



# COMMUNITY CONSOLIDATED SCHOOL DISTRICT 59

## FACE Committee Meeting Minutes

Location: TLC

Date and time: 11-30-15

<u>Committee Members Present</u>	<u>Other Present</u>
Facilitators: Maureen McAbee and Griselda Pirtle John Harrington Janice Krinsky Tom Luedloff Maria Jarvis Marlyn DeLeon Nelly Perez Michelle Piotrowski Kathleen O'Hara Sharon Roberts Lisa Richardson	

### Meeting called to order at 4:05

1. Approval of [Minutes](#) from 10/26/15 Meeting
2. Needs Assessment Planning

(Janice: A survey to consider developed by the Ohio Department of Education  
<http://smhp.psych.ucla.edu/pdfdocs/pandfis.pdf>)

- Questions to ask (see below)
  - Sampling process
    - i. Use opportunities that are already planned (BPAC, PTO, Family Math, Nelly's group, etc.) or create opportunities
  - Time frame - January/February
    - i. Talk to principals about opportunities available
  - Capturing Responses
    - i. Google Form or Spreadsheet
3. [FACE long term goals](#)

- Where we want to be in 3 years?
  - What does this look like from multiple perspectives? (*Student, Parent, Teacher, Community Member*)
    - i. Will be finalized after needs assessment completed
4. Announcements for Group
- Update on Ernesto Mejia presentation
  - Upcoming BPAC meetings
5. Next steps and next meeting date -
- All Committee members will share a preview of the needs assessment/focus groups with staff and parents at their buildings
  - ALT members will be informed of needs assessment at ALT meeting and through Weekly Update
  - Nelly will do a trial focus group with her parent group
  - Make templates of “Who to contact” for each school (See Nelly Sample)

The meeting was adjourned at 5:35

#### Focus Group/Needs Assessment Questions

Opening/Purpose: The Family and Community Engagement Committee is working to support parents and families to maximize student success in school and for life. The work of the committee is to identify the needs of our families and to identify and increase access to community services and agencies to support the learning and social needs of our families. As a district we want to do a better job of partnering with our parents and families and we need your honest ideas about how we can improve. Thank you for sharing your ideas.

1. What are your dreams for your child?
2. What do you like about your school(s)?
3. How could we improve your experience with the school(s)?
4. What is the best way for the school or district to share information with you? (If examples are needed, i.e: face to face, coffee hour, drop in, parent cafe/lounge, phone, email, text, audio, website, chromebooks, translations)
5. In order to work better together as partners, we want to help each other with our needs.

- a. How can the school help you with your needs as parents/families?  
(daycare, language, employment, health care for family members,  
transportation, preschool, food, wireless, access to books/community  
resources)
  - b. From your perspective, what could we do to make the school more  
welcoming? In what ways are you or families you know currently involved  
in school?
6. Could we contact you again in the future to collect your ideas and suggestions?

Final message about who to contact at schools for help - flyer like Nelly's example  
*Have the focus groups with kids*

School Reps

Brentwood - Michele

Devonshire -

Frost - Felix

Friendship - Michelle

Holmes - Kathleen

Low -

Jay- Maria

FV -

Grove - Nelly, John

Byrd - Mary Ellen

Ridge - Lisa

Rupley -

ELC - Marlyn

Clearmont - Stephanie Tanimura

Salt Creek - Laura Sandoval

**Minutes approved on January 11, 2016**