

**SCHOOL PARENT ADVISORY COUNCIL BYLAWS**

**BRIDGEPORT, CONNECTICUT**

NOTE: These School bylaws will be adopted and used as guide for each School Parent Advisory Council or Parent Teacher Student Organization in Bridgeport.

## **TABLE OF CONTENTS**

<b>REVISION LOG</b> .....	p. 3
<b>ARTICLE I – NAME</b> .....	p. 4
<b>ARTICLE II – DEFINITIONS</b> .....	p. 4
<b>ARTICLE III – PURPOSE</b> .....	p. 4
<b>ARTICLE IV – STRUCTURE</b> .....	p. 6
<b>ARTICLE V – OFFICERS AND EXECUTIVE BOARD</b> .....	p. 6
<b>ARTICLE VI – DUTIES AND RESPONSIBILITIES OF EXECUTIVE BOARD OFFICERS</b> .....	p. 7
<b>ARTICLE VII – ELECTION OF OFFICER</b> .....	p. 9
<b>ARTICLE VIII – MEETINGS</b> .....	p. 10
<b>ARTICLE IX – MANDATORY WORKSHOPS</b> .....	p. 11
<b>ARTICLE X – APPOINTED POSITIONS</b> .....	p. 11
<b>ARTICLE XI – CONFLICT OF INTEREST</b> .....	p. 11
<b>CONCLUSION</b> .....	p. 12
<b>ADDENDUM</b> .....	p. 13

## **REVISION LOG**

<i>Rev#</i>	<i>Date</i>	<i>Revision Summary</i>
0	11/2013	<ul style="list-style-type: none"><li>• New document</li></ul>

## **ARTICLE I – NAME**

The name of this organization is the School Parent Advisory Council for Bridgeport Public Schools, Bridgeport, Connecticut.

## **ARTICLE II – DEFINITIONS**

When used in these Bylaws, the following terms will have the following meanings:

- Parent – The term “Parent” shall include parents and their legal spouses, custodial grandparents, and legal guardians of children who attend Bridgeport Public Schools.
- School Parent Advisory Council – The School Parent Advisory Council shall consist of President, Vice President, Secretary, and at least 5 members at large. These members will be made up of parents of children who attend that Bridgeport Public School.
- School Governance Council – The School Governance Council is the primary, local school decision-making body of a school devoted to achieve its mission and vision. Towards this end, the School Governance Council will focus on the analysis of student achievement, development of improvement plans, allocations of resources, programmatic and operational changes, and after being in place for three years, a council may vote to recommend that a school be reconstituted in order to improve the quality of the school and the achievement of its students.
- Home School Coordinator – School Personnel that provides a connection between home, school, and the community.

## **ARTICLE III - PURPOSE**

### **Section I:**

Improve parent involvement through a system of activities that work in conjunction with school personnel to provide all children with appropriate learning opportunities to accommodate their different learning styles by providing the best and most effective strategies to meet the state’s proficient and advanced levels of student performance.

### **Section II:**

Improve school-to-home communication to enable parents and school personnel to:

- (a) Define their relationship to each other as equal partners in the Educational process.
- (b) Define their roles as they pertain to the children receiving educational assistance in Bridgeport Public Schools programs.
- (c) Identify family and school needs and resources, including those of the community.

**Section III:**

Provide parents with learning opportunities to help them identify and support the needs of their children.

**Section IV:**

At the recommendation of the Executive Board and the discretion of the President, the School Parent Advisory Council will create a term initiative that will improve a School concern.

## **ARTICLE IV - STRUCTURE**

### **Section I:**

All Bridgeport Public Schools are required to have their own Parent Advisory Council (see Article II for “School Parent Advisory Council” definition).

- (a) The membership of the School Parent Advisory Council will be made up of parents of that school (See Article II for “parent” definition)
- (b) The officers of the School Parent Advisory Council must be made up of parents of children that attend that particular school (See Article II for “parent” definition)

### **Section II:**

If an officer of the District Parent Advisory Council Executive Board and/or School Parent Advisory Council Executive Board removes their child from the Bridgeport Public School system, their term expires effective upon discharge.

### **Section III:**

Elected officials of the City of Bridgeport cannot serve on the District Parent Advisory Council.

### **Section V:**

Any employee of the Board of Education of the City of Bridgeport cannot serve on the School Parent Advisory Council.

## **ARTICLE V – OFFICERS AND EXECUTIVE BOARD**

### **Section I:**

- a) There shall be a School Parent Advisory Council Executive Board and it shall be made-up of:
  - 1) President
  - 2) Vice President
  - 3) Secretary
  - 4) Five (5) members at large

- 5) Bilingual Secretary (as needed)

## **Section II:**

The president can appoint a Fundraising Coordinator.

## **Section III:**

- a) The membership of the School Parent Advisory Council can vote to remove any School Executive Board officer or School Parent Advisory Council by majority vote of the members in attendance, announced at the prior scheduled meeting who:
  - 1) Has missed three meetings;
  - 2) Fails to satisfy their duties and requirements;
  - 3) Whose personal behavior in any way damages the organization's reputation or good will.
- b) Any member may resign by delivering a letter of resignation to the School President (For resignation by the President, see the District Parent Advisory Council Bylaws).

## **Section IV:**

Vacancies in the Executive Board (except for the presidency) caused for any reason shall be filled by nomination of the executive board at the next regular or special meeting. The person that fills that vacancy shall serve the remainder of that of the office that was vacant.

# **ARTICLE VI – DUTIES AND RESPONSIBILITIES OF EXECUTIVE BOARD OFFICERS**

## **Section I:**

Duties of President:

- a) Chief officer of the School Parent Advisory Council and shall act as chairperson at all meetings of the School Parent Advisory Council;
- b) Coordinate agenda along with the Executive Board members;
- c) Hold monthly Parent Advisory Council board meetings;

- d) Attend monthly School Parent Advisory Council executive meetings;
- e) Shall appoint the Fundraising Coordinator;
- f) Shall abide by Title I code regarding budget decisions (the link to the Parent Involvement section is located at <http://www.sde.ct.gov/sde/cwp/view.asp?a=2678&q=320734> );
- g) Oversees fundraising initiatives;
- h) Oversees all financial records related to School Parent Advisory Council account;
- i) Works closely with the Executive School Parent Advisory Council to implement District Parent Advisory Council initiatives;
- j) Creates School Parent Advisory Council committees as needed to support Parent Advisory Council initiatives;
- k) Cannot hold a dual elected role on the District Executive Parent Advisory Council;
- l) Bring copy of most recent agenda and minutes from School PAC meeting to monthly District Parent Advisory Council meeting.

## **Section II:**

### **Duties of Vice President:**

- a) Assume all the duties and responsibilities of the President in the absence of the President;
- b) Deal with any allegations of misconduct brought forth by the Executive Board pertaining to the President and his/her position (Refer to the District Parent Advisory Council Bylaws);
- c) Call a special meeting when allegations of misconduct yield a vote;
- d) See also “Special meeting” in Article VIII;
- e) Assist in fundraising initiatives.

## **Section III:**

### **Duties of Secretary:**

- a) The Secretary shall record the minutes of all meetings called by the School Parent Advisory Council President;



- b) Keep a record of all minutes, committee members and the reports of their activities (The original files and records of all committee members and meetings will be kept in a safe place at the school);
- c) The Secretary shall handle all correspondence for the School Parent Advisory Council, including attendance reminder letters (see examples in the Addendum section).

#### **Section IV:**

Duties of Bilingual Secretary (as needed):

- a) Shall translate recordings of all meetings for non-English Speakers.

