

Family Engagement Meeting Minutes – Quarter 3

Meeting Title: Family Engagement Team Meeting

Date: 1/29/25

Time: 9am

Facilitator: Andrea Espinoza

Attendees: Ella Rawls, Nejla Al-Rashid, Cruz Silva, Mayte Villegas, Joy Soler, Jeanette Gabaldon, Angelica Morales, Jody Corrales, Ellinor P. Rico

Purpose of the Meeting

The purpose of this meeting was to collaborate as a Family Engagement Team to develop focus group questions and plan strategies for recruiting families to participate in upcoming focus groups.

Focus Group Question Development

The team worked together to create a set of focus group questions aimed at better understanding family experiences, needs, and perspectives. Questions were drafted to be open-ended, clear, and aligned with family engagement goals.

- Action Item:
- Finalize the drafted focus group questions and prepare them for focus group and translation if needed.

Family Focus Group Recruitment

The team discussed and developed a recruitment plan to encourage a diverse group of families to participate in the focus groups. Strategies centered on clear outreach, accessibility, and connecting with families using multiple communication methods.

- Action Item:
- Implement the recruitment plan using outreach tools such as flyers, school communication platforms, personal invitations, and community partnerships.

Next Steps

- Finalize focus group questions.
- Begin active family recruitment for the focus group sessions.
- Prepare logistics for upcoming focus group meetings.