



## Module 2 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, activity materials, markers, and pencils.

### 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: Parent Portraits *Print one for each table group.*

**Handouts:** *Print one each for parents.*

Handout 1: Arizona Professional Learning Series Module Overview

Handout 2: Parent Perception Survey Results

#### **Activities:**

Parent-Teacher Shared Responsibility Notes *Print one for each table group.*

Reading Riddle Card A: *Print enough for the number of people sitting at **one** table.*

***Note: Only one table group should have Card A.***

Reading Riddle Card B: *Print enough for the remaining parents and students.*

## Collaboration Seed Packets

Give parents Seed Packets to promote the collaboration between parents, students, and school staff. *Print one for each parent.*

Cut out individual packets. Glue three edges of front and back packets together (both sides and bottom). Fill packet with sunflower seeds. Tape or glue the top edge.



**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 purpose for Parent Meetings.

Slides 4–5: Explains the Arizona Professional Learning Series and the Three Questions.

Slide 6–7: Introduces Raising Special Kids and explains parents are children's first teacher.

Slide 8: Parents list things they've taught their children on the Parent Portraits poster. Students can help create the lists. After completing the posters, each group shares their feelings about the lists they created.

Slide 9–10: Table groups discuss: How can parents and teachers collaborate to support all students? Have a few parents and teachers share some comments from the groups. Table facilitators record responses on the copy of **Parent-Teacher Shared Responsibility** at each table. This information should be shared with staff at a later time.

Slide 11–13: Introduces and explains inclusion.

Slide 14: Reading Riddle activity. Table facilitators give each group member an activity card turned face down. **Note: Only one group will have Reading Riddle Card A with correct directions.** All other groups should have **Reading Riddle Card B** with directions that are difficult to read. Allow one minute for participants to solve the riddle statements.

Slide 15–16: Discussion: How did this activity make you feel? Provides answers to the riddles.

Slide 17: Shares Parent Perception Survey results with **Handout 2: Parent Perception Survey Results**

Slide 18: Participants share thoughts on what the school can do to grow the AZPLS partnership with parents. Table facilitators record responses to be shared with staff at a later time.

Slides 19–20: Thanks parents for their collaboration. Give each parent an AZPLS seed packet.

**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*



**Desert Cactus  
Elementary School**

**Thank you for attending our  
AZPLS Parent Meeting  
and supporting our students!**

*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.

**AZPLS Parent Meetings**



**Rooted in School Community and Supporting Student Growth**