

## GIFTED AND TALENTED EDUCATION PARENT REPRESENTATIVE GUIDELINES

In reality, being the GATE Advisory Committee parent representative(s) for your school site is what you make of it. There are some specific duties you perform, and the rest is largely up to you.

Communication is the main responsibility of the GATE parent representative(s). You are the liaison between the school site and the district office to communicate information and concerns that parents have about the GATE program. Also, you provide information that is discussed or shared at the GATE Advisory Committee with the site administrator and the parents of identified students at your school. Towards that end, the representative attends the GATE Advisory Committee meetings, TGIF (The Gifted in Fremont) monthly meetings, the site GATE meetings and, if applicable, the SSC (School Site Council) meetings when GATE matters are reviewed.

### **Some Things to keep in mind:**

1. Always work with your Site Administrator and school staff.
2. Get approval from your Site Administrator on anything distributed to the school community.
3. If unsure about any GATE policy check with the GATE Specialist.
4. Reach out to the parents/guardians of GATE identified students for their input and feedback.

### **The basic duties for the GATE representative are:**

1. Attend the FUSD GATE Advisory Committee meetings which are scheduled on Monday evenings from 7 to 8:30, at least 4 times yearly.
2. Attend your school's GATE site meetings with your administrator or with a GATE Committee
  - a. Plan and facilitate a meeting for parents of identified GATE students at your school site
  - b. Complete the GATE Checklist with the site administrator and teachers of identified GATE students and co-sign the document.
3. Report to parents of identified GATE students about TGIF and GATE Advisory Committee meetings and information.
4. Make a brief report to the SSC about the GATE program
5. Review site allocations and requests for GATE funds.

# GIFTED AND TALENTED EDUCATION PARENT REPRESENTATIVE GUIDELINES

## Possible schedule for these duties

### **September/October:**

1. Meet with your site administrator and, if possible, your school's GATE teachers to discuss your plans for the year.
2. Establish with site administrator your means of contacting parents/guardians of GATE identified students.
  - a. Write an introductory/contact letter requesting contact information
  - b. Post your contact information as the GATE representative in the school newsletter or website.
  - c. At the secondary level participate in Maze Days registration
    - i. Add a contact letter
    - ii. Request contact through the PTSA contact form
    - iii. Create a yahoo or goggle use group
3. Plan with the site administrator and schedule a GATE parent meeting. Possible topics may be the role of GATE representative(s), the GATE services at your school, the schedule of GATE meetings and events, general information about GATE issues, and/or recruiting other parents for your GATE Site Committee.
4. At all school meetings have a sign-in sheet and retain these sheets for GATE Checklist verification and CCR reviews.
5. Combine the first GATE parent meeting with the GATE screening and nomination informational meeting.
6. Determine how TGIF meetings and events, GATE information and school site meetings will be publicized at your school site
  - a. school newsletter
  - b. school website
  - c. Daily/Monthly bulletin
  - d. Flyers
  - e. Reminders in the Wednesday folders
  - f. At the secondary level reminders through the teachers of GATE identified students.
7. Attend TGIF meetings and events as scheduled.
8. Take notes at TGIF meeting and events and plan to relate information.

### **November/December:**

1. Advertise any upcoming TGIF events or meetings.
2. Retain copies of all publicity for events/meetings and meeting attendance sheets for GATE Checklist verification and CCR reviews..
3. Hold with site administrator a GATE Screening and Nomination meeting.

## GIFTED AND TALENTED EDUCATION PARENT REPRESENTATIVE GUIDELINES

4. Remind your site administrator, teachers/counselors about nominating students for GATE screening and submitting their forms on or before the Jan. 15 deadline.
5. If applicable, with the site administrator form a GATE Site Committee, which may include parents and staff.
6. Discuss with the site administrator and/or GSC having other parent education meetings that may focus on: curriculum differentiation, class planning and selection in Jr. High and High School, emotional and social issues for GATE students, stress and the gifted students, etc.
7. Attend TGIF meetings and events
8. Bring to FUSD GATE Advisory Committee/TGIF representative meetings any questions, concerns that parents and teachers have about their GATE program.
9. Carry out any specific action items for GATE representatives from meetings.
10. Notify your GATE teachers about TGIF sponsorship to attend annual CAG conference in the Spring.
11. Report current GATE info to parents, include upcoming meetings/events.

### **January:**

1. Advertise any upcoming TGIF events or meetings.
2. Retain copies of all publicity for these events/meetings
3. Publicize reminders about the Jan. 15 deadline for GATE nominations. Post deadline in school newsletter, bulletin or website.
4. Begin review of the GATE Checklist with site administrator or GATE Site Committee.
  - a. For school site meetings have and retain your sign-in sheet.
  - b. Discuss and review GATE funding requests.-SSC may also review GATE funding requests.
5. Post a notice about the Summer Programs Fair
6. Attend Summer Program Fair. Collect brochures and handouts from event.
  - a. Compile brochures into a binder for your school's office.
  - b. Post a notice about the Summer Programs Fair Binder
7. Update parents about GATE program, meeting, and events.
8. Forward teacher's name to TGIF board for sponsorship to CAG conference, if applicable.

### **February/March**

1. Advertise any upcoming TGIF events or meetings.
2. Retain copies of all publicity for these events/meetings.
3. Attend second GATE Checklist review meeting.
4. Attend TGIF meetings and events as scheduled.

## GIFTED AND TALENTED EDUCATION PARENT REPRESENTATIVE GUIDELINES

5. Bring to the GATE Advisory Committee meetings any questions, concerns about GATE.
6. Take notes at TGIF meeting and events and plan to relate information.
7. Carry out any specific action items for GATE representatives.
  - a. Recruit volunteers for GATE Olympics.
  - b. Recruit other parents to be GATE Advisory Committee parent representative or TGIF Board member.
  - c. Follow up with site administrator that GATE spending requests have been submitted for approval by the district deadline.
  - d. Ensure GATE funds will be spent by March deadline.

### **April/May/June**

1. Advertise any upcoming TGIF events or meetings.
2. Retain copies of all publicity for these events/meetings
3. Attend TGIF meetings and events as scheduled.
4. Bring to the GATE Advisory Committee meetings any questions, concerns about GATE.
5. Take notes at TGIF meeting and events and plan to relate information.
6. Make final report to parents about the current GATE information from TGIF meetings and events and school's GATE meetings. Ask parents if they want to remain on contact list for next year.
7. Attend last review of GATE Checklist meeting with principal or GSC.
  - a. Address GATE student and parent survey
  - b. Discuss any outstanding GATE issues
  - c. Co-Sign GATE Checklist when completed.
  - d. Retain all materials that support the GATE Checklist and CCR review.
    1. Sign-in sheets
    2. Publicity of TGIF meetings and events
    3. Related handouts and materials
    4. Reports/minutes about GATE related meetings and events
    5. Reports and surveys about the school's GATE services in the class room by teachers, students and parents.
    6. When materials complete keep in school office
8. Report GATE services to SSC for final review.
9. Notify your site administrator of your desire to continue as a GATE Representative next year, or names of others who may serve instead.
10. For representatives that are continuing the next year at the secondary level arrange to have your contact info on the PTSA form or your contact letter added to the Maze Days registration packet that's sent out in August.