

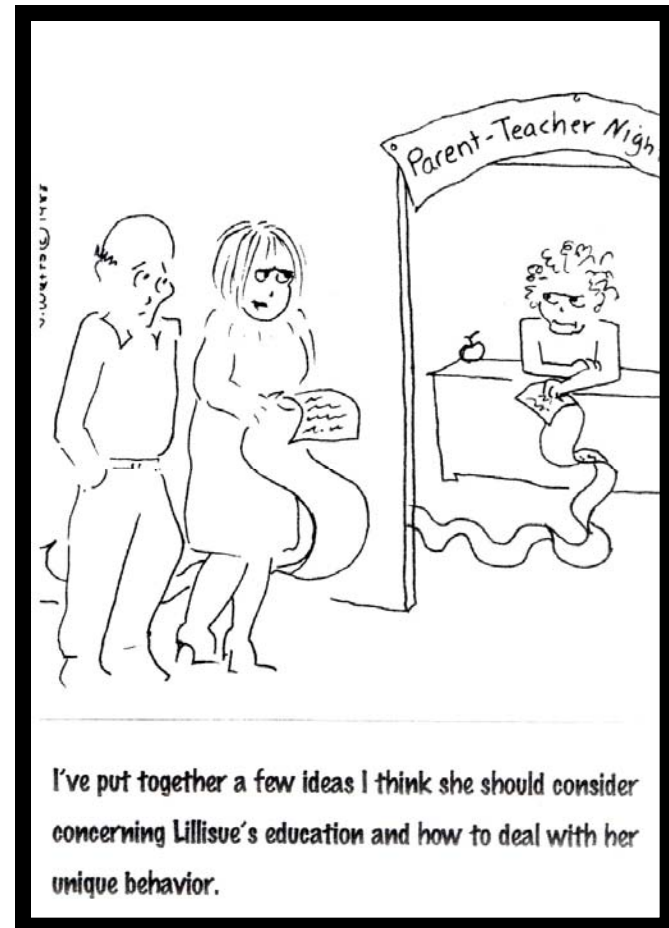


GATE Parent Meetings

A “How-To” Guide
With Suggestions and Tips

Getting Started

How do I conduct an effective GATE parent meeting?





Step One

- Select meeting dates (one for fall and one for spring)
- Reserve a space on your school's master calendar



Step Two

- Decide who will be presenting (include a bilingual presenter if translation is required)
- Meet with the presentation team to discuss the PowerPoints – decide who will present each slide and practice your presentation (be familiar with the content of current GATE memos/website to accurately answer questions and clarify information)
- Be sure to include how **your** school differentiates for gifted learners (reference your GATE plan)
- Go over your GATE budget expenditures



Step Three

Create the following documents*:

- Parent sign-in (including a place for contact information)
- Meeting flyers (one for fall and one for spring)
- Meeting agendas (one for fall and one for spring)
- Parent Sign-ins for Meetings
- Evaluation/needs assessment (for school site to evaluate their professional development and determine additional parent needs)

* Save flyer, agenda, sign-in, and evaluation for a **minimum** of three years in a GATE binder or folder



Step Four

- Copy and send out meeting flyers to GATE parents
- If possible, call parents to invite them to the meeting
- Copy agenda to be distributed at meeting



Step Five

On the day of the meeting:

- Confirm the meeting space
- Set up the screen, computer, and projector (test it to make sure the technology works)
- Set up chairs
- Set out sign-in and pens
- Set out copies of the agenda and evaluation/needs assessment
- Create handouts that your parent population will find helpful and pertinent



Step Six

Parent Meeting Presentation:

- Parents sign in and pick up agenda and evaluation/needs assessment
- Welcome and presenter introduction
- Parent introduction (if small group)
- Present PowerPoint
- Remember to include your school plan and how you differentiate for your GATE learners
- Go over planned GATE budget expenditures
- Q and A
- Thank you and closing remarks (provide information about the next GATE parent meeting or upcoming events if applicable)
- Ask parents to complete evaluation/needs assessment



Presentation Tips

- Do not just read the slides – make it your own by adding anecdotes or paraphrasing/clarifying the information
- Stop after each slide to check for understanding
- Stay focused! If a parent asks a question or makes a comment that is off topic, redirect and revisit the topic at the end of the presentation if necessary
- Stay positive! Remember that parents and teachers want the same thing – to ensure high-end learning opportunities that allow all children to reach their academic and social/emotional potential



Step Seven

- Collect evaluations/needs assessments
- Meet with the GATE team to debrief about the presentation and plan follow-up according to parents' needs
- Save sign-in and evaluations/needs assessments in a binder for future reference