#### **Section V:**

Duties of the Executive Board (Members at large):

- a) Carry on necessary business between organization meetings and other business referred by the organization;
- b) Review and improve the plans of the committees;
- c) Provide orientation and information to new Parent Advisory Council leaders;
- d) Report at the regular meetings of the organization;
- e) The Vice President vacancy will be appointed by the Executive Board.

### **ARTICLE VII – ELECTION OF OFFICERS (As of March 2015)**

Refer to District Parent Advisory Council Bylaws for position of President only.

Candidates (parent, custodial grandparent, legal guardian, and legal care-giver) must commit to:

- A two year term;
- Attendance at monthly Parent Advisory Council meetings;
- Attendance at monthly School Executive Parent Advisory Council meetings.

## **ARTICLE VIII - MEETINGS**

### **Section I:**

#### **Executive Board**

The School Parent Advisory Council Executive Board shall meet at least five (5) working days before the monthly meeting of the School Parent Advisory Council.

### **Section II:**

#### **Regular Meeting**

The School Parent Advisory Council shall meet monthly.

### **Section III:**

#### **Special Meeting**

- a) The President of the School Parent Advisory Council Executive Board may call a special meeting of the Executive Board or of the membership as a whole upon the written request of two-thirds (2/3) of the School Parent Advisory Council Executive Board.
- b) See also description of Vice President Duties in Article VI.

### **Section IV:**

The order of business at all meetings of the School Parent Advisory Council shall be conducted as follows:

- 1) Call to order;
- 2) Roll Call;
- 3) Greetings from Principal;
- 4) Approval of minutes of preceding meeting;
- 5) Finance report (as needed);
- 6) Presenter;
- 7) Old business;
- 8) New Business;
- 9) Question and Answer

## **ARTICLE IX – MANDATORY WORKSHOPS**

The following workshops must be performed annually:

- Parent Decorum;
- Parent Portal (Power School);
- B-Connected (Parent Hotline);
- Title I overview;
- Parent Engagement overview.

## **ARTICLE X – APPOINTED POSITIONS**

The following position is listed below for reference and to reflect the current needs of the School:

- a) Fundraising Coordinator –
  - a. Keep an accurate, balanced fundraising ledger;
  - b. Request school checks per the President's request or approval;
  - c. Chair the fundraising committee.

## **ARTICLE XI – CONFLICT OF INTEREST**

Refer to District Parent Advisory Council Bylaws.

## **CONCLUSION**

These bylaws were amended by District Parent Advisory Council Bylaws Committee from May 23, 2013 to December 4, 2013 and approved by the District Executive Parent Advisory Council on December 4, 2013.

---

**Marylee Taylor**  
**Chairman of By-laws Committee**

---

**Date**

---

**Tammy Boyle**  
**President, District Parent Advisory Council**

---

**Date**

## **ADDENDUM**

## **SCHOOL EXECUTIVE PAC REFERENCE LIST**

Note: These items are provided for reference on the following pages except as noted.

### **-CONTACT INFORMATION**

- Bridgeport Public Schools (website - [www.bridgeportedu.com](http://www.bridgeportedu.com))
- Bridgeport Board of Education (link - [www.bridgeportedu.com/Board/Board\\_Info.html](http://www.bridgeportedu.com/Board/Board_Info.html))
- BConnected (Parent Hotline link - <http://www.bridgeportct.gov/content/89017/default.aspx>)
- School Staff\*
- School Executive PAC\*

### **-SCHEDULES**

- Parent Center hours (link - [www.bridgeportedu.com/Parent/Parent%20Center.html](http://www.bridgeportedu.com/Parent/Parent%20Center.html))
- School PAC meetings\*
- School Executive PAC meetings\*
- Executive and District PAC meetings\*\*

### **-AGENDAS**

- Sample School Executive PAC agenda

### **-FUNDRAISING**

- Sample Tracking Ledger
- Company Contact Information

### **-SAMPLE FORMS**

- Nomination
- PAC meeting sign in
- School Message Request
- Title I Parent Involvement (P-10)

### **-RESOURCES**

- Parent Engagement Policy (in English, Spanish, Haitian Creole, and Vietnamese, link - [www.bridgeportedu.com/policies/2012-2013/ParentFamilyEngagementPolicy12-5-12.pdf](http://www.bridgeportedu.com/policies/2012-2013/ParentFamilyEngagementPolicy12-5-12.pdf))
- Letter of Absence
- Parent and Family Engagement Checklist
- Title I Parent Involvement Budget Management Toolkit
- Parent Portal Tutorial\*\*
- District Parent Advisory Council Bylaws\*\*
- Welcoming Schools Power Point Presentation\*\*

\*These items are available from the Home School Coordinator

\*\*These items are available by contacting [parentadvisorycouncil@yahoo.com](mailto:parentadvisorycouncil@yahoo.com)

## SAMPLE SCHOOL EXECUTIVE PAC AGENDA

### SCHOOL EXECUTIVE PAC AGENDA

Day - \_\_\_\_\_

Time - \_\_\_\_\_

(NOTE: Last school board election held \_\_\_\_\_)

#### Attendance:

- ☐ PAC President – \_\_\_\_\_
- ☐ PAC Vice President – \_\_\_\_\_
- ☐ PAC Secretary – \_\_\_\_\_
- ☐ PAC member at large – \_\_\_\_\_
- ☐ PAC member at large – \_\_\_\_\_
- ☐ PAC member at large – \_\_\_\_\_
- ☐ PAC member at large – \_\_\_\_\_
- ☐ PAC member at large – \_\_\_\_\_

#### Old Business:

Item Description	Status	Assigned to	Expected Completion

#### New Business / Roundtable:

Item Description	Status	Assigned to	Expected Completion

#### Upcoming Meetings / Events\*:

- \_\_\_\_\_
- \_\_\_\_\_

#### \*Notes:

- Contact International Institute for translators (possible use for partnership credit)
- See also TIPS (Teachers Involved in Parent Schooling) and NNPS (National Network of Partnership Schools)

**SAMPLE FUNDRAISING AND SPENDING LEDGER**

\_\_\_\_\_ School, Bridgeport CT  
PAC Fundraiser Ledger

Initiated (Date or N/A)	Description of Fundraiser	Goal (\$)	Actual (\$)	Variance (+/- \$)	Need by (date)	Check Requested (Date or N/A)	Initial when Complete

