

## Including Parents Meaningfully in the Focused Monitoring Process brings Trust, Accountability And Integrity to our work!

## What happens before the meeting?

District will:

- Determine meeting locations
- Ensure room set-up
- Send letters of invitation via guidelines from the Oklahoma Department of Education
- Invite through local media

## What happens during the meeting?

- Team arrives at least 15 minutes prior to the start of the meeting
- One team member is assigned to assist at the sign-in table
- Team leader will welcome parents and introduce team members
- Other team members take notes recording comments
- Team leader will gather information, documents, notes

## Prior to the visit, the team leader will:

- Work with the District to ensure tasks are completed
- Review the parent focus meeting procedures with team members during the pre-monitoring meeting
- Review times and location of parent focus meeting

## Opening a Parent Meeting

- Thank parents for participating/voluntary
- Ask participants to introduce themselves
- Inform that it is not a meeting of presentations or Q&A
- Explain the purpose is an opportunity for parents to speak publicly
- Inform parents that you are not there to give advice or help parents find resources

## Con't

- Written comments are welcome
- Telephone numbers can be provided if a follow-up interview is requested
- Explain the confidentiality that will be maintained for meeting participants per the state's policies and procedures.
- Point out the note taker
- Explain that the meeting will last 1 hour

## Con't

- Ask parents to state his or her name/name of school when making a comment.
- Ask parents to speak clearly
- Present the priority area being investigated
- Let's begin....

## Closing the meeting....

- Thank everyone for coming
- Express the importance of the information
- This individual input will not be available but rather all information will be considered in the final report which will be available through the Oklahoma Department of Education in about a month or so.
- Praise their willingness to be a part of improving programs and services for all students with disabilities in the district

## During the session...

- Ask focus forum questions one at a time
- Listen to responses
- Redirect when necessary
- Watch the time to ensure all questions are asked/Move on if necessary
- Don't go over time allocation.

## How you can prepare....

- Know your focus areas for the visit
- Preplan your opening and explanation of the focus areas
- Be prepared to deal with different types of participants

## Dealing with Different Types of Participants

Participant Actions	What/Why	What to Do
Overly Talkative	"Eager beaver"	1. Interrupt with: "That's an interesting point, now let's see what the group thinks of it."
	Naturally wordy	2. Don't be embarrassing or sarcastic.

## Dealing with Different Types of Participants

Participant Actions	What/Why	What to Do
Inarticulate	Participant is getting an idea but can't convey it.	1. Say, "Let me repeat that," then put it in better language for others to understand.
	Participant needs help.	2. Check with the participant to make sure you interpreted correctly.

### Dealing with Different Types of Participants

Participant Actions	What/Why	What to Do
Side Conversations	May be personal	<ol style="list-style-type: none"> <li>1. Don't embarrass them.</li> <li>2. If you are moving around the room, go and stand behind or near them.</li> <li>3. Call on one of them, repeat the last remark made by the group and ask for their opinion.</li> </ol>
	May be related	
	Distracts others	

### Dealing with Different Types of Participants

Participant Actions	What/Why	What to Do
Wrong comment	Participant comes up with a comment that is obviously incorrect.	<ol style="list-style-type: none"> <li>1. Must be handled delicately.</li> <li>2. If it is an incorrect comment about the FM process, then provide the correct information.</li> <li>3. If it is an incorrect comment about IDEA then refer back team leader.</li> </ol>

### Dealing with Different Types of Participants

Participant Actions	What/Why	What to Do
Rambling	Talks about everything except the subject	<ol style="list-style-type: none"> <li>1. When participant stops for a breath, thank him/her and refocus attention by restating the relevant points, and move on.</li> <li>2. Smile, state that the point is interesting, point to the list of focus areas and, in a friendly manner, indicate that we are a bit off topic.</li> </ol>
	Gets lost in topic	

### Dealing with Different Types of Participants

Participant Actions	What/Why	What to Do
Personality Clash	Two or more participants clash.	<ol style="list-style-type: none"> <li>1. Emphasize points of agreement, and minimize points of disagreement, if possible.</li> <li>2. Draw attention to the objectives of the meeting. Cut across with direct question on the topic.</li> <li>3. Bring a sound participant into the discussion.</li> </ol>
	Can divide the group into factions	

### Dealing with Different Types of Participants

Participant Actions	What/Why	What to Do
Obstinate/ Argues	Won't budge	<ol style="list-style-type: none"> <li>1. Remind participants that the purpose of the meeting is to gather information about the many points of view and experiences.</li> <li>2. Thank the person for sharing, say that time is short and you'll be glad to discuss it at a follow up call.</li> </ol>
	Prejudiced	
	Hasn't seen others points of view	

### Dealing with Different Types of Participants

Participant Actions	What/Why	What to Do
Won't talk	Bored.	<ol style="list-style-type: none"> <li>1. Ask for his/her opinion.</li> <li>2. If he/she is seated near you, ask his opinion so that he will feel he is talking to you and not the group.</li> </ol>
	Indifferent.	
	Feels superior or inferior.	
	Timid.	

## Let's Role play

- We are going to role play situations that might come up and have come up in the past.
- We always treat participants and their challenges with respect.
- The role play might seem a little humorous today, but remember that in the real life of these families, the situations are very serious.

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## Rules for the Role play

- Divide into small groups seated in a circle.
- Decide who will be the meeting facilitator in each group.
- Participants in the groups will be given a role to play.
- Make sure everyone gets the opportunity to act out their role.
- We will role play for 15 minutes.
- After the role play, debrief in the small groups. Participants can read what their assigned role was and give feedback and constructive advice to the facilitator.
- Shuffle the roles, choose a new facilitator and practice the meeting again for another 15 minutes.
- Debrief in the small groups again.
- Repeat 3 more times so that three other people have the opportunity to be a meeting facilitator.
- Come back together and small groups will report on experiences.

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