

Meeting Date 9/10/2015 Meeting Location: Zoom Meeting

Members present	Heather Martin-SCL Kristie Cugini-Teacher Vince Kelly-Principal Dana Armstrong-Teacher Kim Chaput-Teacher Heather Barrett-Parent Indah Guinac-Parent Jessica Morse-Parent Bobbie Benitez-Community Member
Members absent	
Constituency group represented	

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- i. Approval of Minutes for Spring 2025
 - ii. Call to the audience
 - iii. Reports
 - iv. Action Items
 - Review District Family Engagement Guidelines
 - Review Family Engagement Team Plan
 - Assign Tasks to Complete Family Engagement Plan
 - Create plan for participation by students, staff (100%), and parents/guardians in family engagement survey
 - Plan a Curricular Focused Event for Semester 1, and host the event prior to December 19, 2025
 - i. Submission of items for next agenda
 - 1. Analyze Family Engagement Survey and Conference Feedback Survey Results
 - 2. Create Critical Questions for Focus Groups based on Survey Information
 - 3. Schedule Focus Group
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Ford Family Engagement

Minutes 2025-2026

Meeting Date 9/10/2025 Meeting Location: ZOOM

Members present	Heather Martin-SCL Kristie Cugini-Teacher Vince Kelly-Principal Dana Armstrong-Teacher Kim Chaput-Teacher Heather Barrett-Parent Indah Guinac-Parent Jessica Morse-Parent Bobbie Benitez-Community Member
Members absent	None
Constituency group represented	None

I. Called to order at 3:30 PM by Heather Martin

II. Approval of Minutes for Spring 2025

DISCUSSION NOTES	Approved by Heather Barrett
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III. Call to the audience

DISCUSSION NOTES	Spoke about Family events so far, Ice Cream Social, PTA Meeting, Curriculum Night, Title 1 Meeting.
CONCLUSIONS	Continue to Grow Family Engagement
ACTION ITEMS	PTA IS LOOKING TO EXPAND AND HAVE OTHER FAMILY EVENTS, UPCOMING PETER PIPER NIGHT.

IV. Action Items

ITEM TITLE	1. Review District Family Engagement Guidelines
DISCUSSION NOTES	Send the Family Engagement Guidelines to members by email so they can look them over.
RESOLUTION	

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ITEM TITLE	2. Review Family Engagement Team Plan
DISCUSSION NOTES	Principal will bring the plan to the next meeting.
RESOLUTION	
Go over plan at the December meeting.	

ITEM TITLE	3. Assign Tasks to Complete Family Engagement Plan
DISCUSSION NOTES	Work with Parents and PTA to make sure we are reaching all families.
RESOLUTION	
We need to get all parents aware of ParentSquare and how the school and District use it for communication. Hand out directions for APP at Parent Conferences.	

ITEM TITLE	4. Create plan for participation by students, staff (100%), and parents/guardians in family engagement survey
DISCUSSION NOTES	Survey will be sent out soon.
RESOLUTION	
TRY TO SEND OUT THE QR CODE BY PARENTSQUARE AND FLYER. HAVE A COMPUTER SET UP AT MATH & SCIENCE NIGHT.	

ITEM TITLE	5. Plan a Curricular Focused Event for Semester 1, and host the event prior to December 19, 2025
DISCUSSION NOTES	November 4th, Math and Science Night.
RESOLUTION	
REACH OUT TO U OF A AND OTHER COMMUNITY MEMBER TO PROVIDE FUN AND INFORMATIVE THINGS FOR OUR FAMILIES	

ITEM TITLE	
DISCUSSION NOTES	
RESOLUTION	

**V. Submission of items for next agenda.Family Engagement Team Meeting
(Hold Meeting by December 19, 2025)**

- 1. Analyze Family Engagement Survey and Conference Feedback Survey Results

- 2. Create Critical Questions for Focus Groups based on Survey Information
- 3. Schedule Focus Group
- Family Engagement Team Meeting (Hold Meeting by March 13, 2026)

VI. The meeting was adjourned at 3:45 by Heather Barrett