Current PAC President \_\_\_\_\_

Current Fundraising Coordinator (optional) \_\_\_\_\_



FUNDRAISING  
Company Contact Information

Fundraiser Name	Contact Information	Notes
KIDSTUFF Coupon Books	<a href="http://www.mykscb.com">www.mykscb.com</a>	
"TARGET" (Reward Program)	call (1-800-316-6142) to register	Sep – June, sign up anytime during the year, <a href="http://www.Target.com/tcoe">www.Target.com/tcoe</a>
CAPRI SUN" juice packs	<a href="http://www.kraftbrands.com/caprisunmoms/be-green-earn-green.aspx">http://www.kraftbrands.com/caprisunmoms/be-green-earn-green.aspx</a>	
BOX TOPS	<a href="http://www.boxtops4education.com/homepageinterstitial">http://www.boxtops4education.com/homepageinterstitial</a>	Clip and Save Fundraiser
BUTTERBRAID (pies & breads)	<a href="http://www.butterbraid.com/">http://www.butterbraid.com/</a>	35% profit, Thanksgiving
JEANNINE Fundraisers (candy, pies, prizes, etc.)	<a href="http://www.jeannine.biz/home.html">http://www.jeannine.biz/home.html</a>	50% profit, Spring
BOSTON MARKET	<a href="http://www.bostonmarket.com/pdfs/FundraiserForm.pdf">http://www.bostonmarket.com/pdfs/FundraiserForm.pdf</a>	
STOP N SHOP	<a href="http://www.stopandshop.com/aplus">http://www.stopandshop.com/aplus</a>	MUST REGISTER ANNUALLY, FUNDS MAILED DIRECTLY TO SCHOOL
BIG Y	<a href="http://www.bigy.com/EducationExpress">http://www.bigy.com/EducationExpress</a>	
DONNER PICTURES	<a href="http://www.donner-photo.com/">http://www.donner-photo.com/</a>	SPRING AND FALL, free pics for staff, PAC, volunteers, and with 2 purchases
LIFETOUGH PICTURES	<a href="http://www.lifetough.com/">http://www.lifetough.com/</a>	SPRING AND FALL, free pics for staff, contract required, deal w/ cust. Serv.
CLEMENTE (Michael Andrew)	<a href="http://www.clementefundraising.net/">http://www.clementefundraising.net/</a>	GIFTS, Spring, Mother's Day, Kitchen

COMPANY CONTACT INFORMATION (FUNDRAISING)

FUNDRAISING  
Company Contact Information

Fundraiser Name	Contact Information	Notes
SCHOLASTIC BOOK FAIR	<a href="http://www.scholastic.com/bookfairs/">http://www.scholastic.com/bookfairs/</a>	
SUMMER READING / BRIDGEPORT SOUND TIGERS	<a href="http://www.soundtigers.com/ViewArticle.dbml?DB_OEM_ID=227008&amp;ATCLID=204772241">http://www.soundtigers.com/ViewArticle.dbml?DB_OEM_ID=227008&amp;ATCLID=204772241</a>	
Mister Softee	<a href="http://www.mistersoftee.com/we-do-parties">http://www.mistersoftee.com/we-do-parties</a>	
SHOP RITE	<a href="http://www.escrip.com/merchants/identity/shoprite/index.jsp">http://www.escrip.com/merchants/identity/shoprite/index.jsp</a>	
Labels for Education	<a href="http://www.labelsforeducation.com/">http://www.labelsforeducation.com/</a>	Clip and Save Fundraiser
MEADOW FARMS	203-610-2199, Ask for "Peter", <a href="http://www.meadowfarms.com/">http://www.meadowfarms.com/</a>	FROZEN DESSERTS. Great customer service
Miss Chocolate	203-209-9473, Ask for "Howe", <a href="http://www.misschocolate.com/">http://www.misschocolate.com/</a>	Excellent customer service
McDonalds (McTeacher's night)	<a href="http://www.mcdonaldseducates.com/mcedu.html">http://www.mcdonaldseducates.com/mcedu.html</a>	
Friendly's	<a href="http://www.friendlys.com/about/fundraising/">http://www.friendlys.com/about/fundraising/</a>	
Rita's of Bridgeport	<a href="http://www.ritasofbridgeport.com/">http://www.ritasofbridgeport.com/</a>	
Student Performances at school	N/A	Charge \$1 for admission, sell raffle tickets.
CELL PHONE Recycling Program (at the Parent Center to be redeemed)	N/A	Drop off old, broken, outdated cell phones and (computer ink cartridges)

COMPANY CONTACT INFORMATION (FUNDRAISING cont.)

FUNDRAISING  
Company Contact Information

Fundraiser Name	Contact Information	Notes
Redeemable Water, Soda and Cans program	N/A	
Flower Sale	N/A	MOTHER'S DAY
FATHER / Daughter Dance	N/A	FATHER'S DAY
Mother / Son Dance	N/A	Mother's Day
ASSORTED GRANTS	N/A	
BAKE SALE	N/A	
PENNY DRIVE	N/A	
DRESS DOWN DAY	N/A	
PBIS BRACELETS	N/A	

COMPANY CONTACT INFORMATION (FUNDRAISING cont.)

## SAMPLE NOMINATION FORM

### SCHOOL PARENT ADVISORY COUNCIL (PAC)

#### SCHOOL – NOMINATION FORM

We are excited to announce that there are \_\_\_\_ openings for parents for PAC as listed below. Every \_\_\_\_\_ parent (includes parent, custodial grandparent, legal guardian, and legal caregiver) may nominate parents of the school on this form. Candidates must commit to a two (2) year term as well as active participation on their respective school boards.\* Limit one nomination form per parent. The deadline to return this form to the school office is \_\_\_\_\_. Self-nominations are welcome!

Candidate Position	Name (please print)	Email	Phone
PAC President**			
PAC Vice-President			
PAC Secretary			
PAC Member at large (5 openings)			

**IMPORTANT** - List your name, one of your child(ren)'s name and his/her Homeroom below:  
(This is needed by the Nomination Committee to validate your candidate choices)

Parent's Name: \_\_\_\_\_

Child's Name, Homeroom: \_\_\_\_\_

\*Active participation implies the elected nominee will attempt to attend each scheduled meeting for their respective board. For example, the elected nominee should not miss more than 3 scheduled meetings. PAC meetings will tentatively be held monthly, alternating morning and evening times. Executive PAC meetings are at least 5 days prior to the PAC meeting.

\*\*The School PAC President has an additional obligation to attend monthly District Executive meetings at the Parent Center (Meals and child-care options are available).

-----cut and keep below for your records -----

#### SCHOOL PAC Nominations

Please note:

- Candidate Biographies will be posted on the **Parent bulletin board** (located - \_\_\_\_\_).
- Elections will be held from \_\_\_\_\_ to \_\_\_\_\_.
- Election results will be announced by \_\_\_\_\_.
- For more information, please see the Home School Coordinator, \_\_\_\_\_.

Thanks for your nomination(s)!



**SAMPLE PAC MEETING SIGN IN FORM**

**PAC MEETING**

**PLEASE PRINT BELOW**

NAME (parent)	Name (child)	EMAIL (or phone)

**SAMPLE SCHOOL MESSAGE REQUEST FORM**  
(Hand in all requests to your school Principal)

 SCHOOLMESSENGER®	<b>SCHOOL MESSENGER MESSAGE REQUEST FORM</b>	
---	--	---

Title: \_\_\_\_\_

Message:

Date(s) message to be sent: \_\_\_\_\_

Time(s) message should be sent: \_\_\_\_\_

Type of message:    ☐ Phone    ☐ Text (SMS)    ☐ E-Mail    ☐ MP3 or other wave file

Recipient List:    ☐ Student    ☐ Staff    ☐ Parents    ☐ Upload (Outside contacts)

Requested by (Print): \_\_\_\_\_ Date: \_\_\_\_\_

Title of person making request:    ☐ principal    ☐ teacher    ☐ parent    ☐ other \_\_\_\_\_  
If other, please specify

Requestor signature: \_\_\_\_\_

## PRIORITY PARENT INVOLVEMENT

### SCHOOL-BASED ORDER FOR ON-LINE ENTRY & ON-LINE APPROVAL BY DISTRICT

→ Give the order to the School MUNIS User for on-line entry. Retain this form on file at the school.

For MUNIS User:                      Requisition #                      Purchase Order # 

School: \_\_\_\_\_ Date: \_\_\_\_\_

<b>Vendor:</b>	<b>Name:</b>	
	<b>Address:</b>	
	<b>City/State/Zip:</b>	

**If no, are bids required?.....**

	Yes	No
State Contract?		

