

October 22, 2026

**RESCIND BOARD REPORT 07-0926-ED4 AND
ADOPT NEW TITLE I PARENT BOARD OF GOVERNORS BYLAWS**

THE SUPERINTENDENT/CHIEF EXECUTIVE OFFICER RECOMMENDS:

That the Board rescind Board Report 07-0926-ED4 and adopt Bylaws to govern the operation of the Title I Parent Board of Governors, with the Bylaws following this section:

ARTICLE I – NAME AND AUTHORITY

Section 1. Name. The name of this advisory board established by the Chicago Board of Education (“Board”) under Board Report 07-0822-RS4, as amended under Board Report 18-1024-RS1, shall be the Title I Parent Board of Governors (“PBG”).

Section 2. Authority. The PBG and these by-laws are created to fulfill the obligations of the Every Student Succeeds Act (“ESSA”), particularly Section 1116 of ESSA. All implementation of these by-laws and operation of the PBG shall be intended to comply with ESSA, related regulations and mandates from the U.S. Department of Education (“USDE”) and the Illinois State Board of Education (“ISBE”). These by laws may be amended upon approval of the Chicago Board of Education.

ARTICLE II – ADVISORY FUNCTIONS AND SCOPE OF AUTHORITY

- A. Advisory Function.** Pursuant to section 1116(e)(12) of the Every Student Succeeds Act (ESSA), the PBG shall serve in an advisory capacity to the Board of Education (“Board”) and its district offices. Through FACE and quarterly public PBG meetings, Title I parents/guardians shall be consulted as required on ESSA matters including:
 - a. The planned expenditure and allocation of ESSA Title I parent involvement funds.
 - b. The annual review of the content and effectiveness of ESSA Parent and Family Engagement Policy
- B. Additional Advisory Scope.** The PBG may also advise the district, through FACE, on broader parent engagement and academic initiatives including:
 - a. ESSA Title I instructional and family programming;
 - b. Strategies to foster parent partnerships that increase student academic achievement.
 - c. The offering, content, and scheduling of district parent workshops and conferences.
- C. District Liaison and Staff Engagement.** The PBG shall act as a liaison between the Board and CPS ESSA Title I parents to assess parent receptiveness to and the effectiveness of district policies and programs. To fulfill this function:
 - a. Staff Presentations:** The PBG may request periodic updates and presentations from district staff on planned or ongoing projects, programs, and operations.
 - b. FACE Coordination:** FACE shall serve as the administrative liaison between district staff and the PBG, identifying and scheduling appropriate presenters and sharing timely information on programs that impact families.
 - c. Policy Updates:** The PBG shall be periodically updated on new or proposed revisions to Board policies and rules.
- D. Advisory Limitations:** All comments, opinions, recommendations and votes of the PBG are advisory only and shall not be binding on the district.
- E. Jurisdictional Limits.** The PBG has no oversight, supervisory, or governance authority over school-level parent involvement bodies, including Local School Councils (LSCs), Parent Advisory Councils (PACs), or Bilingual Advisory Councils (BACs)

Section 3. Definitions. As used in these bylaws, the following terms shall have the meanings set forth below:

- A. **Parent Board of Governors (PBG):** A district-wide body, composed of a representative group of Title I parents/guardians, that serves in an advisory capacity to the district and complies with the meaningful consultation requirements of ESSA Section 1116.
- B. **Parent/Guardian:** A person with natural or legal authority to care for and protect a minor's personal needs and interests.
- C. **PBG Alumni:** A PBG member who has completed their term and does not have voting rights.
- D. **Title I/ Title I Schools:** ESSA, also known as Title I, Part A, is the oldest federal supplemental education program that provides financial assistance to local educational agencies (LEAs) via the State.
 - a. A school must have a poverty index of 40% or above to be deemed a Title I school.
 - b. The funds are designed to improve the academic achievement of students most at risk for failing.

ARTICLE III – GOVERNANCE

Governance. These bylaws and the guidelines prepared by the Office of Family & Community Engagement in Education (“FACE”) shall govern the operation of the PBG.

ARTICLE IV – MEMBERSHIP

Section 1. Membership. Members of the PBG must be district parents/guardians, as defined herein, of students currently enrolled in an eligible ESSA Title I Chicago Public School (“CPS”). This includes all parents/guardians of students enrolled in an ESSA Title I Schoolwide program, as well as parents/guardians of students identified for ESSA targeted assistance programs, as defined by ESSA. Members shall certify their status as a CPS ESSA Title I parent at the time of their nomination and again during their membership term by completing a recertification form prepared and distributed by FACE.

