

Module 4 Parent Meeting Preparation and Facilitation

Getting Started

Choose a date, time, and place for the meeting and create invitations.

Send invitations to all parents and staff. *The expectation is all staff will attend and participate.*

Preparation for Table Group Activities

Select a staff member to sit at each table to facilitate table group activities.

Meet with table facilitators to review activities and expectations.

Additional staff members should sit with as many different table groups, as possible.

Print and organize all materials.

Room Set Up

Set up computer, projector, screen, and speakers.

Participants sit in small table groups.

Each table should have all printed handouts in pocket folders, activity materials, markers, and pencils. Some handouts will be used during the presentation. Others will be used at home with parents and students.

Preparation for Facilitating the Parent Meeting

Read through all the following information to prepare for facilitating the presentation and activities. *Links for printable items are underlined.*

Parent Sign-In Sheet *Optional*

This provides tracking data for general attendance and attendance per grade level.

Poster: Frayer Model Vocabulary Graphic Organizer: Teacher

Print one for each small group.

Facilitation Card: *Print one card for each small group facilitator.*

Prepare one pocket folder for each parent.

Handout 1: Frayer Model Vocabulary Graphic Organizer: Student. *Print one.*

Handout 2: Frayer Model Vocabulary Graphic Organizer: Examples for All Classes. *Print one.*

Handout 3: Blank Frayer Model. *Print three.*

Handout 4: Before, During, and After Reading: Wildfires. *Print one.*

Handout 5: Before, During, and After Reading: Hurricanes. *Print one.*

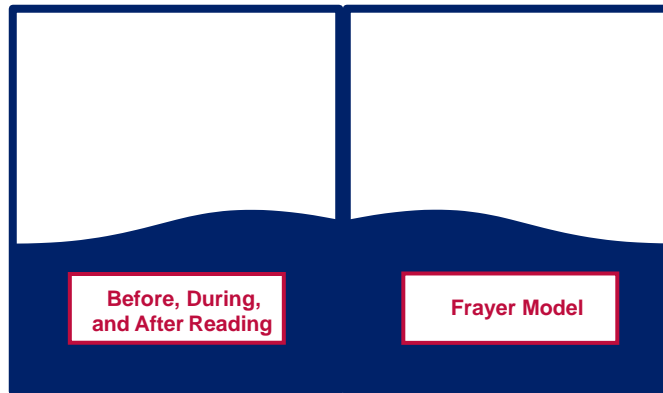
Handout 6: Before, During, and After Reading: Sky Islands. *Print one.*

Handout 7: Before, During, and After Reading: Terrace Farming. *Print one.*

Left Pocket

Top Copy:
Handout 4

Followed by:
Handouts 5–7



Right Pocket

Top Copy:
Handout 1

Followed by:
Handouts 2–3

Presentation: *Encourage all parents and students to participate together in activities.*

Slide 1: Display this slide as parents arrive.

Slides 2 and 3: Prompts introductions and Parent Meeting focus.

Slides 4–5: Introduces Frayer Model vocabulary strategy.

Parents reflect and share their school experience with new vocabulary.

I Do with Frayer Model Vocabulary Graphic Organizer: Parent Partners.

Click through slide to show examples in each section.

Slide 6: We Do with poster activity. Frayer Model Vocabulary Graphic Organizer: Teacher.

Facilitator explains the steps and staff facilitate small groups at posters.

Slide 7: You Do with pairs activity and **Handout 1: Frayer Model Vocabulary Graphic Organizer: Student**. Table facilitators monitor pairs for support and timely completion.

Slide 8: Table groups review **Handout 2: Frayer Model Vocabulary Graphic Organizer: Examples for All Classes**. Table discussion. What advantage do parents see if all teachers use the same strategy for learning new vocabulary words? Blank copies of **Handout 3: Frayer Model Vocabulary Graphic Organizer** are in folder for use at home.

Slide 9: Parents reflect and share their school experience with comprehension.

Slide 10: Think aloud and modeling. Parents reflect and share how the think aloud strategy and step-by-step modeling supports learning.

Slide 11: Introduces Before, During, and After Reading comprehension strategy.

Slide 12: I Do with Before, During, and After Reading: Elephants.

Slide 13: We Do with Before, During, and After Reading: Cats.

Slides 14–15: You Do pair activity with **Handout 4: Before, During, and After Reading: Wildfires**. Facilitator guides pairs through the activity. Table facilitators monitor pairs for support and timely completion.

Slide 16: Introduces **Handout 5: Before, During, and After Reading: Hurricanes; Handout 6: Before, During, and After Reading: Sky Islands; and Handout 7: Before, During, and After Reading: Terrace Farming** to use at home.

Slide 17: Thanks parents for their collaboration.

Optional: Ask parents to complete the [Parent Meeting Survey](#) to gain feedback for the presentation.

Presentation Timing: Approximately 50 minutes. Allow extra time before and after meeting.

Suggestions to Prepare for Your Audience

Understand the needs of your parents, e.g., Do you need to provide child care services for younger children? Do you need to have interpreters?

Greet the parents and make them feel welcomed and appreciated.

Create a fun, engaging opportunity that encourages attendance like a raffle with community prizes or a student art/project display.

Promote the AZPLS Parent Meeting in school newsletters, websites, and social media.

Create a certificate to show appreciation for AZPLS parent engagement. Include the quote: *At the end of the day, the most overwhelming key to a child's success is the positive involvement of parents. ~Jane D. Hull*



Example Certificate



Raising Special Kids is an AZPLS partner and Arizona's Parent Training and Information Center. It is a cornerstone belief at Raising Special Kids that collaboration between families and professionals results in the best possible outcomes for children with disabilities. Visit the website to find support, information, resources, and training opportunities that may benefit staff working with students with disabilities and parents of students with disabilities.

