

July 29, 2022

**MEMORANDUM**

**TO:** School District Superintendents and Title I Directors  
**FROM:** Richard Woods  
**SUBJECT:** State School Superintendent's Parent Advisory Council

As a new school year begins, I am seeking school district nominations for parents to serve on the 2023 State School Superintendent's Parent Advisory Council (PAC).

The Superintendent's PAC will meet, three times this school year (twice virtually and once in-person) with a focus on parent and family engagement, as described in the federal law, the Every Student Succeeds Act (ESSA). Members will serve as advisors and will provide input on family and community engagement resources. Please keep in mind that the PAC is an advisory group and not a parent leadership training program. Each PAC member selected will serve a two-year term on the PAC. The nominated parent must meet the following eligibility criteria:

- Be the parent of a child enrolled in a Title I school. "Parent" is defined as a grandparent, foster parent, aunt, uncle, legal guardian, or any other adult who serves as a primary caregiver of a student.
- Commit to attend all PAC meetings held throughout the length of the two-year term (6 meetings in total).

The three PAC meetings this school year are scheduled tentatively for Monday, October 24, 2022, Monday, January 9, 2023 and Monday, April 10, 2023, subject to change. The October and January meetings will take place via Microsoft Teams from 9:00 a.m. to 12:00 p.m. each scheduled meeting day. The April meeting will be an in-person meeting at a central, state location to be announced at a later date. Reimbursement for travel-related expenses to the third scheduled PAC meeting will be provided by the Georgia Department of Education (GaDOE).

**School districts that are not represented on the current PAC are eligible to submit a nomination.** For a list of current PAC members and school districts, please visit the [PAC webpage](http://www.gadoe.org/School-Improvement/Federal-Programs/Partnerships/Pages/Parent-Advisory-Council.aspx) at <http://www.gadoe.org/School-Improvement/Federal-Programs/Partnerships/Pages/Parent-Advisory-Council.aspx>. One nomination per school district will be accepted and former State School Superintendent Parent Advisory Council members are ineligible to serve again.

Nominations are due by Friday, August 26, 2022. Please use the [Jotform](#) link to complete an online application or upload a completed, hard copy of the application and email it to Mandi Griffin, Family Engagement Specialist, at [mgriffin@doe.k12.ga.us](mailto:mgriffin@doe.k12.ga.us). The person nominating the parent will be notified no later than Friday, September 16, 2022 of the results of the selection process. PAC members will be selected by a committee consisting of GaDOE representatives. Should you have questions, please contact Mandi Griffin, Family Engagement Specialist, at [mgriffin@doe.k12.ga.us](mailto:mgriffin@doe.k12.ga.us) or 404-576-5086. Thank you for your assistance, and I look forward to working with you to educate Georgia's future!



## State School Superintendent's 2023 Parent Advisory Council Nomination Form

Parent Nominee's Name \_\_\_\_\_

Home Address \_\_\_\_\_

City \_\_\_\_\_ Zip Code \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Email \_\_\_\_\_

Female     Male

School District \_\_\_\_\_

Child Name	School	Grade	Title 1 School?
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No

***Please Select the Box that Applies:***

- This parent is an employee of the nominating school district.
- This parent is not an employee of the nominating school district.

Preference will be given to parents who are not employed by their nominating school district.

## Description of Nominee's Qualities and Capacity

Selected PAC members will be asked to provide input and advice to the State School Superintendent and other GaDOE program staff during virtual meetings and occasionally by email or other electronic methods. Please describe the nominee's qualities and capacity to serve as an advisor and provide specific examples of how this person would serve the state well in this role.

Your Name \_\_\_\_\_

Your Title/Role \_\_\_\_\_

Your Email \_\_\_\_\_ Phone \_\_\_\_\_

We nominate this parent for a two-year term on the State School Superintendent's Parent Advisory Council (PAC) and understand that if the parent is selected to serve, we will:

- Schedule a day/time with my district's PAC member, Superintendent (or designate another district level leader to convene the group), Title I/Federal Programs Director, School Principal, and District/School Parent Liaison three times a year following each state PAC meeting to discuss updates and gather input.
- Provide opportunities for my district's PAC member to facilitate the sharing of ideas for my district and schools to engage more parents in student academic achievement.

1. \_\_\_\_\_

Superintendent's Printed Name

\_\_\_\_\_  
Superintendent's Signature

\_\_\_\_\_  
Date

---

**Additional Required Signatures**

2. \_\_\_\_\_

Principal's Printed Name

\_\_\_\_\_  
Principal's Signature

\_\_\_\_\_  
Date

3. \_\_\_\_\_

Title I/Federal Programs Director's Printed Name

\_\_\_\_\_  
Title I/Federal Programs Director's Signature

\_\_\_\_\_  
Date

## State School Superintendent's 2023 Parent Advisory Council Application Form

Dear Parent,

You are being nominated by your school district to serve as a member on the State School Superintendent's Parent Advisory Council (PAC). Each selected member will serve a two-year term (School Years 2022–2024). To be eligible to serve, a nominated parent must be the parent of a child enrolled in a school allocated for federal "Title I" funds.

The PAC will meet three times each year with the State School Superintendent and other GaDOE staff with a focus on parent and family engagement as described in the federal law, the Every Student Succeeds Act (ESSA). Members will serve as advisors and will provide input on family and community engagement resources. In addition to three scheduled meetings, PAC members may also be asked to serve in different advisory roles and groups at the state level. Please keep in mind that the purpose of the PAC is an advisory group and not a parent leadership training program.

The three PAC meetings this school year are scheduled tentatively for Monday, October 24, 2022, Monday, January 9, 2023, and Monday, April 10, 2023, subject to change. The October and January meetings will take place virtually via Microsoft Teams from 9:00 a.m. to 12:00 p.m. each scheduled meeting day. The April meeting will be an in-person meeting at a central, state location to be announced at a later date.



4. Do you give permission to GaDOE staff to share your name, school district, email address, and cell phone number with other GaDOE colleagues and other PAC members?

Yes

No

5. Do you give permission to GaDOE staff to share your name, school district, and contact information with local media and newspapers and other request from the general public?

Yes

No

I wish to be contacted by GaDOE staff if a local news office or the general public requests my contact information.

I understand that if I am selected as a member of the State School Superintendent's Parent Advisory Council, I will:

- Attend the series of three meetings held on October 24, 2022, January 9, 2023, and April 10, 2023, from 9:00 a.m. to 12:00 p.m.
- Attend the additional three scheduled meetings the following year, which will complete my two-year term.
- Participate in phone, email, and/or online communications with GaDOE staff, and understand that I may be asked for my feedback as quickly as within 48 hours.
- Hold a discussion with my local Superintendent or designee, Title I/Federal Programs Director, School Principal, and District/School Parent Liaison two times a year following each PAC meeting on ways to engage families in student academic achievement.

---

Parent's Signature

---

Date