



MEP Parent Advisory Council (PAC) Training #195211

Texas Migrant Education Program
Parent Advisory Council



September 24, 2021



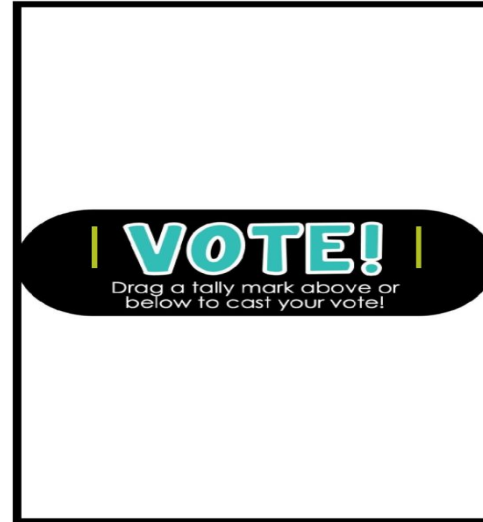
ICE BREAKER

WOULD YOU RATHER

VOTE

*Drag tally mark above or below
vote sign.*

Be ready to share your reason.



SAFETY RECOMMENDATION



Wearing a mask is highly recommended

Wash hands/utilize sanitation stations

Practice social distancing at all times

Avoid congregating in common areas

NORMS

Registration: Workshop [#195211](#)

Stay
focused
on the
objectives

Practice
self-care
at all
times

Engage
with an
open mind



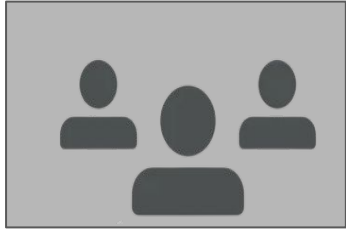
This session is being recorded.

GUIDANCE / PRACTICE



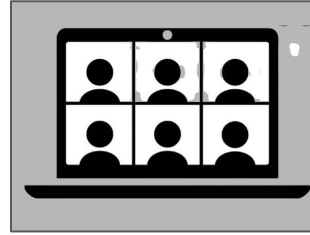
PRESENTATION

PRESENTATION / METHOD



ROOMIES

- ❑ Face-to-Face
- ❑ Digital copies
- ❑ Facilitators
- ❑ Interaction

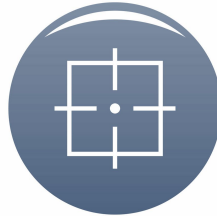


ZOOMIES

- ❑ ZOOM Session
- ❑ Digital copies
- ❑ Facilitators
- ❑ Interaction

PURPOSE

To provide guidance and support to MEP staff on the implementation of a PAC, how to properly run a PAC meeting with meaningful consultation, and to review your district documentation for you Migrant PAC.



OBJECTIVES



Goals & role of Migrant PAC



Areas of Need



Tools & Resources

AGENDA

- ❑ Requirements
- ❑ Operating a PAC
- ❑ Procedures
- ❑ PAC Officer
- ❑ Other considerations

RESOURCE



MEP PAC Training Workbook

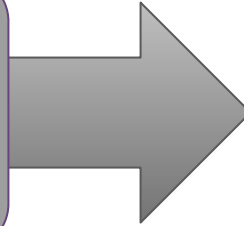
- ❑ Print or download copy of the workbook
- ❑ May be used to take notes during modules or presentation
- ❑ Refer to and discuss your responses to the reflective questions



LET'S REVIEW...

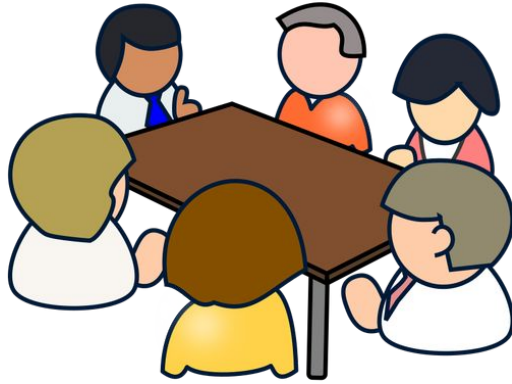
Definition

Parental
Involvement



Parent & Family
Engagement (PFE)

REFLECTION



What is the benefit of an LEA Migrant Education Program having a PAC?

