

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.—Ms. Conrad wanted some changes. Said she would email Amber with the changes.
 - b. Mrs. Conrad has finalized details of Family Engagement Night Activities. Any needs before Thursday?
 - Tables and chairs?—3 tables and a variety of chairs. Plans to use 7th period for setup. Not necessary, set-up after school.
 - Printed sheets or needs?—We need about 75 copies of everything. Kit will make the copies during the time between now and Thursday.
 - Guess How Many needs?—One jar and something to fill it with. Ms. Conrad says she will take care of it.
 - Set-up? (When? Who?)—John, Alicia, and myself will take care of the set-up after the bell, before 4:30
 - Break down (When? Who?)—Alicia, John, and myself
 - Live guide/ assistance?—Mr. Jai will take care of getting families signed in
3. Presentation—Kit Giuffre
 - a. Is it finished?—Yes, by end of day.
 - b. Reviewed for content and errors? (Who?)—I will send it to everyone on the team and welcome any feedback.
 - c. How long? Time within allotted 30 minutes for Q and A? How much?—Approximately 30. minutes
 - d. Needs?—Just need help making sure the presentation can be played on the P-Board in the library.
4. FE records
 - a. Authorization of event?—Haven't figured this out
 - b. Sign-in Sheets?—Family Engagement has a specific sign-in sheet they want us to use.
 - c. Where will they be located?—Located up front in the library with Mr. Jai.