

Memorandum

To: Migrant Education Program Staff
Region 1

From: Rigoberto Elenes

Date: December 7, 2015

Re: PAC Officer Institute on Wednesday December 16, 2015



This is to notify you that the Region I Migrant Education Program will be hosting a PAC Officer Institute on Wednesday December 16, 2015 from 6:00pm to 8pm in Room 15 at New Haven Adult School at 600 G Street, Union City, CA 94587. This Institute is being conducted in accordance with state law regarding parent Advisory Councils in article 1.4 which states that: *The LEA trains parent councils to carry out their responsibilities (EC §54444.2(a)(4), 54444.4(a)(4).)* and as a response to parent request.

Your elected PAC officers will receive training on their roles and responsibilities and how to facilitate a meeting. Your participation is greatly appreciated, but not required. Please notify your PAC members and RSVP by December 15, 2015 so that we can plan accordingly.

The following PAC officers and staff will be in attendance:

1. _____, (President)
2. _____, (Vice President)
3. _____, (Secretary)
4. _____, (RAMP Rep)
5. _____, (Migrant Staff)
5. _____, (Other)

Thank you so much for your prompt response