MODULES

1

Why is a migrant PAC required?

2

What are the written rules for operating a PAC?

3

What are the procedures for running a PAC meeting?

4

Who are the PAC Officers?

5

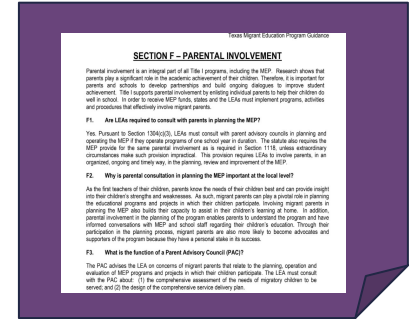
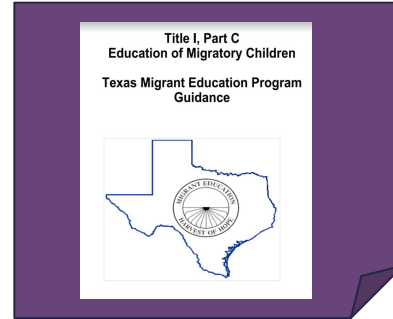
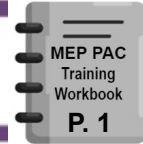
What else must be considered when operating a PAC?



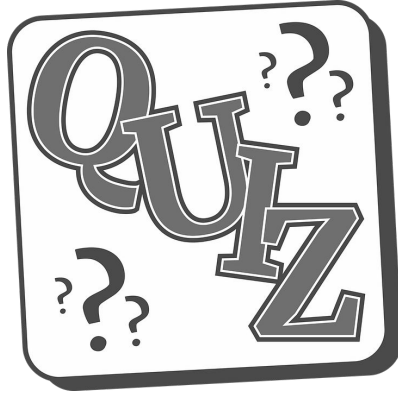
MIGRANT REQUIREMENTS

1

Why is a migrant PAC required?



QUIZ



You must be logged on to G drive

MIGRANT REQUIREMENTS

ACTIVITY

Texas Migrant Education Program Guidance

SECTION F – PARENTAL INVOLVEMENT

Parental involvement is an integral part of all Title I programs, including the MEP. Research shows that parents play a significant role in the academic achievement of their children. Therefore, it is important for parents and schools to develop partnerships and build ongoing dialogues to improve student achievement. Title I supports parental involvement by enlisting individual parents to help their children do well in school. In order to receive MEP funds, states and the LEAs must implement programs, activities and procedures that effectively involve migrant parents.

F1. Are LEAs required to consult with parents in planning the MEP?

Yes. Pursuant to Section 1304(c)(3), LEAs must consult with parent advisory councils in planning and operating the MEP if they operate programs of one school year in duration. The statute also requires the MEP provide for the same parental involvement as is required in Section 1118, unless extraordinary circumstances make such provision impractical. This provision requires LEAs to involve parents, in an organized, ongoing and timely way, in the planning, review and improvement of the MEP.

F2. Why is parental consultation in planning the MEP important at the local level?

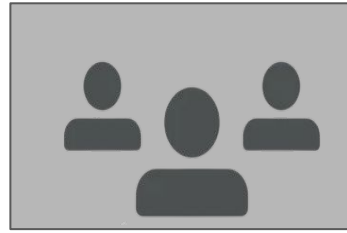
As the first teachers of their children, parents know the needs of their children best and can provide insight into their children's strengths and weaknesses. As such, migrant parents can play a pivotal role in planning the educational programs and projects in which their children participate. Involving migrant parents in planning the MEP also builds their capacity to assist in their children's learning at home. In addition, parental involvement in the planning of the program enables parents to understand the program and have informed conversations with MEP and school staff regarding their children's education. Through their participation in the planning process, migrant parents are also more likely to become advocates and supporters of the program because they have a personal stake in its success.

F3. What is the function of a Parent Advisory Council (PAC)?

