Quarterly District PAC Meetings

PAC meetings afford the MEP an opportunity to involve parents and provide information which will assist them in helping their children. Parents of all migrant children are invited. Four PAC meetings are held each year in October, December, February, and April, with each lasting usually 90 minutes long.

- At the end of the school year, the Migrant Coordinator and secretary select dates for the PAC meetings.
    - Parents are surveyed to determine the number of meetings to hold in the coming year.
    - Those dates are submitted to the Public Information Office for inclusion in the District calendar.
- A month before the meeting, the Migrant Coordinator works with the district's graphic artist and media center to have invitations for the PAC meeting printed.
- Presenters are secured and an agenda is developed.
- Approximately two weeks before the meeting, the invitations and agenda are delivered to the campuses so that they can be distributed to the students.
- Two to three days before the meeting, campus migrant clerks and teachers (middle school and high school) contact their parents to remind them about the meeting. Migrant recruiters call parents of elementary students also to remind them about the meeting.
    - It is important to call parents a few days before the meeting to ensure that they are aware of the scheduled meeting because some students do not give their parents the invitations.
    - Campus clerks, teachers, and recruiters must submit a copy of their phone log on parent contacts to the Migrant Coordinator.
- The day before or on the day of the meeting, packets for parents are created. In the packet, include an agenda, copies of the Minutes from the previous PAC Meeting, any handouts provided by the presenters, and an evaluation for parents to complete at the end of the meeting. Ensure that all these materials are in Spanish and English.
- At the end of the meeting, parents are asked to submit an evaluation of the meeting along with recommendations for presentations they would like to see in the future. The evaluations and recommendations are reviewed by the Migrant Coordinator to make determinations for future presenters and any changes which might be needed.
- The MEP provides childcare for the students so that the parents can be fully engaged in the presentations. Students are treated to a movie and popcorn while their parents are at the PAC meeting. We reserve the auditorium in our building for the movie.