



Ohio Statewide

Family Engagement Center

at The Ohio State University

Creating Great Meetings for Schools and Families

Facilitator Guide

Recommended time for this session	One hour to complete video & activities; video length 20 min 18 seconds
Intended Audience	Full staff, leadership teams, and support staff interacting with families
Prior to Facilitating	Review the webinar video and all the activities. Prepare all materials for activities and have the powerpoint, transcript & facilitator guide with you during the training. Throughout this Facilitator Guide there are optional activities that could be embedded into your professional learning session.
Considerations	<ul style="list-style-type: none"> •What accommodations will your team need as you work through the material? •We have intentionally planned and embedded activities that will provide your team a chance to dive deeper into the material- don't miss this opportunity. •Materials needed will vary based on the setting of the PD (Face to Face (F2F) or virtual) •Use a timer on your computer screen to keep participants on track. An example timer can be found here. •Take breaks as needed throughout the session. •Embed any local teaming structures i.e. Norms of Collaboration, agenda, non-negotiables

Slide	Notes	Materials Needed
5	<p>Activity #1: Answer the question: <i>Why would a family be apprehensive about visiting the school for a meeting?</i> Allow participants time to jot down their own ideas</p> <p>Suggested Time: 2 minutes</p>	<p>F2F:</p> <ul style="list-style-type: none"> • Scrap paper or post-it-notes <p>Virtual:</p> <ul style="list-style-type: none"> • Scrap paper or post-it-notes

6	<p>Activity #1 Share out: Allow participants to share their ideas with the entire group. Record responses to review later.</p> <p>Suggested Time: Time will vary according to size of the group</p>	<p>F2F:</p> <ul style="list-style-type: none"> • Chart paper or post-it notes • Markers <p>Virtual:</p> <ul style="list-style-type: none"> • Google Doc or Word document • lino - free sticky and canvas service
8	<p>Activity #2: In small groups, brainstorm current practices and ideas with the intention of revisiting this handout after each section to add notes about new learnings</p> <p>Suggested Time: 10 minutes</p>	<p>F2F:</p> <ul style="list-style-type: none"> • Activity #2 Handout one copy per participant <p>Virtual:</p> <ul style="list-style-type: none"> • Use breakout rooms and have a recorder fill in a copy of the handout Activity #2 Handout
12	<p>Activity #3: Pause the video and ask the participants to read the article. As they read, use checkmarks, stars and hearts to identify current practices and what could be changed.</p> <p>Suggested Time: 7-10 minutes to read and reflect</p>	<p>F2F:</p> <ul style="list-style-type: none"> • Printed copy of article, "Does Your School Atmosphere Shout 'Welcome'?" <p>Virtual:</p> <ul style="list-style-type: none"> • Put link to article, https://www.educationworld.com/admin/admin424.shtml in chat or send ahead of time for participants to read • Scrap paper or post-it notes to record thoughts as they read
13	<p>Activity #3 Share Out: After you finish reading, the team will come back together and share/discuss implications from the article.</p> <p>Checkmarks = current practice Star = would like to see Heart = easy to change</p> <p>Suggested Time: 10 minutes</p>	<p>*Optional Extension Activity: Welcoming Atmosphere Walk Through Toolkit Complete the activities as described in the toolkit. This activity will take additional time for planning and implementation outside of this training.</p>
15	<p>Preselect a video to play to share as an example of what is available.</p> <p>Example: Annual IEP 2</p> <p>Suggested Time: Varies depending on video selection</p>	<p>F2F:</p> <ul style="list-style-type: none"> • Alaska Statewide Mentor Project <p>Virtual:</p> <ul style="list-style-type: none"> • Put link in chat for participants to select and view a video https://asmp.alaska.edu/videos.php
16	<p>Optional Extension Activity: Although not indicated in the presentation, you could consider pausing the video and visiting these resources as needed with your participants.</p> <p>Suggested Time: Varies depending on participants' needs.</p>	<p>Blank ETR & IEP Rollover Guidance Access to the Universal Support Materials A Guide to Parent Rights in Special</p>

17	<p>Optional Extension Activity: How to Have a Successful IEP Meeting. Read the article and keep as a resource for a deeper dive into the tips to prepare for a meeting.</p>	
22	<p>Revisit Activity #2 As a whole group or in smaller groups, add new learnings to the chart for BEFORE MEETING section only. Discuss what you have just learned. What suggestions would/could you begin implementing? Suggested time: 5 minutes</p>	<p>F2F:</p> <ul style="list-style-type: none"> • Revisit Activity #2 Handout <p>Virtual:</p> <ul style="list-style-type: none"> • As a whole group, use lino - free sticky and canvas service • In small groups, use breakout rooms and have a recorder continue to fill in the copy of the handout previously used Activity #2 Handout
25	<p>Optional Extension Activity: Pause the recording and discuss options for names and roles. What will you do moving forward in order to be consistent?</p>	<p>F2F:</p> <ul style="list-style-type: none"> • Keep a stack of card stock that can easily be made into table tents with names and roles <p>Virtual:</p> <ul style="list-style-type: none"> • Change your name on the virtual platform your district uses to add your title. Example: Sherry Smyth, Physical Therapist
26	<p>Optional Extension Activity: Be proactive in assisting families to organize the information that they get during the special education process. Consider sharing the resource at your first meeting with them.</p>	<p>How to Organize Your Child's IEP Binder Understood.org resource</p>
28	<p>Revisit Activity #2 As a whole group or in smaller groups, add new learnings to the chart for DURING THE MEETING section only. Discuss what you have just learned. What suggestions would/could you begin implementing? Suggested time: 5 minutes</p>	<p>F2F:</p> <ul style="list-style-type: none"> • Revisit Activity #2 Handout <p>Virtual:</p> <ul style="list-style-type: none"> • As a whole group, use lino - free sticky and canvas service • In small groups, use breakout rooms and have a recorder continue to fill in the copy of the handout previously used Activity #2 Handout

30	<p>Activity: Review the survey</p> <p>Look at your reflections from Activity #2 and compare this survey: what would you add or remove from this survey? Is this something that you already do or can consider doing?</p> <p>Suggested time: 10 minutes</p>	<p>F2F and Virtual:</p> <ul style="list-style-type: none"> • Activity #2 Handout • View together Improving IEP Meetings- A Parent Survey
31	<p>Activity: Pause the recording and watch this video</p> <p>Discuss what makes the parent feel comfortable about sharing her thoughts and opinions with the school?</p>	<p>Link to video: https://drive.google.com/file/d/1aH3TSY5Ws00u78GZcAFRGLKMNvxrDCKd/view</p>
33	<p>Revisit Activity #2</p> <p>As a whole group or in smaller groups, add new learnings to the chart for AFTER THE MEETING section only. Discuss what you have just learned. What suggestions would/could you begin implementing?</p> <p>Suggested time: 5 minutes</p>	<p>F2F:</p> <ul style="list-style-type: none"> • Revisit Activity #2 Handout <p>Virtual:</p> <ul style="list-style-type: none"> • As a whole group, use lino - free sticky and canvas service • In small groups, use breakout rooms and have a recorder continue to fill in the copy of the handout previously used Activity #2 Handout
34	<p>Writing a plan</p> <p>As a team, decide the next steps for your building. It might also be important to create a flowchart to address who will complete various task.</p>	



Ohio Coalition for the Education
of Children with Disabilities



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Engagement
Center**

— at The Ohio State University —

**State Support
Team**

