



Department of
Education

Dennis M. Walcott, Chancellor

Title I Parent Committee Tip Sheet

The Title I Parent Committee represents the Title I parent community¹ and participates with the School Leadership Team (SLT) in the joint review, planning and improvement of the school's Title I program. To meet its responsibilities the Title I Parent Committee will work in a consultative role with the SLT and communicate with the school's Title I parents.

Consultation with the School Leadership Team (SLT)

The SLT is the vehicle for consultation with parent representatives regarding the use of federal reimbursable funding and program planning, including Title I (see Chancellor's Regulation A-655, Section XI). Topics for consultation between the SLT and Title I Parent Committee members include:

- The Comprehensive Educational Plan (CEP)
- The Parent Involvement Policy (PIP), including the School-Parent Compact (SPC)
- The use of Title I funding – including the minimum 1% set-aside for parent involvement
 - The 1% set-aside for parent involvement must be used to fund the activities included in the PIP and SPC.
 - The activities included in the PIP and SPC must be aligned with the school's student achievement goals.

Title I Parent Committee members should be prepared to share feedback from the school's Title I parents regarding the Title I educational program with the SLT.

Communication with Title I Parents

A primary responsibility of the Title I Parent Committee is to ensure that the views and opinions of the school's Title I parents are appropriately conveyed to the SLT. To meet this responsibility the Title I Parent Committee should do the following:

- Learn about Title I requirements.
 - USDOE - Title I, Part A: <http://www2.ed.gov/programs/titleiparta/>
 - USDOE – Title I, Part A, Parent Involvement Guidance: <http://www2.ed.gov/programs/titleiparta/parentinvguid.pdf>
- Support the school in the planning and facilitation of the Annual Title I Parent Meeting.
- Work with school administration to establish channels for regular communication between the Title I Parent Committee and the school's Title I parents (e.g., parent meetings, surveys, school bulletin board).
 - Emphasis should be placed on eliciting feedback regarding the content of the school's PIP and SPC to ensure these documents include parent involvement activities that will empower the school's Title I parents to best support their children's education.
 - All consultation between the Title I Parent Committee and the school's Title I parents should be sufficiently documented.
- Accurately describe allowable expenditures to the school's Title I parents (see reverse).

¹ In Schoolwide Program Schools all parents are part of the Title I parent community, as all students participate in the school's Title I program. In Targeted Assistance Schools the parents of students participating in the school's Title I program (those with the greatest academic need) comprise the Title I parent community.

Title I Parent Involvement Funds

A minimum of 1% of the school's Title I allocation is set-aside to fund the parent involvement activities included in the school's PIP and SPC. The goal of these funds is to build the capacity of the school's Title I parents to become effective partners with the school to improve student achievement.

Examples of Appropriate Expenditures and Activities

- Workshops for Title I parents about the following topics:
 - City and State Standards (e.g., Common Core)
 - Curriculum
 - Family Literacy
 - Promotion or Graduation Requirements
 - Using ARIS to Monitor Your Child's Progress
 - Title I, Part A Requirements
 - School and District Accountability
 - How to Work with Your Child's Teacher
 - Using Technology
 - Safety and Gang Awareness
 - Internet Safety or Bullying
 - Middle and High School Selection Process
 - Nutrition or Health
 - College and Career Readiness
- Teacher-parent mentoring programs
- Creating a school-parent newsletter, handbook, or website
- Staff-parent book clubs
- Joint staff-parent professional development seminars (e.g., cost of materials and presenters)
- Partnerships with NYC cultural institutions
- Creation of a parent resource room or lending library
- Reimbursement to parents for reasonable transportation expenses (e.g., Metro Cards) associated with attendance and participation during Title I workshops, activities and meetings
- Reasonable expenditures for light refreshments or food, particularly when parent involvement activities extend through mealtime

Examples of Non-Allowable Expenditures and Activities

- Activities that do not relate directly to the Title I educational program or provide an opportunity to turnkey professional development content to Title I parents will not be allowed
- Activities that do not have an intrinsic educational or cultural value will not be allowed (e.g., trips to amusement parks, visits to shopping centers, dinner cruises, or sporting events)
- Theatrical performances (plays) that do not have an intrinsic educational or cultural value
- Payments (or stipends) to non-DOE approved consultants or providers
- Incentives that do not relate to the Title I educational program (i.e. tee shirts or mugs)
- School dances (e.g., father-daughter and mother-son dances)
- Recreational trips for students or parents
- Staff salaries
- SLT remuneration payments
- Refreshments for regularly scheduled meetings of the PA/PTA or SLT