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**ELA PAC – Planning List**

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| **Information, Documentations, Equipment provided by the District (FACE/ELA Departments)** | |
| * Flyer | This first session (in blue) is provided and completed by the district |
| * Agenda |  |
| * Handouts |  |
| * Presentation |  |
| * Parents and Staff Sign-in Sheets |  |
| * Parents and Staff Evaluations |  |
| * Audio Visual System |  |
| **Outreach Communication at School Level** | |
| **At the School** | **Comment** |
| * Set date and time for ELA PAC meeting |  |
| * Flyers: Spanish-English or any other language needed | Request flyers to FACE/ELA Contact at the District |
| * Have the ELA families list at hand | Secretary should be able to provide access to the ELA students’ list |
| * Send Flyers home to the ELA families |  |
| * Post ELA PAC Flyer on the Parent Bulletin Board |  |
| * Post ELA PAC Flyers on the School Parent Newsletter |  |
| * Post ELA PAC info on monthly school calendar |  |
| * Direct phone calls to parents | Hello, my name is\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and I am an ELA teacher/ parent volunteer at (School Name) . I am calling to invite you to our upcoming ELA Parent Advisory Committee (PAC) meeting on (date & time) . This is an important meeting where you can learn more about the English Language Acquisition Program and how you can support your child’s learning. Feel free to contact me or the front office at (phone number) if you have any additional questions. Thanks for your time, I will see you then! |
| * Send Emails reminding parents about the ELA PAC meeting |  |
| * Include ELA PAC meeting info. in Website (school and district) |  |
| * Set up a Robo call to remind parents about ELA PAC meeting | Send a robo call home <https://departments.dpsk12.org/communications/services/Pages/amrequests.aspx>  – evening before the meeting.  **Sample automated-call script:**  This message is to remind you about the ELA Parent Advisory Committee (PAC) meeting on (date, time and location – cafeteria/auditorium/library). This is an important meeting where you can learn more about the English Language Acquisition Program and how you can support your child’s learning. Please call (name and phone number) if you have any questions. Thanks, and see you then! |
| * Provide all ELA teachers with information about the meeting and ask them to help recruit parents by reminding them as they drop their children to school. |  |
| * Facebook |  |
| * Post flyer at the school entrance and announce it on the school speaker system |  |
| * The day of the meeting, invite parents to stay as they bring their children to school or as they pick them up. |  |
| * Have students create a written invitation asking their parent to attend. |  |
| **Meeting Logistics at School Level** | |
| Service | Comment |
| * Order Food and Refreshments | Depending on the time of the meeting, you may want to offer water, juice or coffee, a light snack, or a meal.  Food and refreshment expenses are covered by the school. |
| * The Room | Reserve a spacious room with open space and separate tables set up for group work |
| * Arrange interpretation (oral) | Contact: Joaquina Fuentes (2 weeks in advance is recommended)  Determine **translation and interpretation needs based on parent confirmations and recruitment efforts.** Translate documents (flyers, handouts, PowerPoint presentations, etc.) into the identified languages. You can request translation and interpretation services online at  <http://communications.dpsk12.org/translation.html>  Steps to request translation/interpretation services:   * Scroll down to “Submit a Request” and select either “translation” or “interpretation”. * Follow the instructions on the new window with your dpsk12.org account. * You will receive an automatic email confirmation once you submit your request. |
| * Arrange translation services (written) | Contact: Gabriela Aguilar (2 weeks in advance is recommended) |
| **After Meeting** | |
| Service | Comments |
| * Keep agendas, minutes, handouts, sign-in sheets, childcare lists and parent feedbacks of all PAC meetings in a three ring binder. |  |
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