

Richard Woods, Georgia's School Superintendent
"Educating Georgia's Future"

Title I, 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 1304(c)(3) and 1306(a)(1)(B)(ii) of Title I 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 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 of 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.

Region 1
Cindell Mathis
cmathis@doe.k12.ga.us
(404) 491-4725

Region 2
Marisela Trejo
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(404) 561-7819

Title I, 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 _____

Sample Ice Breakers

Six Degrees of Separation

It happens all of the time: we meet someone who knows someone we know. It's a small world, that's for sure. The object of this game is to see how small the world really is. First, find a partner. Introduce yourselves and find something you have in common. Examples could be: where your student went to school, month and/or year your student was born, food likes, sports likes, etc. Once you have introduced yourselves and found something in common, find another group in the room and discover what the 4 of you have in common. Repeat step two until you find something in common with every person in the room.

Categories

Have members of the group arrange themselves into groups by their favorite dessert, sport, color, movie, car, etc. This is a good activity to get people up and moving and to find out common likes. You can shift from one category to another. "Now group by favorite vacation spot."

Would You Rather?

Questions may range from silly trivia to more serious content. On the way you might find out some interesting things about your group! Place a line of tape down the center of the room. Ask the group to straddle the tape. When asked 'Would you rather....?' they have to move to the left or right as indicated by the leader.

Would you rather..?

Visit the doctor or the dentist?

Eat broccoli or carrots?

Watch TV or listen to music?

Own a lizard or a snake?

Have a beach holiday or a mountain holiday?

Be an apple or a banana?

Be invisible or be able to read minds?

Be the most popular or the smartest person you know?

Make headlines for saving somebody's life or winning a Nobel Prize?

Go without television or fast food for the rest of your life?

Parent Advisory Council Agenda
_____ School District
_____ Date

Welcome and Introductions

This is where the PAC president, parent leader, or local school staff welcome attendees to the meeting and ask each person to introduce themselves to the group.

Meeting Format and Purpose

This is where the PAC president, parent leader, or local school staff share why the meeting is being convened and how the meeting will be conducted. Specifically, the meeting is being convened to provide an opportunity for migrant parents to be consulted on the design and delivery of Title I C services provided to their children. The meeting format will be conducted in a way to encourage everyone to participate and to provide a safe and comfortable environment for all parents to share their opinion. Meeting minutes will be the responsibility of _____.

Ice Breaker Activity

This is where the PAC president, parent leader, or local staff leads a short activity to get attendees talking together; and to create a comfortable environment for the rest of the meeting.

Overview of Title I, Part C – Migrant Education Program

This is where the PAC president, parent leader, or local staff give a very brief overview of the MEP to ensure a common understanding for returning and new attendees. Presenter will specifically address priority for services (PFS) and why it is important.

Overview of MEP Services Provided by the School District

This is where the local staff explain what services are in place or being planned for migrant children and youth in the district.

Update on Progress of Children and Youth in the MEP Services

This is where the local staff provide an update of how the MEP plans are operating and how migrant children and youth are performing within the plans. IP assessment data will be disaggregated by migrant PFS and migrant non-PFS.

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

This is where the local staff provide an update on the progress of migrant children and youth on local or state assessments, if available. If data is available, it should be disaggregated by migrant compared to non-migrant; migrant PFS compared to migrant non-PFS.

Opportunity for Parent Feedback and Suggestions

This is where the PAC president, parent leader, or local staff gather feedback and suggestions from attendees. This should be done in a format where all parents can provide their opinions. Small groups, partner discussion, or facilitated groups are suggested strategies to encourage participation. Individuals or group responses and opinions should be shared with the whole group.

Action Steps

This is where the PAC president, parent leader, or local staff work with attendees to identify any action steps that need to be implemented or investigated.

Additional Speakers or Guests

This is where the PAC president, parent leader, or local staff introduce invited guests who will be sharing relevant information with PAC attendees (agencies, programs, initiatives).