FACE shall determine who qualifies as a CPS ESSA Title I Parent for purposes of PBG membership. The determination will be based on factual circumstances of the person claiming parent/guardian status, including whether the child resides with them, what financial support they are providing the child, whether they are providing daily care for the child, and whether they are making daily decisions regarding the care and welfare of the child.

Section 2. Number of Members. The membership of the PBG shall consist of 13 members who will represent the geographic regions identified by FACE in the guidelines appointed by the Board. No school shall have more than one parent member serving on the PBG at any one time.

Section 3. Nomination Process. The Office of Family and Community Engagement (FACE) in partnership with school administrators and Parent Advisory Councils (PAC) shall provide all Title I eligible schools with timely and accessible application materials and documentation to ensure equitable, cultural, socioeconomic, geographic and linguistic diversity of the PBG body.

- A. **Application Period:** Each spring, FACE shall open the annual application process for parents/guardians of students enrolled in CPS ESSA Title I district schools.
- B. **Eligibility:** Any parent/guardian of a student enrolled in a CPS ESSA Title I school has the right to submit an application for membership.
- C. **Recruitment Process:** Recruitment shall be conducted on an ongoing, year-round basis with intensified outreach efforts commencing one (1) month prior to the opening of the annual application window.
- D. **Referrals and Stakeholder Engagement:** FACE shall actively solicit candidate referrals from key stakeholders and supporting offices including:
 - a. Title I School Principals,
 - b. FACE Specialist,
 - c. Office of Local School Council Relations,

- d. Current and alumni Parent Board of Governors (PBG)
- e. Community Action Councils, and
- f. Other district offices that support parent engagement
- E. **Orientation:** FACE shall invite referred candidates to attend a PBG orientation session to answer questions, explain member responsibilities, and distribute application materials.

Section 4. Selection Process. Candidates must complete and submit an application, two referrals, and participate in a virtual interview. Each requirement is scored using a rubric. Individuals scoring each candidate are: FACE Specialists, Local School Council Specialist, Office of Equity, and the Title I Office. Candidates are selected based on rubric scores, vacancies by network, and reflective of the district's core values. FACE will submit the recommended candidates to the Chicago Board of Education for appointment prior to July 1st of each year..

Section 5. Length of Term and Re-application:

- A. **Term Length.** All members shall serve a two-year (2-year) term commencing on July 1st.
- B. **Staggered Terms.** Member terms shall be staggered so that approximately half of the geographic regions nominate candidates each year, or as needed to fill vacancies resulting from members stepping down before term completion, to maintain the required membership of thirteen (13) members.
- C. **Re-application and Equity.** A member who completes a term or steps down prior to term completion must observe a mandatory one-year (1-year) waiting period before reapplying for membership. To promote equity and broad participation, primary consideration during the selection process shall be given to eligible new candidates who have not previously served on the PBG.

Section 6. Termination and Resignation.

- A. **Loss of Eligibility.** PBG members must continuously maintain status as a parent/guardian of a student enrolled in a CPS ESSA Title I district school. Any member who ceases to meet this eligibility criterion shall automatically be removed from the PBG.
- B. **Attendance Requirements.** Active attendance is required. Any member who misses three(3) consecutive PBG public meetings or five (5) total PBG check-in meetings during their term shall be removed from active membership by FACE upon issuance of written notice.
 - a. The member is notified of intent to remove him/her seven (7) days prior to removal
 - b. Is notified personally, emailed, or by certified mail to his/her last known address:
 - c. Is allowed to explain his/her actions;
 - d. *Absences from special, emergency, and committee meetings do not count.
- C. **Resignation.** Any member wishing to resign prior to the expiration of their term shall submit formal written notice to the Chair of the PBG and the Title I Office - FACE.

