

MIGRANT PARENT ADVISORY COUNCIL (MPAC) BY-LAWS

The name of this council shall be the MIGRANT PARENT ADVISORY COUNCIL (MPAC)

≥ PPS Migrant Education Program, Funded Programs Department

A. Purpose/Mission

1. The mission of The Migrant Parent Advisory Council (MPAC) is to represent the interests of children in the Migrant Education Program (MEP) to the superintendent, designated staff and other educational or community groups. It advises the school district of the concerns of migrant parents and students that are related to the Oregon State Migrant Education Program.

The MPAC recognizes that final decisions are made by the school board. The MPAC also recognizes that parents and/or family members are an essential part of the district's decision-making process and wish to have opportunities to inform and collaborate around decisions that impact children in the MEP.

NOTE: Local MPAC members should not be limited to just serving the needs of the Migrant PAC. It is important for parents to participate in committees throughout the district to ensure that the concerns and/or needs of migrant children are recognized, understood and addressed.

2. The primary function of the MPAC as a group is specifically defined as follows:
 - Work with school and/or district MEP staff to identify educational and support needs of children participating in the Title I-C Migrant Education Program.
 - Take a meaningful part in planning the goals, objectives and priorities of the MEP.
 - Assist and advise the district on the implementation and evaluation of the program.
 - Review the annual needs of migrant students, the end-of-year evaluations, and migrant program activities implemented for the regular school year and summer school.
 - Advise the district on how to provide educational opportunities for parents related to family literacy and self advocacy.
 - Play an active role in promoting parental involvement, engagement and advocacy.
 - Help provide information to parents about the MEP.
 - Learn about and support the MEP State Advisory Committee.

- Listen to any person or group who may have questions, concerns, or recommendations to the MEP.
- Elect MPAC members.
- Review the MPAC Bylaws annually and keep them up to date.

B. Staff/Department liaison title: Migrant Education Program Family Engagement Specialist

II. Ethics Statement

Members of advisory bodies are considered public officials under ORS chapter 244 and are expected to adhere to the rules and responsibilities found in the [Oregon Government Ethics Policy](#).

III. Migrant Education Family Engagement Specialist Role

The Funded Programs Department will provide staff to assist with technical support, substantive expertise, logistical assistance, administrative assistance, and advice to the Body. They will help to plan the local program, review the implementation of the program as it was submitted in the grant application, identify the needs and goals of the MPAC, meet with the MPAC to develop the schedule and topics for the meetings, help the MPAC leaders to organize the meetings, get a interpreter for meetings as needed, provide training to migrant parents about the policies of the district; program goals, objectives, requirements, and budget and attend MPAC meetings and general parent meetings. The Funded Programs Department will also support publicizing all meetings in advance, post materials to a webpage, and prepare meeting summaries that outline the issues discussed, the areas in which there is agreement, and any remaining issues on which agreement was not reached.

They will ensure MPAC be consulted throughout the year using the following timeline and areas discussed:

1. August/September: Review of local grant application for the regular school year and for the pre-school allocations. Evaluation of the use of funds for the regular year and pre-school allocations following State Service Delivery Goals. Evaluate the summer migrant program.
2. At each MPAC meeting: Receive parent feedback on local programming and services provided to migrant students using Title IC funds.
3. March-June: Review of application for summer school application. Consultation in the planning and implementation of summer school program. Evaluation of the regular year and Preschool use of funds.

IV. Membership and Term of Membership

The membership shall be composed of the following but not limited stakeholders:

1. At least 75% of the voting members will be parents or guardians of eligible migrant children.
2. The remainder of the council (25% or less) may be made up of other staff, community members or other individuals well-informed on the needs of migrant children.
 - a. Eligible migrant students can participate as members with a one year term.
 - b. Principals, staff members or other administrator
 - c. Community Members
 - d. Former migrant parents or students

Proposed Protocol for Selecting Members

1. There shall be no less than 6 and no more than 12 members in the MPAC and shall serve for a three year term. Members may serve no more than 3 consecutive terms.
2. The term of office shall be from September 1 - August 30.
3. Migrant parents may self-nominate if they wish to be included in the list of potential MPAC members. In the event that there is no nomination for members, the members of the council may be appointed by school district personnel.
4. Members shall prepare a speech for consideration as a potential member.