Meeting Summary, Reminders, and Closing Remarks

This is where the PAC president, parent leader, or local staff summarize the meeting for the group and ask for last minute suggestions, opinions, and comments. Important school/district reminders are provided for parents. Finally, general closing

Parent Advisory Council Agenda _____

School District _____

Date _____

Meeting Minutes

Welcome and Introductions

Meeting Format and Purpose

Ice Breaker Activity

Overview of Title I, 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



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GEORGIA DEPARTMENT OF EDUCATION GEORGIA MIGRANT EDUCATION STATE PARENT ADVISORY COUNCIL

BYLAWS

Any organization, council, or association must have rules for its government in order to ensure orderly, fair, democratic conduct of meetings through proper parliamentary procedure and comprehensive, clearly defined bylaws.

ARTICLE I: NAME

The name of this council is the Georgia Migrant Education State Parent Advisory Council, hereafter referred to as the State PAC.

ARTICLE II: OBJECTIVES

The objectives of the State PAC shall be consistent with federal and state requirements, rules, and regulations.

SECTION 1. To advise the State Education Agency regarding the total planning, implementation, program evaluation, and design of the State's comprehensive service delivery plan for the Migrant Program.

SECTION 2. To study the Migrant Program in relation to the needs of the migrant child.

SECTION 3. To assist the school and migrant staff in the development of programs to meet the needs of eligible migrant children.

SECTION 4. To promote a better relationship between the child's home and school, thus improving his/her opportunity to take full advantage of an education.

SECTION 5. To provide an opportunity for all interested parties to make suggestions, recommendations, comments, and/or complaints related to the Migrant Program.

SECTION 6. To communicate information about the Migrant Program to the target area communities.

SECTION 7. To provide services to the Migrant Program by serving in the program.

ARTICLE III: MEMBERSHIP

SECTION 1. The State PAC membership will consist of elected representatives from the two (2) regional Migrant Education Agencies in Georgia. A clear majority of the elected representatives will be Georgia MEP parents. Individuals who represent the interests of MEP parents may be elected State PAC members.

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SECTION 2. The State PAC shall be composed of a minimum of twelve (12) members with a maximum of fourteen (14) members. Two (2) members of the State PAC may be elected by the SEA program office.

SECTION 3. The State PAC membership body shall consist of six (6) representatives from each Regional PAC and it may include two (2) State Education Agency (SEA) appointed members. PAC members will elect Regional State PAC representatives to those positions at their respective Regional PAC Meetings in attendance. Of the four (6) regional PAC representatives per region, one (1) representative must be selected from a consortium district. The two regional offices and/or the SEA office may submit additional MEP parent names to the State PAC for consideration of increasing the PAC membership body to a maximum of fourteen members.

SECTION 4. If a vacancy occurs on the State PAC, the MEP District in which it occurs will place an alternate name in nomination to be approved by the State PAC. If the vacancy is one of the members selected by the SEA, the SEA office may place an alternate name in nomination to be approved by the State PAC.

SECTION 5. Any member can resign his or her post by informing the council. A post on the council will be designated vacant if a member is found to have moved out of his/her current MEP region.

ARTICLE IV: OFFICERS AND THEIR ELECTION

SECTION 1. Members of the State PAC will establish their own officers to function as such at all MEP State PAC meetings. These officers must have a child enrolled in the MEP at the time of their election. The SEA will designate a secretary to take minutes.

SECTION 2. The officers shall be elected and installed at the first meeting and serve a term of two calendar years, after which time they may be re-elected, if they continue to have children enrolled in the MEP.

SECTION 3. An officer or general PAC member may be removed by a two-thirds vote of all council members and the council can fill such vacancies.

ARTICLE V: DUTIES OF OFFICERS

SECTION 1. Chairperson: the chairperson will preside over each State PAC meeting and in general will be responsible for providing leadership for the State PAC.

SECTION 2. Vice-chairperson: The vice-chairperson shall preside in the absence of the chairperson.

SECTION 3. Secretary: The secretary shall maintain adequate minutes of each meeting. The minutes shall be typed and distributed to the council members, to designated school officials, and to other interested parties. The secretary shall have the responsibility for publicity and correspondence.

