



**Dear Parents of Sabin Dual Language Magnet School,  
please join us  
For the Title I Parent Advisory Council (PAC)  
Organizational Meeting**

**Date: Tuesday, October 3, 2023**

**Time: 9:30am - 10:30am**

**Location: Library**

At the Organizational Meeting of the Sabin Dual Language Magnet 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. Sabin Dual Language Magnet 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**

*ESSA Title I funds were used for this event*

- 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