V. Removal of Members and Resignations

1. A member may resign from being a member of the MPAC by presenting a letter of resignation (preferred) or verbally. No further action is required by the council except for an acknowledgement of the notice. Every time there is a vacancy, a new member shall be elected or appointed.
2. Termination: A MPAC member will be automatically removed if the member does not attend two (2) consecutive meetings without a legitimate cause, establish residency outside the PPS boundaries or children are no longer eligible. The Funded Programs Department liaison will inform the member in writing that they have been removed as a member of the Body.

VI. Officers and Subcommittees

Council officers and subcommittees shall consist of the following. Additional roles may be added and elected upon consensus of the council.

The presiding officers of the Community Body may consist of positions in sequential presiding order.

- ☐ President
- ☐ Vice-President
- ☐ Secretary

- ☐ Alternate
- ☐ Parent Representatives
- ☐ Department liaison
- ☐ MEP staff

The designated leadership shall be responsible for conducting the meetings with the leadership of the department liaison. A presiding officer will be designated at all times. The designated leadership may look to staff liaison to facilitate meetings.

The designated leadership will encourage full and safe participation by representatives in all aspects of the process, assist in the process of building consensus, and ensure all participants abide by the Body's operating procedures.

The

- ☐ President/Vice-President
- ☐ Department liaison
- ☐ MEP staff

will also serve as liaison between the members of the Body and PPS. In consultation with the department liaison, the designated leadership will develop meeting agendas, establish subcommittees if needed, and ensure an efficient advisory process.

VII. Procedures

A. Communications

Members agree that transparency is essential to all deliberations. In that regard:

- Advisory body members are required to notify the PPS staff liaison prior to verbal communications with interest groups and all communications with media. Members are required to copy the PPS staff liaison on all written communications from/to interest groups (other than a group specifically represented by a member) commenting on the Body's deliberations. These communications are also considered public record and should be copied to the Chair and/or full Body as appropriate.

B. Public Meetings and Records

Meetings of the full body and subcommittee meetings are open to the public and will be conducted under the provisions of Oregon Public Meetings Law (ORS 192.610-690). The Department liaison will provide notice to the public regarding the dates, times, and locations of all Regular meetings at least 48 hours in advance and, for special meetings, at least 24 hours in advance. A webpage with meeting dates for the calendar year is recommended.

Per ORS 192.670(1), advisory body members can participate through telephonic conference calls. All records of the Body, including formal documents, discussion drafts, meeting summaries, and exhibits are public records. Communications among members related to the subject matter of this Body should not be treated as confidential and may be subject to public records requests. "Communications" refers to all statements and votes made during meetings, memoranda, work projects, records, documents, text messages, pictures, or materials developed to fulfill the charge, including electronic mail correspondence by and among the members. The personal notes of individual members taken at public meetings might be considered to be public record to the extent they "relate to the conduct of the public's business," (ORS 192.410(4)).

The Body may divide its members into subcommittees authorized to act on behalf of the full Body for an assigned purpose.

C. Decision Making

A quorum will consist of a simple majority of the council members in order to conduct official business (the vote on issues, for example). Before this, however, consensus should be attempted first before moving to a majority vote.

VIII. Amendment of Bylaws

These statutes can be amended as necessary by a majority of votes at the next MPAC meeting and School District approval. The proposed amendments must be given to the president to be sent along with notices of regular meetings. Amendments to the statutes must be recorded in the minutes of the meeting, with the voting list and the date. When amended bylaws have been signed by the Department liaison and director, new copies in English and Spanish will be presented at the next MPAC meeting for Parent Advisory Council final approval, according to the minutes. Copies of the statutes will be kept in the file of the school district administrative office. Members have no authority to amend bylaws without approval.