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ARTICLE VI: STATE PAC MEETINGS

SECTION 1. Regular State PAC meetings or parent involvement/education activities will be open to the public and shall be held at least twice a year in an appropriate location determined by the SEA office.

SECTION 2. The members present at the council shall constitute a quorum for the transaction of business, including the election of officers and amending the bylaws.

ARTICLE VII: PARLIAMENTARY AUTHORITY

SECTION 1. Parliamentary Laws, A textbook and Manual, *by H.F. Kerfoot*, shall govern the State PAC in all cases where applicable.

ARTICLE VIII: OFFICIAL ADDRESS AND DEPOSITORY OF RECORDS

SECTION 1. The official mailing address shall be:

**Georgia Department of Education
Margarita Munoz
Senior Program Manager
Education of Migratory Children
1562 Twin Towers, East
205 Jessie Hill Jr. Drive, SE
Atlanta, Georgia 30334-5040**

SECTION 2. Official minutes of State PAC meetings, correspondence, election data, etc., shall be stored at the official mailing address listed in Section 1. Said records shall be open and available for scrutiny as official and public records for the same period of time as are other migrant records by current law.

ARTICLE IX: AMENDMENTS

SECTION 1. Amendments may be prepared by the State PAC to amend the bylaws.

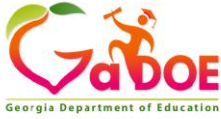
SECTION 2. The bylaws may be amended by a two-thirds vote of the State PAC membership.

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**GEORGIA DEPARTMENT OF EDUCATION
GEORGIA MIGRANT EDUCATION STATE PARENT ADVISORY COUNCIL
(REGLAS DE ORDEN)**

Cualquier organización, concilio, o asociación tiene reglas para gobernarse y para el procedimiento de asegurar el orden, razonable y justo, de conducir reuniones democráticas con reglas parlamentarias bien definidas y con un procedimiento comprensivo.

ARTICULO I: NOMBRE

El nombre de este concilio es “Georgia Migrant State Parent Advisory Council” (Concilio de Padres del Programa Migratorio del Departamento de Educación de Georgia), de ahora en adelante se referirá como el PAC Estatal.

ARTÍCULO II: OBJETIVOS

El objetivo del PAC Estatal será consistente con reglas, regulaciones y requisitos federales y estatales.

SECCION 1. Aconsejar al Departamento de Educación Estatal en cuanto a planificación, implementación, evaluación del programa, y el diseño del plan estatal para rendir servicios educativos a los integrantes del programa migratorio.

SECCION 2. Hacer estudios sobre la relación del programa migratorio estatal con las necesidades del niño migratorio.

SECCION 3. Proveer ayuda a las escuelas y al personal docente en el desarrollo de programas para suplir las necesidades de niños migratorios.

SECCION 4. Promover mejor relación entre la escuela y el hogar, de esa forma incrementar las oportunidades educacionales para que las aprovechen en su totalidad.

SECCION 5. Proveer oportunidad para que los interesados hagan sugerencias, recomendaciones, comentarios o quejas relacionadas al programa migratorio.

SECCION 6. Comunicar información sobre el programa migratorio a comunidades de la zona-objetiva.

SECCION 7. Proveer servicios al programa migratorio participando en el programa.

ARTICULO III: MEMBRESIA

SECCION 1. Membresía al PAC Estatal consistirá de representantes elegidos por las dos agencias regionales de Georgia. La mayoría de la membresía deben ser padres del programa migratorio del estado de Georgia. Individuos que representen intereses de padres migratorios pueden ser elegidos como miembros del PAC Estatal.

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SECCION 2. El PAC Estatal estará compuesto al mínimo de doce (12) miembros y con un máximo de catorce (14) miembros. Dos (2) miembros del PAC Estatal pueden ser elegidos por la oficina del programa migratorio estatal (SEA).

