

Steele Family Engagement Team
Quarter 3 Meeting Minutes
January 20, 2025, 2:15 p.m. in the Steele Library

Members Present: Emily McDuffie (facilitator, certified), Jessica Harris (principal), Robin Bizub (classified), Selina Heald (classified), Felton White (6th grade parent)

1. Welcome and Introductions

Emily McDuffie welcomed everyone, and attendees introduced themselves and their roles.

2. Family Engagement Survey- Results and Focus Group Formation

Ms. McDuffie walked the group through the survey questions and anonymous responses. She reminded the group that they would be using the survey data to create 3 open-ended questions to bring to a focus group which would be held in February. The group drafted the following questions:

- a. As a parent or guardian, how do you prefer to receive information and communication from the school about events, volunteer opportunities, etc. (examples: paper handouts, emails, Dojo posts, school website, etc.). What adjustments could Steele make to ensure that families are receiving and reading updates and communication?
- b. What are some ways we can increase family engagement at Steele (i.e. parent involvement in the educational process, volunteering for events, etc.)?
- c. Steele has struggled with attendance and chronic absenteeism. Obviously, there are many barriers families face that affect attendance. While Steele cannot remove all barriers, what are some things that Steele can do to help increase student attendance?

3. Upcoming Events

a. Ms. McDuffie shared that STEAM Night would be held on Tuesday, January 27 from 6:00-7:30 p.m. and that there would be many guest presenters and activities for families to participate in.

b. She also shared that Steele would be participating in the American Heart Association's Kids Heart Challenge in February, which promotes living a heart healthy lifestyle, encourages families to learn the lifesaving practice of hands-only CPR, and fundraises for the American Heart Association.

c. She also mentioned that spring parent/teacher conferences are coming up February 19-20, and that those days would be half days.

4. Family Feedback & Input

None at this time.

7. Action Items and Next Quarter Agenda

The next meeting's agenda items will include reviewing feedback from the February focus group and planning for next year.

8. Next Meeting:

The next Family Engagement Team Meeting will be on Tuesday, March 24 at 2:15 in the library.