Section 7. Filling Mid-Term Vacancies:

- A. **Unexpired Term.** Any vacancy occurring prior to the expiration of a member's term due to resignation, removal or loss of eligibility shall be filled for the remainder of that unexpired term
- B. **Candidate Identification.** When a vacancy occurs, FACE shall identify candidate replacements by evaluating qualified PBG alumni or eligible parent/guardian applicants from the most recent recruitment pool.
- C. **Replacement Candidate Criteria.** In selecting replacement candidates for the vacant seat, FACE shall prioritize maintaining diversity and balance by the following:
 - a. Must be a parent/guardian of a child in a CPS district Title I school
 - b. Geographic region
 - c. Demographics: and
 - d. School level (elementary or high school)
- D. **Recommendation and Appointment.** Applicants should follow the application and nomination

process. , FACE shall forward the nominee to the Board of Education for final appointment to complete the unexpired term.

Section 8. Meetings.

- A. **Meeting Schedule.** FACE will schedule PBG meetings to maximize participation among CPS ESSA Title I parents, guardians and families. The schedule for the year will be posted and distributed district-wide at the start of the school year. The schedule may be modified by a majority vote of active members following consultation with FACE.
- B. **Quarterly Public Meetings.** The PBG shall hold four (4) quarterly public meetings during each school year to fulfill its stakeholder consultation responsibilities under ESSA Title I Parent and Family Engagement Policy.
- C. **Check-in and Personal Development sessions.** Per ESSA Title I Policy, FACE shall provide practices and competencies, policy updates and compliance progress. This can include but not limited to:
 - a. District Updates and professional development
 - b. Review and advise on district policies and ESSA Title I materials; and
 - c. Provide input on emerging district initiatives impacting students and families.
- D. **Meeting Format.** Public meetings shall be made available to the public. Public meetings shall not be held or scheduled on the day of a general primary election, a general election, a consolidated primary election, or a consolidated election.
 - a. Provided a quorum is physically present, a PBG member may attend a meeting by video or audio conference if he or she is prevented from physically attending because of:
 - (1) personal illness or disability,
 - (2) Employment related issues
 - (3) Family or other emergency
 - (4) Unexpected childcare obligations
 - (5) performance of active military duty as a service member.

If a member wishes to attend a meeting by video or audio means, he or she must notify the Chairperson in advance of the meeting unless advance notice is impractical. The Chairperson will make appropriate arrangements. The member's participation by video or audio conference must be approved by a majority of the serving members.
 - b. Video or audio conference must be clearly audible to PBG members and the public in attendance. The meeting minutes shall indicate whether the members of the PBG were physically present for the meeting or present by means of video or audio conference. A PBG member, who attends a meeting by audio or video means, as provided in this bylaw, may participate in all aspects of the meeting including voting.

Section 9. Meeting Notice and Agendas. A notice and agenda for all meetings must be posted at the meeting location at least forty-eight (48) hours before the scheduled starting time of the meeting. The notice must inform the public of the meeting's date, time, and location, and the agenda must specifically identify all items the PBG proposes to act on at the meeting. Items not specifically identified in the agenda of a regular meeting may only be discussed at the meeting.

If the PBG changes the date, time, or location of more than one (1) regular meeting at a time, the PBG must give at least 10 days notice of the changes by publication in a newspaper of general circulation in the school community that the LSC serves. Notice of such change must also be posted at the meeting location. If there is a change to only a single meeting, the 10-day notice and publication requirement does not apply.

The PBG must also give public notice of any rescheduled or reconvened meeting at least 48 hours before that meeting is held. The agenda of the rescheduled or reconvened meeting must be included in the public notice. The notice requirements do not apply to reconvened meetings if the original meeting was open to the public and either the reconvened meeting is held within 24 hours after the original meeting or an announcement of the time and place of the reconvened meeting is made at the original meeting and there is no change in the agenda.

- A. **Outreach:** To maximize parent/guardian awareness and attendance, PBG notice of meetings will be socialized through the district and school communication channels, including but not limited to:
 - a. Digital: Posting schedules, notices and links on the CPS social media sites
 - b. Electronic mailings to parent leaders
 - c. Leadership Channels: Principal meetings, and Network Meetings
 - d. FACE units: LSC Relations, LSCAB, Office of Faith Based, Community Action Councils, FACE Specialists.
 - e. PBG: Share with their local school.

Section 10. Public Participation. All meetings shall be open to the public, in accordance with the OMA. A time for public participation shall be provided at each meeting. Comments from CPS ESSA Title I parents will be codified in written minutes and factored into discussions and decisions and recommendations of the PBG. FACE shall transmit the written PBG minutes to the Board along with any decisions or recommendations made by the PBG. If deemed necessary by FACE, the written minutes of PBG meetings along with any decisions and recommendations rendered and related documentation shall also be submitted to USDE or ISBE for demonstration of compliance with ESSA.

