Sample Steps for Organizing an ABB Parent Meeting

1. MEP staff meet to discuss a timeline for scheduled meetings and topics in reference to the development of kindergarten readiness skills.
2. ABB educators research additional supplemental resources such as hands-on craft activities pertaining to the current season and consider guest speakers on specific topics (Medicaid, medical/dental services, etc.). A brochure for Kindergarten readiness with resources and strategies will also need to be prepared to distribute to parents.
3. Secure a location for the meeting.
4. Determine whether there is a need for transportation and plan to meet that need.
5. Make plan for providing snacks and refreshments.
6. Create an agenda, slideshow, and prepare handouts to be distributed (including Kindergarten readiness brochure).
7. Send parents an invitation a month in advance and provide weekly reminders.
8. Disseminate information to parents not able to attend the meeting. (The information may be mailed to parents or provided at the next parent meeting.)

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