Yes	No

If yes, attach the bids; scan into MUNIS.

Object Code

CHARGE TO:	School Account #			8
------------	------------------	--	--	---

**ITEMS TO BE ORDERED:**

Project Number

14021

Item #	UOM	DESCRIPTION	# Units	PRICE	Amount
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
			<b>TOTAL</b>		\$ -

\* UOM = Unit of Measure; e.g., ea = each; pk = package; ct = carton

\* UOM = Unit of Measure; e.g., ea = each; pk = package, ct = carton



## JUSTIFICATION FOR ORDER

### Relevant NCLB Goals:

The materials or services will address one or more of the following goals:

Check  
one or  
more  
boxes.

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

All students will meet high standards, attaining at a minimum proficiency in reading/language arts and mathematics.

All limited English proficient students will become proficient in English and reach high academic standards, attaining at a minimum proficiency in reading/language arts and mathematics.

All students will be taught by highly qualified teachers.

**Alignment:** How is this order aligned with the School Educational/Title I Plan?

**Objectives:** What specific, measurable objectives will be addressed through this order?

**Strategies:** What are the strategies or activities this order will enable?

14021

**Evaluation:** How will the school team demonstrate that the objectives were attained?  
Explain the specific outcomes or products of learning that will result from this initiative.

### Approval:

Principal:

Date:

PAC President:

Date:

SGC Chair:

Date:



## LETTER OF ABSENCE

**1<sup>st</sup> warning**

Date \_\_\_\_\_

**2<sup>nd</sup> warning**

Dear \_\_\_\_\_

**3<sup>rd</sup> warning**

You were missed at a Parent Advisory Council meeting held on \_\_\_\_\_. In order to best represent your school and continue to have a productive year, we need all members to attend as many School PAC meetings as possible. Your feedback and ideas are needed to continue improving the education of Bridgeport's students. And to increase parental engagement across the school, we need to come together to share ideas and support.

In accordance with the PAC bylaws, Article V, Section III:

"The membership of the School Parent Advisory Council can vote to remove any School Executive Board officer by majority vote of the members in attendance, announced at the prior scheduled meeting who:

1. Has missed three meetings;
2. Fails to satisfy their duties and requirements;
3. Whose personal behavior in any way damages the organization's reputation or good will."

After each absence a reminder letter will be sent to the Parent Representative and cc: (courtesy copy) his/her Home School Coordinator and the Principal.

If you are unable to attend the monthly meetings, it is important that you notify the School PAC President or PAC Secretary prior to the scheduled meeting. Our meetings are normally held

\_\_\_\_\_.

Keep in mind that consistent activism and involvement is the best way to achieve the goals established by the Parent Advisory Council.

We look forward to seeing you at the next meeting scheduled for\_\_\_\_\_

Sincerely,

\_\_\_\_\_, School PAC President

\_\_\_\_\_

\_\_\_\_\_, School PAC Secretary

\_\_\_\_\_

## PARENT & FAMILY ENGAGEMENT IN THE BRIDGEPORT PUBLIC SCHOOLS Checklist

### 1) Welcoming School Environment

<u>Expectation</u>	<u>Met</u>	<u>Not Met</u>	<u>Comments</u>
All guests are greeted politely and promptly when entering the building and directed to main office in K-8 schools and security desk in high schools			
All guests are greeted politely and promptly when entering main office or arriving at security desk			
All sign-in and sign-out binders are visible and easily accessible to guests			
All guests intending to visit the school are asked their destination in the building, purpose of their visit, and issued a visitor pass and directions to their destination when appropriate by front office or security personnel			
All visitors sign out at main office or security desk upon completion of their visit			
Friendly signs welcoming visitors are posted			
A welcoming atmosphere is maintained by all staff (including custodians + cafeteria workers)			
Teams of parent ambassadors have been established to:			
Be information source for parents (e.g. improving parent-teacher relationship, knowledge source for parents of children with special needs)			
Engagement recruiters + facilitators			
Arrival and dismissal safety monitors (including Safe Corridors)			
Family Resource Center helpers (not applicable to each school)			

### 2) Clear Expectations

<u>Expectation of District</u>	<u>Met</u>	<u>Not Met</u>	<u>Comment</u>
Superintendent has distributed district-wide academic and behavioral expectations for all grade levels.			
Superintendent has made the curriculum + academic and behavioral expectations are available online			

<u>Expectation of School Administrator</u>	<u>Met</u>	<u>Not Met</u>	<u>Comments</u>
School administrators ensure that all parents have been given at beginning of year:			
The Code of Conduct			

Informational document that explains academic and behavioral expectations for their child's specific grade			
Schools have provided grade level school compacts			

<u>Expectation of Teachers</u>	<u>Met</u>	<u>Not Met</u>	<u>Comments</u>
Teachers have provided a schedule of volunteer classroom hours and invited assistance from parents			
Teachers have provided teacher's academic and behavioral expectations for students and behavior management strategy (e.g. classroom rules and consequences*)			
Teachers have provided yearlong academic syllabus* and curriculum* plan and are distributing them to parents at the beginning of each marking period.			
Teachers have provided specifics on how and when they prefer to communicate with parents			
Teachers are responding to parent's request for a meeting within two (2) school days			
Teachers are making every effort to keep PowerSchool® up-to-date			

\* **Consequences:** With regard to classroom behavior, consequences can be positive or negative outcomes of a child's actions and behavior.

\* **Syllabus:** An outline of the topics to be taught and learned within a period of time. For example, a 7th grade U.S. History syllabus may outline the different U.S. History topics (e.g. Pilgrims, Revolutionary War, Civil Rights Movement, etc.) students will learn about over the course of the school year.

**Curriculum:** A more detailed plan of study explaining the different parts of the topic to be taught and learned. For example (using the example above), a more detailed plan about how and what parts of the Civil Rights Movement students will learn about.

<u>Expectation of Parents and families</u>	<u>Met</u>	<u>Not Met</u>	<u>Comments</u>
Parents have been respectful, polite and patient with all school staff			
Parents with ideas, questions and concerns have initiated a one-on-one meeting with the teacher			
Parents know and have been adaptable to teacher's preferred method of communication, if possible			
Parents have let teachers know their preferred method of communication			
Parents have been updating their contact information with the school and teacher for emergency notification purposes (e.g. phone numbers, email addresses, home address etc.)			

Parents have responded to teacher's request for a meeting within two (2) school days			
Parents have attempted to use PowerSchool® as a way to monitor their child's performance			

### 3) Robust Communication

<u>Expectation</u>	<u>Met</u>	<u>Not Met</u>	<u>Comments</u>
Schools have relayed and collected information from parents via <u>District surveys</u> at least twice per academic year:			
Beginning of the year survey has identified the primary language of individual families, the talents, skills, resources and time parents can share with school and parents' preferred methods of communication			
Mid-year survey has identified the evaluation of <b>school climate*</b> and parent engagement opportunities (e.g. potential workshops for parents)			
Surveys have been designed by each school's School Governance Council (SGC) (by modifying one created by the District)			
Data has been reviewed, shared with parents and used accordingly by the School Governance Council (SGC)			
Schools have made every effort to communicate with families in the parent's primary language for oral and written communications:			
Language-specific translators (either school staff or parent) have been made available to parents and families who request them			
All district websites have been enabled with a translation application (e.g. GoogleTranslate®)			
Schools have made every effort to communicate with parents through various and emerging methods of communication (text, email, phoneblast, letter, social media, etc.)			

