

Edward Coles Elementary

Dear Parents of Coles, please join us For the Title I Parent Advisory Council (PAC) Organizational Meeting

Date: Tuesday, October 3rd, 2023

Time: 3:15PM

Location: Coles Lunchroom

At the Organizational Meeting of the Coles Title I PAC, parents will elect Title I PAC Officers and set monthly meeting dates and times for the school year. The officers of the PAC are as follows: **Chairperson, Vice Chairperson, Secretary and Outreach Coordinator.**

Please remember that in order to run for a position and vote, you must be present at the meeting. Coles receives Title I Parent Involvement Funds for parental involvement.

Agenda

- **Welcome/Call to order**
- **Introductions**
- **Establish a meeting quorum (5) parents**
 - **Roles and Responsibilities of Officers**
 - **Appoint Election Officer (Any person with knowledge of PAC election procedures)**
- **Election of Officers**
 - **Chairperson**
 - **Vice chairperson**
 - **Secretary**
 - **Outreach Coordinator**
- **Vote on PAC meeting dates and times (SY 2023-2024)**
- **Review PAC Budget & Plan for Spending**
- **Public Comments (2 minutes per person)**
- **Adjournment**