The PAC advises the LEA on concerns of migrant parents that relate to the planning, operation and evaluation of MEP programs and projects in which their children participate. The LEA must consult with the PAC about: (1) the comprehensive assessment of the needs of migratory children to be served, and (2) the design of the comprehensive service delivery plan.

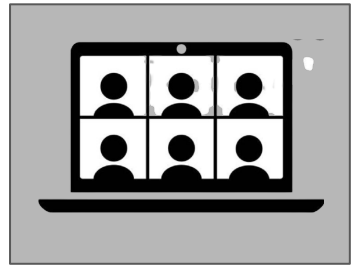
ROOMIES

- Review Section F
- Will be given a question
- Will review with group



ZOOMIES

- Review Section F
- Share a question that was new information to you





Using MEP Funds for PAC

MEP funds may be used to pay for reasonable and necessary expenses that participating PAC members incur to attend PAC meetings, including members who are not migratory parents. True or False

TRUE

FALSE

TRUE, F#13, F#7



Using MEP Funds for PAC

Which of the following expenses may be paid for using PAC funds? Check all that apply.

A.	Transportation to and from the meeting
B.	Childcare during the meeting
C.	Reimbursement of lost wages
D.	Light refreshments during the meeting
E.	All of the above F#12, F#22



Using MEP Funds for PAC

MEP funds may be used to support migrant parents' attendance at state and national workshops and conferences that enable them to participate more effectively in the local program or to conduct home-based educational activities. True or False

TRUE

FALSE

TRUE, F#20



GOALS

MIGRANT PAC

**Take Part
in the
Decision
Making
Process**



**Have the
Opportunity
to Function
as
Advocates**



ROLE OF THE PAC

PLANNING

- help identify goals and steps involved
- discuss use of MEP funds and other resources
- discuss timelines, logistics and strategies

OPERATION

- help establish, implement, or support programs
- support ongoing efforts
- help conduct parent events and activities

EVALUATION

- help evaluate the program
- provide suggestions to improve the program
- identify barriers and best practices

What is meaningful consultation?

DEFINITION

What is meaningful consultation?

It is a discussion between parents and the migrant education program staff that needs to be held when making informed decisions that will enhance student performance outcomes.

GUIDING PRINCIPLES



Family
Needs



Mutual
Respect



Equal
Partners

MEANINGFUL CONSULTATION

Should be evident



MEANINGFUL CONSULTATION

SAMPLE AGENDA #1

Welcome

- I. Reading and approval or correction of minutes from previous meeting
- II. Unfinished business
- III. New Business
Tutoring Support for Grades 9-12
Sept. 1: Fall tutoring begins, both on campus and at home
- IV. Miscellaneous
- V. Adjournment

SAMPLE AGENDA #2

Welcome

- I. Reading and approval or correction of minutes from previous meeting
- II. Unfinished business
- III. New Business
Tutoring Support for grades 9-12
 1. Review student achievement data and discuss proposed tutoring plan.
 2. What barriers do you see to implementing this plan? How might we overcome the barriers?
- IV. Miscellaneous
- V. Adjournment

Meaningful Consultation

MEANINGFUL CONSULTATION

How is meaningful consultation evident during the meeting?



MEANINGFUL CONSULTATION

What does meaningful consultation look like in the meeting minutes?

Option 1

ABC District PAC Meeting Minutes August 14, 2021

- I. Read minutes from meeting on May 12, 2021. No edits were suggested. Ms. ___ made a motion to approve the minutes...
- II. Unfinished business
There was no unfinished business.
- III. New Business

Meaningful Consultation:

Tutoring Support for grades 9-12

Reviewed student achievement data and shared proposed tutoring plan.

Asked: What barriers do you see to implementing this plan? How might we overcome the barriers?

Ms. ___ suggested that some parents might not allow for tutors in the home...

What does meaningful consultation look like in the meeting minutes?

Option 2

ABC District PAC Meeting Minutes
Meaningful Consultation
August 14, 2021

III. New Business

Meaningful Consultation:

Tutoring Support for grades 9-12

Reviewed student achievement data and shared proposed tutoring plan.

Asked: What barriers do you see to implementing this plan? How might we overcome the barriers?