**\*School Climate:** The feelings and attitudes that result from a school's environment. An example of a positive school climate is a school that feels friendly, inviting and supportive.

#### 4) Effective Access

Expectation	Met	Not Met	Comments
Superintendent has been communicating the resources available to parents and has provided parents with the knowledge and skills to access the resources (including workshops and tutorials):			
PowerSchool*			
Is being used and updated regularly by all teachers in each school			
Parents are being trained to use it			
Parent engagement calendar and tracker system:			
Has been implemented district wide			
Is being used and updated regularly in each school			
Parents are being trained to use it			
Superintendent Forum:			
The School Governance Council has selected two parents to meet with the Superintendent at least four times a year (once every marking period)			
The Superintendent has held a Forum at least once every marking period			
The school's parents are attending the Forums			
Parents have set the agenda for the Forum (e.g. of topics: school-to-home and home-to-school communication, best practices from schools across the district, parent engagement, school climate, academic performance)			
Minutes from forums have been posted on the Bridgeport Public School website.			
Parent Advisory Council (PAC)			
Superintendent has facilitated and ensured the creation of a functional District Parent Advisory Council (DPAC), one PAC for each K-8 school, and a Parent, Teacher and Student Organization (PTSO) for each high school.			
All school PACs and PTSOs are being managed under the District PAC and are operating under its governing bylaws			
District and school administration have provided the following:			
There is a functional and accessible room for PTA/PTSO meetings			
There is a useful meeting space at the Parent Center for District Executive PAC			
School Governance Councils*			
A functional School Governance Councils (SGC) exists and is meeting regularly at the school.			

\* Excerpt from the Policy

The BOE through the Superintendent of BPS is required to facilitate and ensure the creation of functional School Governance Councils (SGC) according to State law—one Council at each school.

The current school PAC/PTSO president should be encouraged to run for a seat on the SGC.

The responsibilities of the SGC parent members include:

- ☐ Attending meetings, trainings and, in an advisory role, participating in discussions pertaining to the overall health of the school, including but not limited to:
  - ☐ School-based budgets
  - ☐ Interviewing process for building-level administrators
  - ☐ Reviewing school education plans and school data
  - ☐ Developing an Action Plan designed to meet the goals of the school's SEP to more fully engage parents/families in support of student success

### 5) Parent Skills and Knowledge

Expectation of Parent Center		Met	Not Met	Comments
The Parent Center is serving as a bridge between home, school and community and a hub for parents to visit and explore resources for Adult Education and personal growth as a parent and community member.				
The Parent Center is serving as a citywide resource for parents connecting them to various agencies in Bridgeport that provide parenting skills, life skills and enrichment opportunities				
The Center is providing monthly workshops, training and academic initiatives <i>(There is an expectation that the skills training offered at the Parent Center supports the activities parents are asked to participate in at their school.)</i>				
Information about its workshops, training and academic initiatives has regularly been distributed to Home-School Coordinators and school-based Family Resource Centers to reach parents across the district.				
The Parent Center is serving as a home base for the District PAC and has provided support for all PAC initiatives and programs.				
Parent Problem Solving Groups				
Parent Problem Solving Groups have been created at the school level.				
Parent Problem Solving Groups have been created at the district level				
The Parent Center is serving as facilitator of these groups (or enlisting the help of outside organizations to facilitate)				
Groups consist of parents that problem-solve around a particular				

issue affecting their school or the school district as a whole.			
Parents in these groups have identified a problem, brainstormed causes and solutions are developing and implementing an action plan to solve that problem			
After going through this process, the parents are monitoring and evaluating their implemented solution			
<b>Expectation of Family Resource Centers &amp; Parent Rooms, (available where space permits)</b>			
The Family Resource Center or Parent Room is providing a broad range of free instruction and educational support			
Development of the parent's role as teacher			
Infant-toddler classes to stimulate the children's brain growth			
Parenting workshops that teach the milestones of child development and work on skills and strategies to help their children develop academically, socially and emotionally.			
Improvement of parents' literacy, math and technology skills			

## 6) Family-to- School Relationships

<b>Expectation: Parent Service Hours</b>	<b>Met</b>	<b>Not Met</b>	<b>Comments</b>
School stakeholders (parents, teachers and administrators) have determined the activities appropriate for service hours at their particular school.			
All schools have provided a list of service opportunities for every marking period.			
All families have been strongly encouraged to participate in at least ten (10) hours of school and/or district related activities for the school year:			
BOE meetings, school PAC/PTSO meetings and District PAC sessions			
Parent workshops/programs (at the Parent Center or at community agencies)			
Committees (e.g. School Governance Council, band support, PAC events)			
Foreign language translation help			
Volunteering in classrooms, cafeteria, playground, etc.			
<b>Expectations of Home-School Coordinators</b>	<b>Met</b>	<b>Not Met</b>	<b>Comments</b>
A Home-School Coordinator is employed in every school and has been serving in the following capacities:			
Supporting the implementation of the Bridgeport Public Schools' parent engagement policy			
Acting as a resource and information source for their school community's			

parents (e.g. Is regularly distributing information about workshops, training, academic initiatives at the Parent Center and school)			
Serving as a leader and facilitator of parent outreach efforts throughout the school community in conjunction with the school PAC			
Strengthening parent presence (at school) by recruiting school volunteers for leadership positions and other service opportunities.			
Functioning as an organizer, tracker and event planner for parent engagement opportunities in conjunction with the school PAC			

### 7) Reporting

Expectation	Met	Not Met	Comments
The Superintendent or his designee has reported to the BOE twice yearly the status of the Parent & Family Engagement Policy implementation and the status of parent engagement in the District.			



BRIDGEPORT SCHOOL DISTRICT

PARENT INVOLVEMENT BUDGET  
MANAGEMENT TOOLKIT

TABLE OF CONTENTS

#	TITLE
1	Guidelines
2	Budget Plan Form
3	Budget Transfer Request Form
4	Purchasing Rules
5	Order Form
6	Bid Form Use this form to record quotations received from vendors by telephone.
7	Flowcharts
8	Sample Activity Timeline

**NOTE** Activity Report

This form will be provided separately from the Toolkit.

Use this form to request custodial/security services for an extended day event.

**BRIDGEPORT PUBLIC SCHOOLS**  
**PRIORITY PARENT INVOLVEMENT - HIGH SCHOOLS**  
**GUIDELINES - BUDGET PLAN AND PROCUREMENT**

**1 Overview**

- The district will allocate Priority funds to high schools for parent involvement, with parity to Title I for the elementary schools.
- **The Priority parent involvement allocation must be expended in ways that support parent/family engagement and are aligned with the academic goals of the School Education Plan.**
- **The objective is to actively engage families in partnership with the school to foster high student achievement.**
- **Framework --- Typical activities involve, but are not limited to, the following areas:**
  - ◊ **Educational Planning:** collaborative sessions for planning educational programs and/or services.
  - ◊ **Parent Education:** workshops focused on topics such as: computer skills, ESL, helping students learn to read.
  - ◊ **School Information:** events to communicate information about practices related to curriculum, instruction and assessment.

**2 Priority Parent Involvement Allocation: Projected/Planning Allocation**

- In order to give schools access to Priority funds in September, the district will notify schools of a projected allocation in August.
  - ◊ **The purpose of the planning allocation is to enable the school teams, consisting of the PTSO, SGC and Principal, to develop and submit a proposed school Budget Plan, early in the school year, to the Grants Office for approval.**
- **Schools are guaranteed, at a minimum, the amount specified for the projected/planning allocation.**
- Principals will inform the PTSO President and School Governance Council (SGC) Chair.
- Upon receipt of the projected allocation, the PTSO is required to prepare a Budget Plan on the designated form.

