

**Meeting Title:** Family Engagement Meeting Quarter 2

**Date:** December 16<sup>th</sup>, 2025

**Time:** 9am

**Facilitator:** Andrea Espinoza

**Attendees:** Ashley Ali-Osmon, Samantha Banchy, Miguel Lovato, Cruz Silva, Angelica Aguilar, Troyana Elgersma, Stephanie Alvarez, Mary Rose Carreon

### **Purpose of the Meeting**

The purpose of the meeting was to establish next steps for developing parent focus group questions using identified survey themes and to plan recruitment for parent focus groups using survey results and the shared parent letter.

### **Focus Group Question Development**

The group agreed that focus group questions will be directly informed by themes identified in the survey data. Questions will be designed to deepen understanding of parent responses by allowing participants to elaborate on their experiences, perspectives, and needs.

#### **Action Item:**

- Draft additional focus group questions aligned to the key themes identified in the survey results.

### **Parent Focus Group Recruitment**

The group confirmed that recruitment for the parent focus groups will be guided by survey responses and supported by the parent letter shared during the meeting. Recruitment efforts will prioritize clear communication, voluntary participation, and transparency regarding the purpose of the focus groups.

#### **Action Item:**

- Use survey results to identify and recruit parents for participation in focus groups, utilizing the parent letter as the primary recruitment communication.

### **Next Steps**

- Complete draft focus group questions based on survey themes.
- Initiate parent recruitment for focus groups.