

FAMILY ENGAGEMENT TEAM MEETING MINUTES - QUARTER 2	
Location:	Zoom Meeting
Date:	12/6/2023
Time:	3:30
Attendance:	Heather Martin, Diana Johnston, Heater Barrett, Christy Contreras, Julie Cox, Mercedes Leon, Kim Chaput, Annette Swift.

AGENDA ITEMS	DISCUSSION NOTES	RESPONSIBLE FOR FOLLOW-UP
1 - 1. Analyze Family Engagement Survey and Conference Feedback Survey Results	1 - Results have not been received, Heather Martin had input some of the results. Needs to work on getting information out about PTA and Site Council.	1 - Heather Martin
2 - 2. Create Critical Questions for Focus Groups based on Survey Information	2 - Waiting on Results , asked members about a volunteer for Focus Group. Explained about Focus Group anf how it works.	2 - Heather Martin
3. Schedule Focus Groups	3 - Once we find a volunteer we will schedule the Focus Group	Heather Martin
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