Ms. ___ suggested that some parents might not allow for tutors in the home...

CONFERENCES WITH PARENTAL COMPONENT



December 2021, virtual



November 2021, parent sessions free & virtual



Texas Migrant Interstate Program
A Special Project of the Texas Education Agency

February 2022, McAllen, TX, free for all



May 2022, San Antonio, TX

Why is a migrant PAC required?

- ❑ Reviewed PAC requirements stated in various Grant Application documents.
- ❑ Reviewed requirements for parent and family engagement under Title I Part A, Section 1116.
- ❑ Reviewed the goals and roles of the PAC
- ❑ The use of MEP funds for PAC expenses
- ❑ Reviewed definition and samples of meaningful consultation

SURVEY



WHEEL OF NAMES



OPERATING A PAC

2

What are the written rules for operating a PAC?

MEP PAC
Training
Workbook
P. 2

You will need a copy of your district migrant PAC by-laws for reference as you complete this section. If your PAC does not have bylaws, if you are new to this work, download the District PAC Sample By-laws linked below.

District
Sample
By-Laws

NOTE: Keep in mind that the Sample By-laws are generic. If your district decides to use the sample by-laws for your migrant PAC, MEP Staff and PAC members may need to amend the by-laws to meet the needs of your district PAC.

REFLECTION OF BY-LAWS

By-Laws: Reflection Document

Article	Reflection Question	Response	Rate how well your by-laws address each Article. 1= not addressed 2= somewhat addressed 3= completely addressed		
	These questions should be answered in your migrant PAC by-laws.	Identify any areas that may need to be addressed in your by-laws.			
Article I: Name	<ul style="list-style-type: none"> What is the name of the organization? Is it succinct and clearly stated? If not, how might it be reworded? 		1	2	3
Article II: The Role	Is the role of the PAC succinct and clearly stated? If not, how might it be reworded?		1	2	3
Article III: Basic Policies	Review your basic policies. Be prepared to discuss them during the live session.		1	2	3
Article IV: Membership	<ul style="list-style-type: none"> Who can be a part of the PAC? How many PAC members should your PAC have? How long are PAC member terms? How does someone qualify as a member? 		1	2	3
Article V: Officers & Elections	<ul style="list-style-type: none"> What officers are listed? Does your current PAC have a person in each officer role? How long can an officer serve? How are they elected? Re-elected? 		1	2	3
Article VI: Duties of Officers	What are the specific duties for each officer?		1	2	3
Article VII:	What information is listed regarding meetings and attendance?				

District
 Sample
 By-Laws

BY-LAWS ACTIVITY

Practice using our by-laws to help answer questions related to the operation of your PAC.



DISCUSSION QUESTIONS

- ❑ When was the last time your migrant PAC By-Laws were reviewed word-by-word or amended? Do you see a need to review/amend them now?
- ❑ How do you ensure your PAC members understand your by-laws?

FEEDBACK QUESTIONS

Texas Migrant Education Program Parent Advisory Council

QUESTION:

Will TEA allow us to amend the By-Laws to meet our regional needs?

RESPONSE FROM TEA:

What we have shared are templates for operating your program. Keep in mind that your by-laws should reflect the feedback from your parents and LEAs. You are able to adapt them based on their needs.

FEEDBACK QUESTIONS

Texas Migrant Education Program Parent Advisory Council

QUESTION:

Your first PAC meeting could be to develop/revise the by-laws?

RESPONSE FROM TEA:

Yes, though they may not be able to give you immediate feedback that first meeting. Help them think of ways to amend them to meet the needs of the PAC.

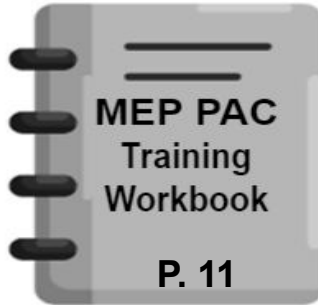
REFLECTIVE QUESTION

Select the statement that best describes your PAC membership. (Place response on chat)

- A. I have no problem recruiting new PAC members.
- B. I have some challenges recruiting new PAC members.
- C. I have found it very difficult to recruit new PAC members.

