

FAMILY ENGAGEMENT TEAM MEETING MINUTES - QUARTER 1

Location:	TAP Conference Room
Date:	2/2/2024
Time:	2pm
Attendance:	Sarah (social worker), Emily (ICS), Rosa invited. Three team members out ill/personal.

AGENDA ITEMS	DISCUSSION NOTES	RESPONSIBLE FOR FOLLOW-UP
1 -Focus Group	1 - Discussed the why of focus group. Reviewed family engagement survey and chose questions 7, 11, 13, 21 and 25 to ask caregivers. First week of <u>March directly after school.</u>	1 - Sarah to identify volunteer facilitator and notetaker. To schedule and contact caregivers.
2 - Spring Event	2 - Dia Del Nino Village Night April 25th, directly after school. Same food, photo and setup. Added activities and resource tables.	2 - Identify volunteers to help with different booths, reach out to resource tables, gather materials.
3 - Newsletter	3 - Reviewed newsletters and considered what might be added.	3 - Send newsletter to families via text message because families inundated with emails. Add resource sharing
4 - Additional family night gatherings	Team reviewed ideas like gathering at the children's museum etc.	4 - Sarah to follow up with Children's museum
6 -	6 -	6 -
7 -	7 -	7 -
8 -	8 -	8 -
9 -	9 -	9 -
10 -	10 -	10 -