**3 Budget Plan**

- The PTSO is required to consult with the Principal and School Governance Council in developing the Budget Plan.
- The Budget Plan must bear the signatures of the Principal, PTSO President and School Governance Council Chair.
- The Budget Plan is transmitted to the Grants Office for review and approval, in conformance with Priority guidelines.

**4 Grants Office: Approval of Budget Plan and MUNIS**

- The Grants Office will review and approve the Budget Plan.
- The Grants Office will then set up the school budget in MUNIS, in alignment with the approved parent involvement plan.
- The Grants Office will notify principals that funds are available.
- The school may not expend any funds until the Budget Plan is approved and initial MUNIS budget set up.

**BRIDGEPORT PUBLIC SCHOOLS**  
**PRIORITY PARENT INVOLVEMENT - HIGH SCHOOLS**  
**GUIDELINES - BUDGET PLAN AND PROCUREMENT**

**5 Priority Parent Involvement Allocation: Final Allocation**

- When the final Title I allocation is known, the district will calculate the Title I per capita entitlement for elementary schools. The same per capita amount will be applied for the high school allocation, using Priority funds.
- If the final allocation is higher than the projected/planning allocation, the additional funds will be added to Object Code 54580 - School Supplies.
- The district will notify principals of the final allocation (if higher than the projected allocation).
- Principals will inform the PTSO President and School Governance Council (SGC) Chair.

**6 School-based Budgeting Model: On-line Budget Revisions**

- A budget revision to the initial Budget Plan in MUNIS may be requested on-line, if deemed necessary to meet goals.
- The PTSO should complete the Budget Transfer Request form and consult with the Principal and School Governance Council.
- The Budget Transfer Request form must bear the signatures of the Principal, PTSO President and SGC Chair.
- The School MUNIS User should enter the budget transfer request on-line.
- ◊ The School MUNIS User scans into MUNIS the signed Budget Transfer Request form.
- After the Principal approves on-line, the budget transfer request will be transmitted to the Grants Support Partner at the District Office for review and approval, based on the request form and Priority guidelines.

**7 Purchase Orders: On-line Entry at the School**

- In order to expend funds for non-personnel services, in accordance with the Budget Plan, the PTSO will prepare the Priority Parent Involvement Order form at the school level.
- The Order form includes a section for Justification, consisting of the following requirements:
  - ◊ Relevant Goals, Alignment with the Education Plan, Objectives, Strategies, and Evaluation
- The Order form must bear the signatures of the Principal, Priority PTSO President and School Governance Council Chair.
- The PTSO will give the order form to the School MUNIS User for on-line entry and approval by the Principal.
- The School MUNIS User will scan the Order Form into MUNIS and retain the order form in an electronic file.
- All orders are entered with the direction that vendors send invoices directly to: District Business Office, City Hall, Room 320.
- After the Principal approves on-line, the order will be transmitted to the Grants Support Partner at the District Office for review and approval based on conformance with the Budget Plan.
- The Grants Support Partner will review and approve orders, based on the information in the Order Form and Priority guidelines.

**BRIDGEPORT PUBLIC SCHOOLS**  
**PRIORITY PARENT INVOLVEMENT - HIGH SCHOOLS**  
**GUIDELINES - BUDGET PLAN AND PROCUREMENT**

**8 Delivery: Certification of Receipt at the School**

- Upon delivery of the supplies or services at the school, remove the Packing slip and confirm receipt of all items.
- Upon confirming receipt, sign/date the Packing slip and give to the School MUNIS User.
- The School MUNIS User will scan the Packing slip into MUNIS and enter on-line certification of receipt.

**9 Payment to Vendor: Processing of Invoices at District Business Office**

- When the Business Office receives the invoice, the Support Partner will match the invoice to the "receiver" in MUNIS.
- If there is a match, the invoice will be forwarded to the City Accounts Payable Office for processing.
- If there is not a match, the Support Partner will contact the School MUNIS User to inquire about the status of receipt.

**10 Equipment: Requirements upon Receipt at the School**

- The principal is required to designate a staff member to be responsible for the inventory of equipment, upon receipt.
- If equipment is part of the approved Priority Parent Involvement budget plan, then upon receipt the following is required:
  - ◊ Every piece of equipment must be labeled with a permanent marker, engraved and/or indelibly marked or otherwise permanently tagged with:
    - the words: **"Property of Bridgeport School District"**
    - **the name of the school**
  - ◊ Add the item to the School's Master Equipment-Inventory Database.
- The Equipment Inventory Database must include the following fields:
  - ◊ Type of Item
  - ◊ Manufacturer
  - ◊ Model #
  - ◊ Serial #
  - ◊ Fund Source
  - ◊ Cost
  - ◊ Date of Acquisition

**BRIDGEPORT PUBLIC SCHOOLS**  
**PRIORITY PARENT INVOLVEMENT - HIGH SCHOOLS**  
**GUIDELINES - BUDGET PLAN AND PROCUREMENT**

**11 Budget Monitoring**

- The School MUNIS User will be able to view/generate reports - allocated amounts by code, expenditures, balances.
- Funds not expended by the due dates announced by the District Office will be lost.
- Therefore, it is essential that monitoring take place to track budget balances and the status of delivery for encumbered orders.
- If a vendor will not be able to deliver items in an encumbered order, then the order should be canceled and the funds redirected to another vendor or purpose, in conformance with the approved Budget Plan and purchasing regulations.

**12 Personal Services: Extended Day**

- **Schools are not responsible for custodial and security services associated with planned Priority parent involvement activities.**
- The district will cover these expenses from a separate account.
- Submit the Activity Report form to the Grants Office, seven days in advance of an event, to request custodial/security services.
- For payments to personnel in connection with planned events, follow the hourly payroll procedure. Obtain the standard hourly time sheet; complete the budget data section to reflect the Priority parent involvement budget.
- After rendering extended day services, the employee should prepare the hourly time sheet for signature by the principal.
- The signed hourly time sheet is then submitted to the District Payroll/Benefits Office.

**BRIDGEPORT SCHOOL DISTRICT**

<b>HIGH SCHOOLS</b>	<b>PRIORITY PARENT INVOLVEMENT</b>	<b>HIGH SCHOOLS</b>
<b>SCHOOL BUDGET PLAN</b>		

**2013-14**

School:

**14021**

Allocation:

**ACTION PLAN**

State Code	Object Code	Description	# Hours	Hourly Rate	Amount	Description of Activities for which Extended Day services are requested	Target Audience	Time Frame
100		PERSONAL SERVICES - SALARIES						
		Hourly payments for extended day services (weekdays or weekends)						
	51400	Home School Coordinator		\$18.00	0.00			
	51400	Teacher		\$37.50	0.00			
	51400	Part-time Aide		\$15.00	0.00			
					0.00			
200		PERSONAL SERVICES - EMPLOYEE BENEFITS						
		Benefits for the hourly salary payments specified above (state code 100)	Amounts will automatically calculate based on the amounts computed above for salaries.					
	52360	Social Security 6.20%			0.00			
	52385	Medicare 1.45%			0.00			
	52504	MERF 13.00%			0.00			

BRIDGEPORT SCHOOL DISTRICT	
HIGH SCHOOLS	PRIORITY PARENT INVOLVEMENT SCHOOL BUDGET PLAN
HIGH SCHOOLS	2013-14
School: <span style="border: 1px solid black; display: inline-block; width: 250px; height: 20px;"></span>	Allocation: <span style="border: 1px solid black; display: inline-block; width: 100px; height: 20px; text-align: center;">14021</span>