SECCION 3. Membresía al PAC Estatal consistirá de seis (6) representantes de cada región y puede incluir a dos (2) representantes nombrado por la agencia estatal (SEA). Los representantes regionales serán elegidos a sus respectivas posiciones por la membresía del PAC regional presente en dicha reunión. Entre los seis (6) representantes regionales del PAC elegidos en cada región, un (1) representante deberá ser seleccionado de un distrito del consorcio migrante. Las dos (2) regiones del programa o la oficina estatal (SEA) pueden someter nombres adicionales al PAC Estatal para consideración de aumentar la membresía al máximo de catorce (14) miembros.

SECCION 4. Si alguna posición se desocupa en el PAC Estatal, el PAC regional donde ocurre dicha plaza someterá un nombre alternativo en nominación para aprobación por el PAC Estatal. Si el puesto vacante fue miembro elegido por el SEA, la oficina del SEA someterá un nombre para aprobación del PAC Estatal.

SECCION 5. Un miembro puede renunciar su posición informando al concilio. El puesto del miembro que se mude fuera de su región se declarara vacante.

ARTICULO IV: OFICIALES Y SUS ELECCIONES

SECCION 1. Miembros del PAC Estatal nombrarán a sus oficiales para funcionar como tal en las reuniones del PAC Estatal. Aquellos oficiales tienen que tener hijos inscritos en el programa migratorio cuando sean electos. El programa estatal (SEA) designará la secretaria para tomar minutas.

SECCION 2. En la primera reunión, serán electos los oficiales y asumirán su posición sirviendo por un periodo de dos años, después del término de su elección pueden ser reelegidos, si sus hijos continúan en el programa migratorio.

SECCION 3. Un oficial o miembro general puede ser expulsado del comité por un voto de dos tercios de la membresía y dicho puesto será nombrado por el concilio.

ARTICULO V: DEBERES DE LOS OFICIALES

SECCION 1. Presidente de Junta Directiva (Chairperson): presidirá en todas las reuniones del PAC Estatal y será responsable de proveer liderazgo al PAC Estatal.

SECCION 2. Vicepresidente de Junta Directiva (Vice-chairperson): presidirá en la ausencia del presidente.

SECCION 3. Secretaria: la secretaria mantendrá minutas en cada reunión. Las minutas serán escritas a

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maquina y distribuida a todos los miembros del concilio, oficiales escolares designados, y personas interesadas. La secretaria será responsable por publicidad y toda correspondencia.

ARTICULO VI: REUNIONES PAC ESTATAL

SECCION 1. Reuniones del PAC Estatal y todas actividades educacionales o actividades de padres serán abierta al público y se reunirán dos veces al año en un lugar apropiado y determinado por la oficina del SEA.

SECCION 2. Los miembros presentes al concilio constituirán el quórum para cualquier asunto, incluido elecciones de oficiales y enmiendas a los reglamentos.

ARTICULO VII: AUTORIDAD PARLAMENTARIA

SECCION 1. Las Reglas Parlamentarias por H. F. Kerfoot gobernarán todas las reuniones del PAC Estatal en casos aplicable.

ARTICULO VIII: DIRECCION OFICIAL Y DEPOSITO DE DOCUMENTOS

SECCION 1. La dirección oficial será:

**Georgia Department of Education
Margarita Munoz
Senior Program Manager
Education of Migratory Children
Federal Programs
1562 Twin Towers, East
205 Jessie Hill Jr. Drive, SE
Atlanta, Georgia 30334-5040**

SECCION 2. Minutas oficiales de reuniones del PAC Estatal, correspondencias, datos de elecciones, etc., serán archivados en la dirección estipulada en sección 1. Dichos archivos estarán disponibles y clasificados como archivos públicos y oficiales dispuestos a ser escudriñados como todos los archivos del programa migratorio por el periodo de tiempo marcado por la ley.

ARTICULO IX: ENMIENDAS

SECCION 1. Enmiendas pueden ser preparadas por el PAC Estatal para enmendar las reglas de orden.

SECCION 2. Las reglas de orden pueden ser enmendadas por un voto de dos tercios de la membresía del PAC Estatal.

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