August Martin HS Title I parents please carefully review the duties of Officers that are available in the back of this notice.

Term of Office

The term of office shall be from July 1 through June 30. Officers shall be elected in second Tuesday in May or June for a two-year term beginning July 1. Eligibility for office is limited to Title I parents, guardians or persons in parental relation who are not employed at August Martin High School Q400.

Duties of Officers

Chairperson/or Co-Chairperson: The Chairperson/or Co-Chairperson shall preside at all meetings of the Parent Advisory Council and shall be an ex-officio member of all committees except the nominating committee. The chairperson/or co-chairperson shall provide leadership for its members. The chairperson/or co-chairperson shall delegate responsibilities to other PAC members and shall encourage meaningful participation in all activities. The chairperson/or co-chairperson shall be required to attend all regular meetings of the District Parent Advisory Council (DPAC) or District/Region Presidents' Council, whichever group represents Title I parents on the district/region level. The chairperson/or co-chairperson may also appoint a designee to attend these meetings. However, if a designee is appointed, then a designee must be appointed at the beginning of the school year and will remain the designee through the end of the school year. The chairperson/or co-chairperson shall meet regularly with the Executive Board members in accordance with these bylaws to plan the agendas for the general advisory council membership meetings.

Vice-Chairperson: The vice-chairperson shall assist the chairperson and shall assume the chairperson's duties in his/her absence or at the chairperson's request.

Recording Secretary: The secretary shall maintain the official record of the proceedings and actions of all advisory council meetings. The responsibilities shall include preparation of meeting notices, agendas, sign-in sheets and material distributed. The secretary shall prepare and read the minutes of each advisory council meeting and shall make minutes available upon request. He/she shall maintain custody of the advisory council's records and reports on school premises. The secretary shall sign and incorporate all amendments to the advisory council's bylaws and shall ensure that copies of the amended bylaws are on file in the principal's office and available at each advisory council meeting. The secretary shall be responsible for reviewing, maintaining and responding to all correspondence regarding the advisory council. The secretary shall assist with the transfer of all PAC records to the incoming Executive Board prior to the end of his/her term of office.

Treasurer: The treasurer, as chair of the Budget Committee, shall be responsible for coordinating and drafting a proposed budget and spending plan, for adoption by the advisory council membership which includes recommendations from the committee and advisory council members regarding how the school's minimum Title I 1% Parent Involvement allocation should be spent. The treasurer will also be responsible, with the PAC Chairperson, for presenting the recommended budget and spending plan to the School Leadership Team and Principal for review. The treasurer shall assist with the transfer of all PAC records to the incoming Executive Board prior to the end of his/her term of office.

