



Title 1, Part C –
Education of Migratory Children
Parent Advisory Council (PAC)
Templates and Resources for Local School Districts

Parent Advisory Councils (PAC) meetings are a required component of the MEP. (Legal reference: Section(c) (3) and 1306(a) (1) (ii) of Title 1 Part C of the Elementary and Secondary Education Action of 1965).

This package is designed to support the implementation of PAC meetings at the local district level. The level. The following items are included in this package:

- A sample agenda template with a guide for local staff and migrant parents/ officers to follow.
- A sample meeting minutes template.
- A pre- PAC meeting checklist.
- Sample ice-breakers to use with attendees at each meeting.
- State PAC by –laws

This package was created by the MEP state Parent Advisory Council membership in May 2015. This group identified the implementation of PAC meetings at the local level as an area in need of additional support and guidance.

If you have any questions about these materials for PAC meetings in general, please contact the regional coordinator in your region.

Title 1, Part C – Migrant Education Program (MEP)

Local Parent Advisory Council (PAC) Pre- Meeting Checklist

- Notify parents of the meeting date, time, and location. Send a flyer home with children, share flyers with eligible migrant families while in the community recruiting, utilize social media or texting. Determine timeline for sending reminders.
- Address any transportation issues. Carpool, mileage reimbursement, taxi/cab service, etc.
- Plan in advance if food or snack will be served during the meeting(s). Create plans to purchase.
- Determine child care procedures, and make arrangements in a timely manner.
- Create meeting agenda in consultation with local PAC officers or other parents if officers are not available.
- Plan for ice breaker activity, parent engagement strategies, data, and materials (engage other staff from your system).
- Identify other guest speakers or special visitors, if requested by parents or local staff.
- Request support and coordinate efforts with district parent involvement coordinator.
- If applicable, notify the front office staff of meeting date and time to ensure a friendly welcome for attending parents.
- Other _____

Parent Advisory Council Agenda
Pasadena Independent School District
(Date)

Welcome and introductions

Meeting Format and Purpose

Ice Breaker Activity

Overview of Title 1, Part C – Migrant Education Program

Overview of MEP Services Provided by the School District

Update on Progress of Children and Youth in the MEP Services

Update on Progress of Migrant Children and Youth on other Local and/ or State Assessments, Programs

Opportunity for Parent Feedback and Suggestions

Action Steps

Additional Speakers or Guests

Meeting Summary, Reminders, and Closing Remarks

Parent Advisory Council Agenda_____

Pasadena Independent School District

(DATE)

Meeting Minutes

Welcome and Introductions

Meeting Format and Purpose

Ice Breaker Activity

Overview of Title 1, Part C – Migrant Educational Program

Overview of MEP Services Provided by the School District

Updated on Progress of Children and Youth in the MEP Services

Update on Progress of Migrant Children and Youth on other Local and/ or State Assessments, Programs

Opportunity for Parent Feedback and Suggestions

Action Steps

Additional Speakers or Guests

Meeting Summary, Reminders, and Closing Remarks