INDEPENDENT ACTIVITY

- ❑ Access the document to record any barriers.
- ❑ Document strategies to address any of the barriers listed.
- ❑ You have some time to complete the activity.



INDEPENDENT ACTIVITY

- ❑ Access the document to view responses
- ❑ Do you notice any barriers you had not identified?
- ❑ Any potential new solutions?
- ❑ Share thoughts on activity.



MARKETING MEMBERSHIP



Texas Migrant Education Program (TMEP) Web Portal



Join the **TMEP Listserv** to stay informed on the latest information regarding the Texas Migrant Education Program

[Español](#) [English](#)

Select Other Languages

Powered by [Google Translate](#)



Parents



MEP Staff



ESC MEP Staff Only



PAC

Parent Advisory Council (PAC)



Videos

Recruiting Parents to Participate in the State PAC

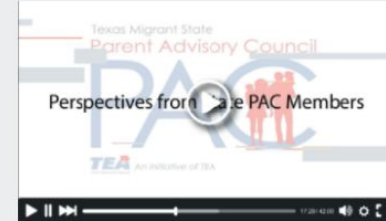


[Video with English Closed Captioning](#)
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MODULE WRAP-UP

- ❑ Accessed your district migrant PAC By-Laws or Sample By-Laws
- ❑ Watched a brief video about by-laws
- ❑ Reflected on your By-Laws
- ❑ Completed a By-Laws Scavenger Hunt
- ❑ Looked at Membership Marketing Resources available on Tx MEP Portal.

SURVEY



WHEEL OF NAMES



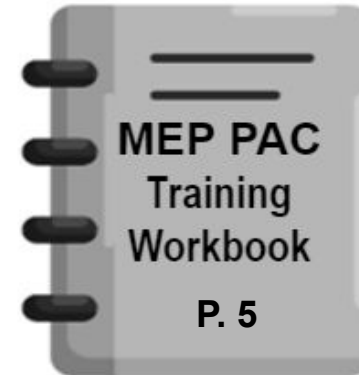
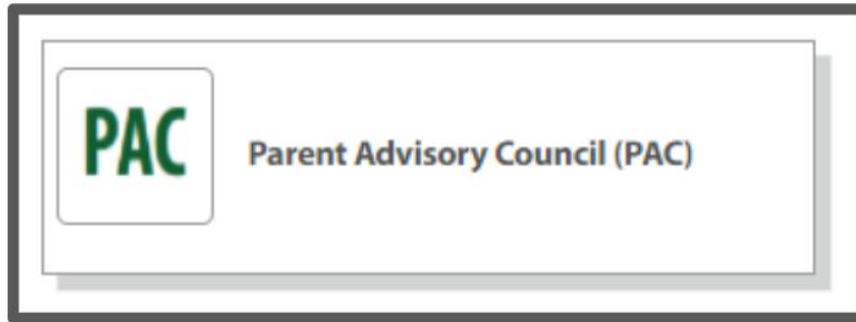
RUNNING A PAC

3

What are the procedures for running a PAC meeting?



PAC RESOURCES

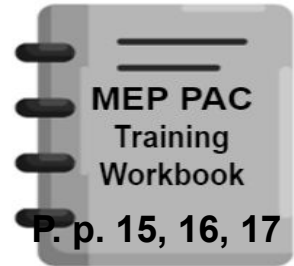


PARLIAMENTARY TERMS



- ❑ Make a forced copy
- ❑ Review the parliamentary terms

After completing the activity, you may choose to review the glossary of terms in the **Resources** section of your workbook on pages 15, 16, and 17.



JAMBOARD ACTIVITY



- ❑ What questions do you have about PAC meetings regarding following Robert's Rules of Order (such as following an agenda)?
- ❑ How are your migrant PAC members supported in understanding the basic norms and expectations that guide PAC meetings?

