



## **Andrew Carnegie Elementary School**

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Docilla Pollard  
Principal

Shirley Roberson  
Assistant Principal

September 29, 2023

Dear Parents of Carnegie School, please join us for the Title I Parent Advisory Council (PAC) Organizational Meeting on:

Date: Tuesday, October 17, 2023

Time: at 6:00 p.m.

Location: in the cafeteria

At the Organizational Meeting of the Carnegie School 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. Carnegie School 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 (SY2023-2024)
- Review PAC Budget & Plan for Spending
- Public Comments (2 minutes per person)
- Adjournment

*ESSA Title I funds were used for this event*