					ACTION PLAN		
tate ode	Object Code	Description		Amount	Description of supplies or services to be purchased	Target Audience	Time Frame
500	56180	OTHER PURCHASED SERVICES e.g., transportation, printing, food services					
600	54580	SUPPLIES e.g., instructional supplies, administrative supplies, library books, other supplies					
			TOTAL =	0			

<b>Approval:</b>		
Principal:	<hr/>	Date: <hr/>
TSO President:	<hr/>	Date: <hr/>
GC Chair:	<hr/>	Date: <hr/>
<b>District:</b>		
Approved:	<hr/>	Date: <hr/>

BRIDGEPORT SCHOOL DISTRICT										
HIGH SCHOOLS		PRIORITY PARENT INVOLVEMENT BUDGET TRANSFER REQUEST						HIGH SCHOOLS		
MUNIS User: Enter on-line; scan signed from into MUNIS.										
School:								2013-14		
School:								14021		
State Code	Object Code	Description	# Hours	Hourly Rate	Amount	# Hours	Hourly Rate	Amount	CHANGE	Reason for Change
100		<b>PERSONAL SERVICES - SALARIES</b>								
		Hourly payments for extended day services								
	51400	Home School Coordinator		\$18.00	0.00		\$18.00	0.00	0.00	
	51400	Teacher		\$37.50	0.00		\$37.50	0.00	0.00	
	51400	Part-time Aide		\$15.00	0.00		\$15.00	0.00	0.00	
				0.00			0.00	0.00		
200		<b>PERSONAL SERVICES-EMPLOYEE BENEFITS</b>								
		Benefits for hourly salary payments								
		Amounts will automatically calculate.								
	52360	Social Security 6.20%			0.00			0.00	0.00	
	52385	Medicare 1.45%			0.00			0.00	0.00	
	52504	MERF 13.00%			0.00			0.00	0.00	
500	56180	OTHER PURCHASED SERVICES							0.00	
600	54580	SUPPLIES							0.00	
			<b>TOTAL =</b>		0			0	0	Must equal zero

<b>Approval:</b>			
Principal:	_____	Date:	_____
PTSO President:	_____	Date:	_____
SGC Chair:	_____	Date:	_____
<b>District:</b>	_____		
Approved:	_____	Date:	_____



## BRIDGEPORT SCHOOL DISTRICT

### PARENT INVOLVEMENT BUDGET ALLOCATION

#### Step 1: Budget Plan

**School**

prepares the Budget Plan, based on a planning allocation.....August/September

Schools are guaranteed, at a minimum, the amount specified for the planning (projected) allocation.

**PAC/PTSO**

- prepares a Budget Plan, based on the Action Plan for Parent Engagement.

**PRINCIPAL & SCHOOL GOVERNANCE COUNCIL**

- reach agreement.

mid-September

**District Office of Grants Development & Management**

- Reviews and approves.
- Sets up the budget in MUNIS.
- Notifies the school.

By September 30th

October/November

when the district's Title I allocation is announced

**Chief Financial Officer**

- Determines exact per capita allocations.
- If higher than projected, the district adds funds due schools to Object Code #54580 - School Supplies.

**GRANTS OFFICE - SUPPORT PARTNER**

- Updates the school's budget in MUNIS, if an upward adjustment in Object Code #54580 is due.
- Notifies the school accordingly.

**SCHOOL TEAM**

- Funds may be expended against the approved budget in MUNIS, using on-line processing.

## BRIDGEPORT SCHOOL DISTRICT

### PARENT INVOLVEMENT BUDGET ALLOCATION

#### Step 2: Modify the Budget Consistent with the Plan

##### AT THE SCHOOL

###### PAC/PTSO PRESIDENT

- Prepares the Budget Transfer Request form.
- Obtains the signatures of the PAC/PTSO, SGC and Principal.
- Gives the approved form to the School MUNIS User for on-line entry.

###### SCHOOL MUNIS User

- Enters the budget transfer request on-line.
- Scans into MUNIS the approved Budget Transfer Request form.

###### PRINCIPAL

- Reviews and approves on-line in MUNIS.

##### AT THE DISTRICT

###### GRANTS SUPPORT PARTNER

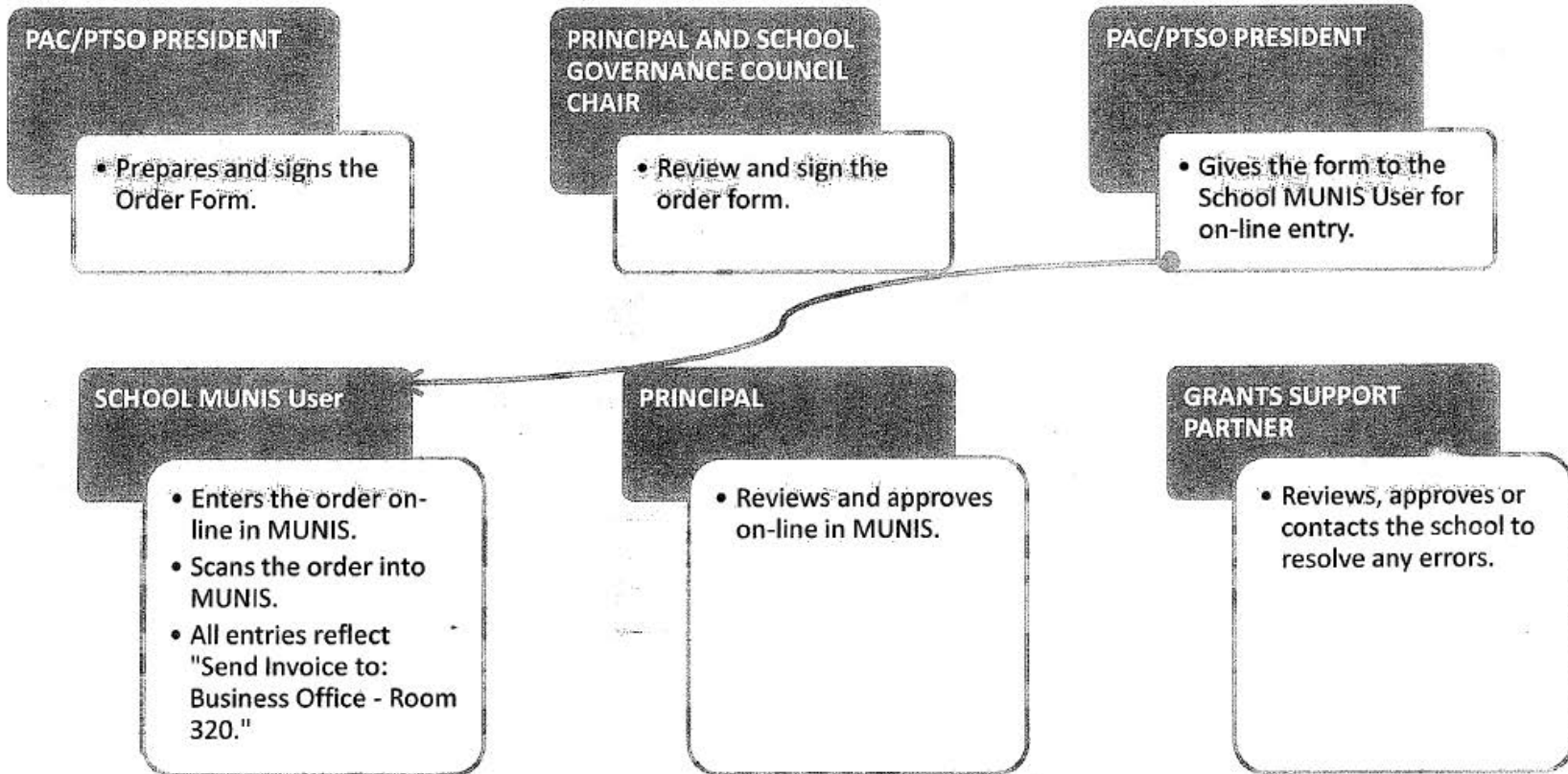
- Reviews the on-line budget transfer request.
- Contacts the School MUNIS User if necessary.
- Approves the transfer.

