

# Family Engagement Site Contact Meeting

Wednesday, September 1, 2010, 4:45 to 6:30 p.m.

## Agenda

- Grounding Activity
- MTSS Groundwork
- Family Engagement Team – Empowering Culture
- Action Plan
- Family Engagement Weebly:  
[www.familyengagement.weebly.com](http://www.familyengagement.weebly.com)
- Enriching Your Experience
- Q & A
- Resource Fair

## Handouts

- PTA National Standards for Family-School Partnerships
- FE Site Contact Job Description
- Top 5 Strategies for Success – FE Teams and FE Site Contacts
- Planning Documents (Action Plan, Planning Calendar, Event Planner and Recap and Review)
- School Action Plan, Compact and Policy
- Policy to Practice Planning Guide
- FE Site Contact Orientation
- FE Contacts 2010-2011 Training Calendar

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## Enriching Your Experience

In order to “enrich” your experience before and after the Family Engagement Site Contact meetings, please complete the ***Enriching Your Experience*** checklist prior to the next meeting date.

## Documentation

- ☐ **Complete tonight’s reflection online.**

Visit <http://familyengagement.weebly.com/september-reflection.html> to complete the reflection from tonight’s meeting. Reflections should be completed no later than Friday, September 3.

- ☐ **Submit your Family Engagement Team agenda and minutes.**

The expectation is that there is at least one Family Engagement Team meeting each month at every school. Please email the latest meeting agenda and minutes to your MTSS Family Engagement Facilitators promptly after each meeting.

## Individual Projects

- ☐ **Recruit your family engagement team and schedule your meetings.**

If you have not already done so, please complete the brief Family Engagement Team questionnaire to collect the names of your team members and meeting dates. The questionnaire is located at: <http://familyengagement.weebly.com/fe-team-survey.html>. Questionnaire due by September 17.

## Building Capacity

- ☐ **Review your 2009-2010 Action Plan, Compact and Policy with your Family Engagement Team.**

Guiding questions: Did you meet your goals last year? Did you use your plan?

- ☐ **Introduce yourself, your position and your team!**

Introduce yourself as the Family Engagement Site Contact to your staff during an inservice, staff meeting, PLC, professional development session, or other venue. You might also introduce the family engagement team members and what staff can expect this year in the realm of family engagement.