

Family Engagement Meeting—12/1/2025

Agenda:

1. Welcome & Check-in
2. Review of plans for Thursday Family Engagement Night
 - a. Amber has finalized copies of Family Engagement Night Activities & Scavenger Hunt.
 - b. Mrs. Conrad has finalized details of Family Engagement Night Activities. Any needs before Thursday?
 - Tables and chairs?
 - Printed sheets or needs?
 - Guess How Many needs?
 - Set-up? (When? Who?)
 - Break down (When? Who?)
 - Live guide/ assistance?
3. Presentation—Kit Giuffre
 - a. Is it finished?
 - b. Reviewed for content and errors? (Who?)
 - c. How long? Time within allotted 30 minutes for Q and A? How much?
 - d. Needs?
4. FE records
 - a. Authorization of event?
 - b. Sign-in Sheets?
 - c. Where will they be located?