## BRIDGEPORT SCHOOL DISTRICT

### PARENT INVOLVEMENT BUDGET ALLOCATION

#### Step 3: Process Purchase Orders

##### AT THE SCHOOL



## PARENT INVOLVEMENT BUDGET ALLOCATION

### Step 4: Receipt of the Order

#### AT THE SCHOOL

##### RECEIVER

- Opens the package, removes the packing slip and checks to confirm receipt of items listed

**If items are missing or damaged, Receiver contacts the company to seek corrective action.**

##### RECEIVER

- Signs and dates the packing slip; gives the signed/dated packing slip to the School MUNIS User promptly.

##### SCHOOL MUNIS User

- Enters certification of receipt into MUNIS and scans into MUNIS a copy of the signed/dated packing slip.

## PARENT INVOLVEMENT BUDGET ALLOCATION

### Step 5: At the District - Processing of Payment

#### AT THE DISTRICT

#### After Receipt of the Order by the School

##### VENDOR

- Sends the invoice directly to the Business Office (as indicated on purchase order).

##### PROCUREMENT PARTNER

- Receives all invoices.
- Matches the invoice to the order in MUNIS.
- Verifies the Receiver is noted.

##### PROCUREMENT PARTNER

- If yes, sends invoice to City Accounts Payable.
- If no, contacts School MUNIS User; inquires about status of receipt & entry into MUNIS.

Coordinates with  
Grants Support  
Partner

**BRIDGEPORT SCHOOL DISTRICT**  
**SAMPLE TITLE I PAC ACTIVITY TIMELINE**

SAMPLES							District Training	
MONTH	Parent Engagement Topics	Notes	Exec PAC	Dist PAC	School PAC	PAC	SGC	
SEPTEMBER	Monthly Meeting/Information/Training/Planning	First Wednesday	X					
	BOE/Community Resource Fair	Third Wednesday		X				
	PAC Meeting/Action Plan/Title I Budget Planning	Open Houses			X			
	Information/Tours/Volunteer sign-ups				X			
	Grade Level Expectations & Parent Information				X			
	Hispanic Heritage	Books provided by Parent Center			X			
OCTOBER	Monthly Meeting	First Wednesday	X					
	What Is Title I & Parent Engagement				X			
	Title I Parent Involvement Allocation: Budget Plan	After release of Memo announcing availability of Title I allocation; Webinar			X	X	X	
	Accessing PowerSchool				X			
	PBIS/Bullying &/or Cyber Bullying				X			
	Hispanic Heritage	Books provided by Parent Center			X			
NOVEMBER	Monthly Meeting	First Wednesday	X					
	Tips for Report Card Conferences				X			
	What is a DRA?				X			
	T.I.P.S. -Teachers Involving Parents in Schoolwork				X			
DECEMBER	Monthly Meeting	First Wednesday	X					
	December Meeting	Third Wednesday		X				
	Literacy Nights/Numeracy/Science				X			
	Cultural Events				X			
	F.R.E.D - "Fathers Reading Everyday"				X			

**BRIDGEPORT SCHOOL DISTRICT**  
**SAMPLE TITLE I PAC ACTIVITY TIMELINE**

SAMPLES						District Training	
MONTH	Parent Engagement Topics	Notes	Exec PAC	Dist PAC	School PAC	PAC	SGC
JANUARY	Monthly Meeting	First Wednesday	x				
	Native American Heritage	Books provided by Parent Center			x		
	CMT/CAPT Prep Workshops				x		
	High School Expectations				x		
	First Fridays (math, literacy)	First Friday of each month			x		
FEBRUARY	Monthly Meeting	First Wednesday	x				
	African American Heritage	Books provided by Parent Center			x		
	Hundreth Day Activities				x		
	Heart Health Awareness				x		
MARCH	Monthly Meeting	First Wednesday	x	x			
	March Meeting	Third Wednesday					
	Pi Day Activities				x		
	March Madness: Literacy, Science, Math Activities				x		
	Kindergarden Awareness Activities				x		
	Kite Making Workshop (Math/Science)				x		
APRIL	Monthly Meeting	First Wednesday	x				
	Title I Parent Involvement Policy	District provides training. PAC/SGC collaborative activity; developed jointly by parents			x	x	x
	Title I School-Parent Compact	<a href="http://www.csos.ihu.edu/p2000/PPP/2010/index.htm">http://www.csos.ihu.edu/p2000/PPP/2010/index.htm</a>					
	Parent Engagement Action Plan - for next school year	Collaborate with community			x		
	Planning Resource/NNPS:				x		
	Earth Day Events - Recycling - Gardening				x		
	Health, Nutrition, Exercise				x		
	Career Day	Collaborate with community			x		

**BRIDGEPORT SCHOOL DISTRICT**  
**SAMPLE TITLE I PAC ACTIVITY TIMELINE**

SAMPLES						District Training	
MONTH	Parent Engagement Topics	Notes	Exec PAC	Dist PAC	School PAC	PAC	SGC
MAY	Monthly Meeting	First Wednesday	x				
	Culminating Annual Parent Convention	Planned by District PAC		x			
	Title I Parent Involvement Policy	For next school year - PAC/SGC collaborative activity; developed jointly with parents					
	Title I School-Parent Compact				x		
	School-based Budgeting and Title I Parent Involvement	Training Session Books provided by Parent Center Contact Bluefish for details			x	x	x
	Allocation - Planning for Next School Year				x		
	Asian Heritage				x		
	Family Literacy at Bluefish Stadium				x		
JUNE	Share Promising Practices District-Wide				x		
	Multicultural Events				x		
	Submit to NNPS Promising Practice	Due May 1st Annually			x		
	Monthly Meeting	First Wednesday	x				
	Parent Engagement Action Plan	For next school year - developed jointly by PAC/SGC; submit to NNPS & Parent Center; due by June 15th					
	Annual Update to Parent Involvement Policy				x		
	Annual Update to School-Parent Compact				x		
	Summer Safety & Summer Academic Packets						

<http://www.csos.jhu.edu/p2000/PPP/2010/index.htm>



# Purchasing Rules

Dollar Amount of Order	Action
$\leq \$1000$	City Purchasing will approve.
\$1001 - \$7499, inclusive	<ul style="list-style-type: none"> <li>Three (3) documented quotes are required [telephone or vendor-prepared]</li> <li>For telephone quotes, the name of the company representative contacted, date, time and amount quoted are required.</li> <li>Scan the vendor quote or written record of telephone quotes into MUNIS, to be attached to the order.</li> </ul>
$\geq \$7500$	<p>A formal request for bid is required.</p> <p>City Purchasing will implement.</p>

## Bids are not required for:

- Textbooks
- State Contract - Scan a copy into MUNIS to be attached to the requisition.