

FAMILY ENGAGEMENT TEAM MEETING MINUTES - QUARTER 1	
Location:	MANZO ELEMENTARY
Date:	9/30/2025
Time:	4pm
Attendance:	Karen Gastelum, Alexis Policroniades, Brenda Maytorena, Leslee Valencia

AGENDA ITEMS	DISCUSSION NOTES	RESPONSIBLE FOR FOLLOW-UP
1 - Review FE Guidelines	Karen gave presentation on the guidelines, requirements and 6types of FE	n/a
2- Create FE Plan	Develop a 2 way communication flow with families, engage through emails, phone calls and flyers to get them involved in academic events	
3 - Assign tasks to complete FE plan	Karen and Alexis will concentrate on PTP group to recruit more parents to join the group and build astronger community between teachers, staff and parents	
4 - Create plan to get 100% FE survey participation	Create a flyer with a QR code for parents to access the survey easily and send a parentlink	Karen will create the flyer and give to each students. Mrs. Maytorena will send parentlin
5 - Plan Curricular event S1	5 - Literacy night on October 28th event name Spooky Reads will be from 5-6pm. Teachers will have literacy stations and games. CSP will give a literacy tool for families to do at home.	5 - 10 teachers/staff will work this event
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