MIGRANT EDUCATION PROGRAM STAFF
PAC Implementation Checklist

School Year: _____

Three ways to use this document:

- 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 completed 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.
- ESC MEP staff may provide this document to LEA MEP staff for completion and submission back to the ESC as part of ongoing training and technical assistance.

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 ☐

If so, date last reviewed/updated: _____

Did the migrant PAC engage in MEANINGFUL CONSULTATION in the PLANNING, OPERATION, and EVALUATION of the Migrant Education Program? Yes ☐ No ☐

If your response was "No" for any question in this section, please explain.

SUPPORT FOR PAC OFFICERS

Are all officer positions stated in the by-laws currently filled? Yes ☐ No ☐

Have the current 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:

PAC MEETING DOCUMENTATION

Does the MEP survey parents for topics to address during the PAC meeting? (i.e., MEP services, student performance)? Yes ☐ No ☐

Does the MEP have proper PAC meeting documentation? Yes ☐ No ☐

Check all that apply:
☐ Agenda ☐ Invitation/flyer ☐ Minutes ☐ Sign in sheets ☐ Presentation/handouts

Is there evidence of meaningful consultation in Agendas and Meeting Minutes? Yes ☐ No ☐

Documentation Review

Meeting Date: _____

Review a set of documents from the most recent migrant PAC meeting (i.e., agenda, minutes) to determine whether the PAC provided meaningful consultation regarding the planning, operation, or evaluation of the MEP. Check all that are evident.

☐ Help identify goals
Discuss steps involved in meeting goals
Discuss use of MEP funds and other resources
Discuss timelines
☐ Discuss logistics (who, what, where, when, how)
Discuss strategies
_ Help establish, implement, or support programs aimed at meeting identified needs or goals
_ Support ongoing efforts to improve academic achievement of migrant students
☐ Help conduct parent events and activities
_ Review data and provide suggestions regarding improving the migrant education program
_ Submit feedback through various methods, including surveys, discussions, focus groups, etc.
_ Help identify barriers impacting student academic success or parental involvement
☐ Other

Other:

ESC RECOMMENDATIONS:

ESC Recommendations:

ESC MEP Staff: _____ LEA MEP Staff: _____

Director/Coordinator: _____ Date: _____