

## Top 10 List for Successful Parent Meetings

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- 1. Start small:** Your first parent meetings do not need to be large forums. Start by getting the right people to the meeting. It is easier and more productive to build relationships in small groups that can facilitate a real dialogue.
- 2. Do targeted outreach:** Strategize with your Chapter Action Team (CAT) about which parents to invite to the parent organizing meetings. Begin with the parents UTLA members already trust and/or who they have built relationships with. Mass flyering is **not** recommended at this step.
- 3. Work with parents who have demonstrated leadership:** This could be, for example, parents who took an active role during our strike; parent volunteers; the “room-parent” who works closely with their child’s teachers; the parent who organizes social events like potlucks; or parents involved with the PTA, SSC, ELAC, Local School Leadership Council, etc.
- 4. Build a contact list:** Make sure you obtain the phone number and email (if available) of the parents you are inviting to your meetings. This will help you do reminder calls.
- 5. Choose the best location and time:** Your parent meetings will take place after school and after hours. We recommend that you have them in a classroom. If a principal tries to require an LAUSD Civic Center Permit, have an alternate location in mind to meet off-campus. Some ideal meeting places: community centers, churches, public libraries, parks near the school, or a teacher’s/ parent’s home.
- 6. If possible, have light food/refreshments available:** It’s always a good idea to have light refreshments. Speak to your area chair in advance for possible cost reimbursements.
- 7. Have activities for younger kids to do during the meeting**

### THINGS TO CONSIDER/AVOID:

- 8. Do not advertise the meeting as a “UTLA Parent Meeting” or “Community Meeting,” especially on a flyer:** This is an immediate “red flag” for the district and will most likely result in requiring an LAUSD Civic Center Permit (which requires a fee and at least a month to process).
- 9. Consider your relationship with your principal:** You know your principal best. Principals can use their discretion to allow a parent meeting to take place or to halt it.
- 10. Prepare a meeting agenda and materials:** Make sure that you have copies of important materials to share with parents. You can find copies of area meeting materials on UTLA.net under “RESOURCES/AREA MEETING MATERIALS.” You can also contact your Area Rep. If the meeting is in Spanish, materials used should also be in Spanish.

***Note: Suggested agenda on other side***



## Parent Meetings: Suggested Agenda

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### 1) Welcome and introductions

### 2) Review purpose of the meeting

We want to build on our strike and continue organizing with our parents and entire school communities to build our voice and POWER to effect change at our school and across the district.

### 3) Parent priorities

What do parents want to address immediately at the school?

### 4) Enforcing our contract WINS

It is critical for us to ensure that our collective strike wins are implemented by the district, i.e., class sizes, more nurses, counselors, librarians, etc.

### 5) Our New Deal for Public Schools *-handout- "Our New Deal for Public Schools"*

Our Strike. Our Movement. Our Schools. Now our movement for public education needs a big, bold transformation. We will take the worksite power we built through the strike to our communities and the ballot box, using the five principles in our New Deal for Public Schools to restore, reinvest, and reclaim the promise of public education.

### 6) NEXT STEPS

- a) What other parents may be interested in joining us? *(Have people share out loud, if possible)*
- b) Determine if parent(s) willing to join our Chapter Action Team
- c) Schedule next meeting and set location

*Note: In your initial meeting the primary goal is to obtain the commitment of an initial group of trusted parents that can grow. This suggested agenda is intentionally "short" to ensure that there is space for discussion and engagement. If you feel comfortable, especially if this isn't your first meeting with this group, please feel free to include other relevant topics and upcoming campaigns.*