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| 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: |

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| **Agenda Topics**(Topic and brief description. Plus any added by the Parents) | **Identify Area of Parent Input:** (Planning, Operation or Evaluation) | **Parent Suggestion or Request** | **Parent Impact on Program**What does the METS plan to do with the Parent Input? (Investigate possibilities, Implement or not, other) |
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*(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.

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| **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:  |

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| **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.