|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Z:\LogosImages\Official Logo 2020-21\2020-21 Official Statewide Logo for publications.png | | Summary: **Parent Advisory Council (PAC)**  METS Program:  Date: | | | | |  |
| **LOCATION:** |  | | | | |
| **ATTENDANCE:** | # Parents: | | # Children: | # Staff: | # Volunteers: |

|  |  |  |  |
| --- | --- | --- | --- |
| **Agenda Topics**  (Topic and brief description) | **Identify Area of Parent Input**  (Planning, Operation or Evaluation) | **Parent Feedback**  (Including Parent reactions, input, suggestions, questions, requests) | **Parent Impact on Program**  What does the METS plan to do with the Parent Input? (i.e., *Continue, Investigate possibilities, Implement or not*, *other…*) |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

*(Add rows for additional topics)*

**Additional Comment(s):**

***Annual New York State ESSA-Funded Programs Complaint Procedures:***

* The parent brochure, “NYS-MEP Parent and Family Engagement Plan,” provides information and a link to the Complaint procedures
* The procedure and link were shared **with PAC Parents or at a non-PAC Parent** meeting **since September 1**:

Today Previously (Date): \_\_\_\_\_\_\_\_\_  Planned (Date) : \_\_\_\_\_\_\_\_\_

**Documentation for Reducing Barriers to Parent and Family Participation**

Making a commitment to equitable parent and family engagement, the NYS-MEP seeks to reduce barriers and to make it easier for migratory parents to participate in State PAC meetings.

A copy of every document used, is filed electronically and/or with hardcopy in the METS office.

|  |  |  |
| --- | --- | --- |
| **Meeting conducted in a format and language understandable to the parents and families** |  | **Send to TASC:** |
| **Copy of Agenda for Parents to use in each language used by parents in this METS:**  English Spanish  Karen Burmese  Other: | Copy of this Summary  Copy of Agenda in each language used |
| **Copy of the Invitation/Flier in each language used by parents in this METS:**  English Spanish  Karen Burmese  Other: |
| **Copy of Handouts given to Parents in the following language(s):**  English Spanish  Karen Burmese  Other: |

|  |
| --- |
| **Brief description of steps taken to reduce barriers and provide effective access to the meeting** |
| **Meeting Time Convenient to Parents** |
| **Activities for Children Provided so Parent can Attend In-Person Meeting** |
| **Transportation** |
| **Other:** |

*(Add rows for additional barriers anticipated and addressed)*

**Other Meeting Documentation:**

Parent/Family Attendance documented and filed in the METS Office electronically and/or with a hard copy.