MODULE WRAP UP

- ❑ Watched a brief video about the procedures for running a PAC
- ❑ Reviewed the resources available on the MEP Portal
- ❑ Completed an activity to review the parliamentary terms
- ❑ Completed a Jamboard activity

WHEEL OF NAMES



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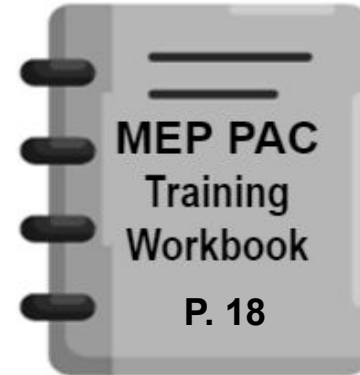
4

Who are the PAC Officers?



DUTIES OF PAC OFFICERS

Duties of PAC Officers	
President	<input type="checkbox"/> Provides leadership and presides over the meeting <input type="checkbox"/> Calls the meeting to order <input type="checkbox"/> Appoints committees as needed <input type="checkbox"/> Has a planned agenda <input type="checkbox"/> Handles discussion in an orderly way <input type="checkbox"/> States each motion before it is discussed and before it is voted upon <input type="checkbox"/> Puts the motion to vote and announces the outcome <input type="checkbox"/> May vote when his/her vote is needed to break a tie <input type="checkbox"/> May suggest motions but not make them
Vice-President	<input type="checkbox"/> Takes over in the absence of the President <input type="checkbox"/> Exercises the duties of the office of the President <input type="checkbox"/> Heads the program committees for the organization
Secretary	<input type="checkbox"/> Maintains adequate minutes of each meeting <input type="checkbox"/> Keeps an up to date roll of members <input type="checkbox"/> Keeps a copy of bylaws and amendments <input type="checkbox"/> Keeps records of all committees <input type="checkbox"/> Provides list of pending and potential business for President before the mtg. <input type="checkbox"/> Notifies members of meetings
Parliamentarian	<input type="checkbox"/> Advises the president on matters of parliamentary law procedures for the orderly conduct of a meeting <input type="checkbox"/> Assists with many questions that may arise in interpreting bylaws and rules <input type="checkbox"/> Helps ensure that the meeting is conducted effectively



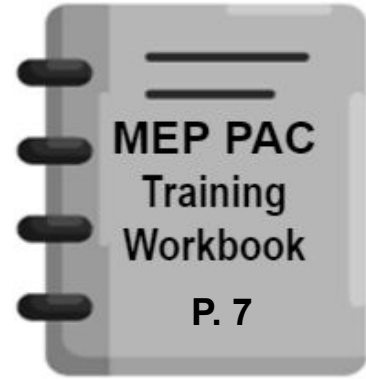
ACTIVITY ON OFFICER DUTIES



- ❏ Make a forced copy
- ❏ Fill out sentences to check for understanding of the duties assigned to each officer.

EMPOWERING PAC OFFICERS

Empowering PAC Officers	
How do you train and support PAC officers?	Questions and Wondering
How do you ensure the PAC president can effectively lead the meeting?	
How do you ensure your vice-president understands the duties of the president, in the event he/she takes over in the absence of the president?	
How do you ensure your secretary can capture the meeting minutes accurately?	

