

Family Engagement team meeting 1st quarter

Date: Wednesday August 27, 2025

Time: 5:30pm Location: Zoom

Welcome & Purpose

- Briefly explain the meeting's purpose and desired outcomes.
- Acknowledge and thank families and staff for their attendance and participation.

Review key information

- Share upcoming events (parent teacher conference, Cafecito, movie night).
- Explain school policies, programs or goals that affect students.
- Provide resources or information that families can use to support their children.

Family & staff feedback & input

- Open the floor for questions, feedback, and suggestions from families and staff.
- Use guiding questions to encourage active participation and collaborative problem-solving.

Identifying action items & next steps

- Discuss and agree on concrete actions that both the school and families will take.
- Assign responsibilities and set clear timelines for each action item previously agreed on.

Closing & summary

- Summarize discussion points.
- Provide information on how families and staff can stay involved.
- Express appreciation for continues partnership and commitment.