

Sample Parent Meeting Agenda

Give Kids a Chance – Stop Starving Public Schools

1. **Introductions (5 mins)**
 - a. Ask each person to say their name, say if they are a parent or educator
 - b. Review the goal for the meeting: Build a parents and educators team that will fight to win increased funding for schools, fair wages for teachers, smaller class sizes, less testing and community schools in the **“Give Kids a Chance – Stop Starving Public Schools” Campaign.**

2. **UTLA Key Platform to “Give Kids a Chance – Stop Starving Public Schools” Strike (20 mins)**
 - a. Go over parent leaflet and answer questions
 - b. Take note of which issue inspires parents the most

3. **Assign Roles and Responsibilities for Strike (15 mins)**
 - a. Contact information - Make sure to get their contact information and let them know they will receive texts and calls to take action
 - b. Leaflet parents and neighbors - Sign parents up to leaflet other parents before and after school
 - c. Get support from the neighborhood - Sign parents and educators up to walk the neighborhood to give out leaflets and posters to display. Also ask people to get organizations and business nearby to support our strike by signing the “Sign-on” Form. Make sure these are returned to you.

4. **Next Steps (5 mins)**
 - a. Set a date, time and location for another meeting

Reminders:

- Materials to have ready: Parent Leaflet, Support Signs, Parent Support List Template
- Have activities for children so that parents can focus on the meeting as much as possible
- You may have to run your meeting in a language other than English
- Consider having food/snacks/refreshments available
- Remind parents about the meeting on the days leading up to the meeting and the morning of the day of the meeting