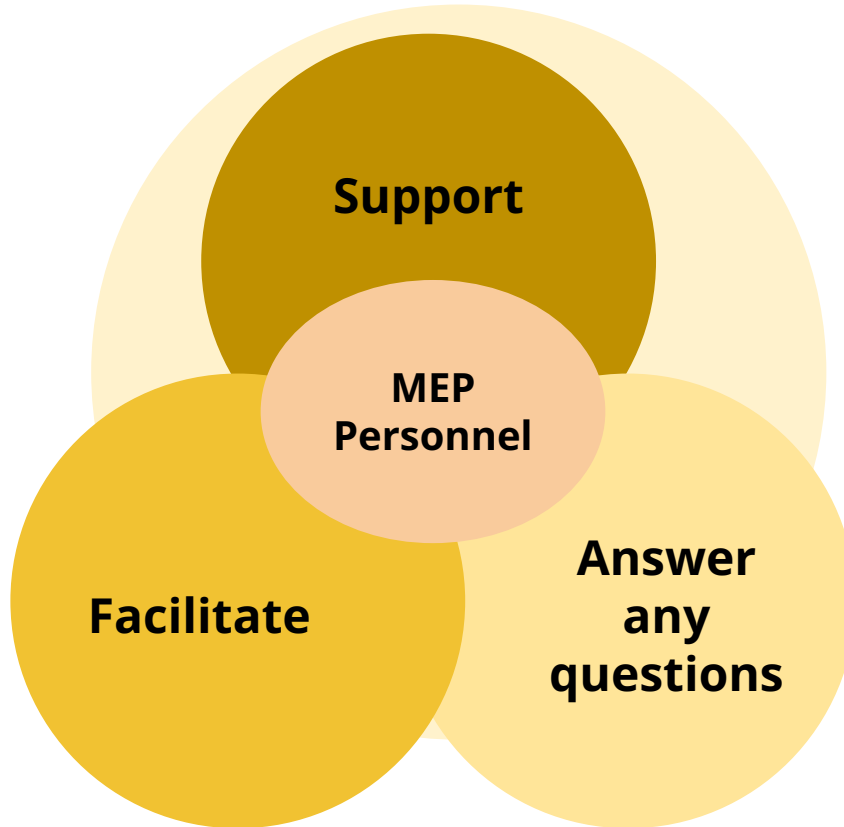


EMPOWERING PAC OFFICERS



Access to some ideas on how other ESC/LEAs train and support your PAC officers?

MEP STAFF



MODULE WRAP UP

- Watched a video about who the PAC officers are and their duties.
- Ensured your by-laws include all officer duties.
- Completed an activity to check for understanding.
- Reflected on how you support and empower your PAC officers.

SURVEY



WHEEL OF NAMES



5

What else must be considered when operating a PAC? 



MEP PAC SELF-EVALUATION TOOL

**MIGRANT EDUCATION PROGRAM PAC
 SELF-EVALUATION**

School Year: _____

Two ways to use this document:

- LEA MEP staff may choose to complete this document and reflect on the responses to strengthen their migrant PAC.
- LEA MEP staff may choose to send this document to ESC MEP staff along with supporting documentation from the MEP PAC (i.e., Agenda, meeting minutes, by-laws, etc.) and request that the ESC review the documentation and provide feedback regarding potential enhancements.

District: _____ Date: _____ MEP Staff Member: _____

MEP REQUIREMENTS (MEP Compliance)

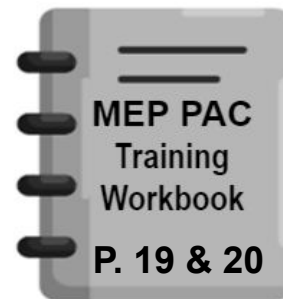
Did the MEP establish a migrant parent advisory council (PAC)?	Yes	No
Have migrant PAC by-laws been established?	Yes	No
Did the migrant PAC engage in MEANINGFUL CONSULTATION in the PLANNING, OPERATION, and EVALUATION of the Migrant Education Program?	Yes	No

Recommendations:

SUPPORT FOR PAC OFFICERS

Have the officers been trained in Robert's Rules of Order (Parliamentary Procedures)?	Yes	No
Do the PAC officers help the MEP director/staff plan the agenda?	Yes	No
Do the PAC officers understand their roles and responsibilities?	Yes	No
Are the PAC meetings led by PAC officers?	Yes	No

Recommendations:



Module wrap-up

- Watched a brief video regarding other considerations
- Reviewed a PAC Implementation Checklist

WHEEL OF NAMES



REVIEW OBJECTIVES

- ❑ Participants will
- ❑ Understand the goals and role of a migrant PAC;
- ❑ Learn and discuss the areas that need to be addressed in order to
 - ❑ Plan and operate a migrant PAC; and
 - ❑ Organize and run a PAC meeting; and
- ❑ Review tools and resources to support these efforts.

POST SURVEY OF TRAINING





FUTURE WORKSHOPS

Regional PAC TOT#1 MEP Staff Only



10/19/21

195243

Regional PAC TOT#2 MEP Staff Only

195247

2/11/22



WHEEL OF NAMES



CONTACT INFORMATION

Gracias

¿Alguna Pregunta?

Para más información:

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Graciela Avila, gavila@esc1.net / 956-984-6194

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