

FAMILY ENGAGEMENT TEAM MEETING MINUTES - QUARTER 1

Location:	Innovation Tech High School, Rm.#210
Date:	9/19/23
Time:	4pm
Attendance:	Rhonda Burnett, Patricia Hurley, Linda Lyons, Lysa Nabours; Samuel Martin, Parent; Melissa Martinez

AGENDA ITEMS	DISCUSSION NOTES	RESPONSIBLE FOR FOLLOW-UP
1 - Team Members: Rhonda Burnett, FE Facilitator; Patricia Hurley, Principal; Linda Lyons, Office Manager		
Lysa Nabours, 11th/12th ELA Teacher; Samuel Martin, Parent; Melissa Martinez, 10th ELA/ World History Teacher		
2-Open House/ Title 1 Parent Mtg on 8/22 and Sr. Parent Mtg 8/30 updates	2-We had 48 families attend our Open House/ Title 1 meeting and we had 42 families attend our Senior Parent meeting ; both events from 6pm-8pm each night: great success!	2-Mrs. Nabours, Patty Hurley, and Rhonda Burnett
3-Prep for Parent /Teacher Conferences on 9/21/23	3- P/T Conferences will be held in Event Center on 9/21/23 6pm-8pm; need FE sign-in sheets and table in English and Spanish; make QR code with P/T Conf Feedback survey	3 - Rhonda Burnett for sign-in sheets and table; Patty Hurley to make QR Code Survey; teachers at tables to meet families
4 - School Construction Info to Families	4- The lot north of the ITHS building is under construction with the 2nd ITHS building to open in fall 2024; keep families updated with of any pick/up and drop/off changes	4- Patty Hurley with the ITHS Weekly Newsletter

5- Prep Students and Families for QTR 1 Benchmark Testing	5- First assessments of the 23/24 SY, 9th-11th grade QTR 1 benchmarks start 9/25-10/5/23; stds will practice in class & parents ensure students have eaten and on time each day	5 - Rhonda Burnett and teachers
6- Plan for FE Parent Survey Completion	6- Our ITHS QR Code FE Parent Survey from district comes out on 10/4 and must be completed by 10/31; we'll use our newsletter; class reminders; handouts at dismissal	6 -Teachers; Rhonda Burnett to make handouts; Patty Hurley to put in newsletter

FAMILY ENGAGEMENT TEAM MEETING MINUTES - QUARTER 2

Location:	
Date:	
Time:	
Attendance:	

AGENDA ITEMS	DISCUSSION NOTES	RESPONSIBLE FOR FOLLOW-UP
1 -	1 -	1 -
2 -	2 -	2 -
3 -	3 -	3 -
4 -	4 -	4 -
5 -	5 -	5 -

6 -	6 -	6 -
7 -	7 -	7 -
8 -	8 -	8 -
9 -	9 -	9 -
10 -	10 -	10 -

FAMILY ENGAGEMENT TEAM MEETING MINUTES - QUARTER 3

Location:	
Date:	
Time:	
Attendance:	

AGENDA ITEMS	DISCUSSION NOTES	RESPONSIBLE FOR FOLLOW-UP
1 -	1 -	1 -
2 -	2 -	2 -
3 -	3 -	3 -
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5 -	5 -	5 -

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9 -	9 -	9 -
10 -	10 -	10 -

FAMILY ENGAGEMENT TEAM MEETING MINUTES - QUARTER 4

Location:	
Date:	
Time:	
Attendance:	

AGENDA ITEMS	DISCUSSION NOTES	RESPONSIBLE FOR FOLLOW-UP
1 -	1 -	1 -
2 -	2 -	2 -
3 -	3 -	3 -
4 -	4 -	4 -
5 -	5 -	5 -

6 -	6 -	6 -
7 -	7 -	7 -
8 -	8 -	8 -
9 -	9 -	9 -
10 -	10 -	10 -