Section 11. Operation of Body. The PBG is a district-wide body, composed of a representative group of Title I parents/guardians, that serves in an advisory capacity to the district and complies with the meaningful consultation requirements of ESSA Section 1116. The PBG shall gather and submit its recommendations along with a record of public feedback to District offices. FACE staff shall forward concerns to the proper CPS office.

- A. **Quorum.** To transact official business, take formal votes or adopt position statements, a quorum of seven (7) active members must be present.
- B. **Voting.**
 - a. Members are required to publicly vote once for a matter.
 - b. No Proxy voting: Proxy voting is strictly prohibited.
 - c. Majority Determination: A majority vote of the quorum established shall determine the outcome of any official action or position statement. .

Section 12. Compensation. Members shall serve without compensation and without reimbursement of any expenses incurred in the performance of their duties.

ARTICLE V – OFFICERS

Section 1. Officers. The officers of the PBG shall be the Chair (elected annually in June) , the Vice Chair (elected by the PBG membership at the fall meeting, and the Secretary (elected by the PBG membership at the fall meeting). The Chair may only be appointed to serve during their second year. The Vice Chair, FOIA/OMA Office, and Secretary positions may be filled by first-year members.

Section 2. Chair. The Chair shall preside at all meetings. He or she has authority to call special meetings and direct FACE to post official notice of these special meetings, per Article III. The Chair shall have general supervision, direction, and control of the business of the PBG and shall perform all duties of the office.

Section 3. Vice Chair. The Vice Chair shall preside at all meetings during the absence of the Chair and, during that time, shall have general supervision, direction, and control of the business of the PBG and shall perform all duties of the office.

Section 4. Secretary. The Secretary shall (a) take written minutes at all meetings and shall provide for PGB approval written minutes of the prior meeting; (b) work with FACE staff to post the public notice and agenda of all meetings in accordance with the Open Meetings Act; (c) work with the Chair to prepare all necessary documents for meetings; (d) draft all official correspondence of the PBG under the direction of the Chair or Vice-Chair, in the Chairperson's absence; and (e) archive all meeting artifacts and maintain a physical records of all agendas, sign-in sheets and approved minutes.

The minutes shall contain, at minimum, the time, date and place of each meeting (open or closed), the names of all PBG members recorded as physically present, or present by means of video or audio conference and absent and a record of all matters discussed and all votes taken.

The PBG shall approve all open meeting minutes no later than the second regular meeting or thirty (30) days after the meeting for which the minutes were taken, whichever is later and shall make such minutes available for public inspection within ten (10) days of approval.

Section 5. FOIA/OMA Officer(s). The FOIA/OMA officer(s) shall advise the PBG concerning the requirements of the Freedom of Information Act and Open Meetings Act and work with the PBG to respond to requests.

Section 6. FACE Administrative Support.

- A. **Administrative Support.** FACE shall manage, guide, engage, coach and elevate the PBG to actively participate in district-wide stakeholder engagement initiatives and advise on this policy, programming, and CPS priorities impacting students, parents, families, educators and community members.
- B. **Record Keeping.** FACE staff shall provide administrative support to PBG officers and collaborate with the Secretary to maintain electronic records of all official PBG documentation, including but not limited to:
 - a. Meeting notices, agendas and presentation materials
 - b. Approved meeting minutes
 - c. Official membership rosters, including member names, term start/expiration dates, and annual CPS ESSA Title I parent/guardian status certifications; and
 - d. Any other administrative duties required by the PBG or applicable ESSA regulations.

ARTICLE VI – GENERAL PROVISIONS

Rules of Order. The rules contained in the current edition of Robert's Rules of Order shall govern the meetings of the PBG.

Approved for Consideration:

DocuSigned by:

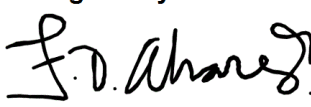
B27E2754796F4E6
Karime Asaf, Ed.D
Chief Education Officer

Approved:

Signed by:

1406F92741F44E8
Macqueline King, Ed.D
Superintendent/Chief Executive Officer

Approved for Consideration:

Signed by:

06727F92BFAF418
Fanny Diego Alvarez
Chief, Family and Community Engagement

Approved as to Legal Form:

^{Initial}

Signed by:

974F0DEB7385497
Elizabeth K. Barton
General Counsel