

## Negative

## Positive

<i>When there is low attendance, instead of saying:</i>	<i>Try saying:</i>
“We have 500 students in this school and only 10 parents are here. There should be at least 100.”	“It’s so great that you are all here. Let’s try to bring one more person each to our next meeting.”
“Parents just don’t care.”	“Most parents do care. Let’s see if we can figure out what they care the most about and try to get them involved with the school.” (Even if it’s Zumba classes!)  “What are your ideas?”
“Parents are too busy to come to meetings.”	“Can we figure out a different time for meetings?”  “Can we brainstorm some ways to involve people who can’t come to meetings?”
“We can’t get the Spanish-speaking parents here.”	“Can we identify a bilingual teacher or parent to help with outreach?”  “Can we get materials translated both for the meeting and as summaries after the fact?”  “Can we use headsets at the meeting for translation?”
“Teachers don’t come to our meetings.”	“Can someone reach out to their child’s teacher and get their ideas?”  “Can we hold a meeting after school once a month so it’s more convenient for staff?”  “Can we talk to the UFT chapter leader about setting up a meeting of parents and teachers?”

<p><b><i>If you don't know the answer to a question:</i></b></p>	<p><b><i>Try saying:</i></b></p>
<p>Don't make up an answer in order to save face.</p>	<p>“That is a great question. I'm sorry I don't know the answer. Does anyone else know the answer?”</p> <p>If not: “I will find out and get back to you.”</p>
<p><b><i>If there is a disruptive parent and you can't get through the agenda:</i></b></p>	<p><b><i>Try saying:</i></b></p>
<p>Don't let them dominate the conversation. Don't argue with them.</p>	<p>“Let me see a show of hands: How many people are ready to move onto the next item and table further discussion on this for now?”</p> <p>Or: “Would you like to form a committee to address this?”</p> <p>Or: If you know ahead of time that this person causes problems, ask them to do a job at the meeting like taking notes.</p>