

## Module 5 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 the handout, pencils, and the take-home, Th?nk Photos with Questions to Extend Thinking.

### 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.

**Handout:** *Print one for each participant.*

**Staff Handout:** *Print one for each staff table facilitator. This handout includes possible answers for the We Do and You Do activities.*

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

**TH?NK Photos with Questions to Extend Thinking:** *Print one for each parent to take home.*

**Cover and back page:** *Print in color on cardstock and cut out.*

**Pages:** *Print in color and cut out.*

Assemble cover, pages, and back. Attach with a small spiral at top or punch a hole in top left corner and insert a small binder ring.

Slide 1: Display this slide as parents arrive.

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

Slides 4–7: Introduces questioning and extended thinking levels.

Level 1: Recalling activity.

Explain slide 4. *Be ready to click to the next slide and time 11 seconds.*

After viewing slide for 11 seconds, participants write down all photos recalled.

Table facilitators guide parents to correctly complete the activity.

Slide 8: Review the photos so participants can check how well they recalled the photos.

Level 2: Summarizing. Table groups summarize the photo activity. Ask for some tables to share their summary statements.

Slide 9: Level 3 expands thinking with examining the information, and Level 4 further explores the information to consider more in-depth ideas. Partners answer questions to expand and explore the popcorn photo.

Slide 10: Explains ineffective and effective questions. Partners take turns naming their favorite TV show and answering the effective question: Why do you like this show?

Slide 11: This slide provides an I Do example of how questioning and extended thinking could work in class. Parents follow with top section of handout: Arizona State Flag.

Slide 12: This slide provides the We Do example of how questioning and extended thinking could work in class with the middle section of the handout, Colossal Cave. Read the paragraph to the group. Table facilitators guide the participants as they answer Level 1–4 questions. Stress answering in complete sentences.

Slide 13: This slide provides the You Do example of how questioning and extended thinking could work in class with the bottom section of the handout, Saguaro Cactus. Read the paragraph to the group. Partners answer the Level 1–4 questions.

Slide 14: Distribute TH?NK Photos with Questions to Extend Thinking to every parent. Explain they are to use it at home to practice questioning and extended thinking with their children.

Slide 15: Thank 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.

