

# Family Engagement Meeting

## Meeting Agenda

**Meeting Title:** Family Engagement Planning Meeting

**Date:** [1/15/2026]

**Time:** 3:00pm – 4:00pm

**Location:** Library

**Facilitator(s):** Lara Alnajjar

**Attendees:** School staff, family engagement team members

### **1. Welcome & Purpose (5–10 minutes)**

The purpose of this meeting is to plan and coordinate upcoming family engagement activities and school events. The meeting will focus on strengthening partnerships between the school and families while supporting student success.

### **2. Icebreaker / Check-in (5–10 minutes)**

Brief check-in to build connection among participants and set a collaborative tone for the meeting.

### **3. Review & Discuss Key Information (15–20 minutes)**

- Overview of the upcoming 100th Day of School celebration and family engagement activities
- Review of testing plans, locations, and student groupings
- Discussion of outreach efforts to nearby elementary schools and recruitment opportunities
- Review of Honor Roll celebration details and family involvement

### **4. Family Feedback & Input (15–20 minutes)**

Participants will share feedback, ideas, and suggestions related to family engagement events, student support, and outreach opportunities.

### **5. Identifying Action Items & Next Steps (10–15 minutes)**

The group will identify next steps, assign responsibilities, and establish timelines for upcoming events and initiatives.

### **6. Closing & Summary (5 minutes)**

The meeting will conclude with a summary of key points, action items, and appreciation for continued collaboration.

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