

Family and Community Engagement Committee  
Thursday, November 21, 2019 8:00 AM

Present: Alison Amoroso (chair and parent), Catalina Sibilsky (parent), Julia Finkelstein (teacher), Ben Easley (teacher), Ulysses Mitchell (parent), Ginenne Walker (parent), Shanda Beadles (IMS leadership). Lecretia Chatman (6<sup>th</sup> grade parent)

- 1) Meeting Call to order at 8:05 AM
  - 2) Introductions
  - 3) Meeting Agenda approved
  - 4) November 8<sup>th</sup> Meeting minutes approved with edits (with change to myhomework from ehomework)
  - 5) Old Business
    - a. Ms. Beadles to work with Dr. Maxwell to have a parent communication that indicates all resources for student information.
    - b. Ms. Finkelstein confirmed that Dr. Maxwell has sent communication to teachers that they are required to use myhomework platform to post all assignments.
    - c. Alison provided an update that the Go Team will formally request program and budget updates from Foundation and PTO.
- The committee discussed the importance of transparency across PTO, Go Team and Foundation. Alison reported on the work she is doing to work with the organizational leads to clarify roles and purpose across the organizations. All leaders are eager to do this, but it is a work in progress.
  - The committee expressed interest in getting a calendar for spring 2020 that reflects all upcoming school and PTO events. Once we have that calendar, we would like to identify events that we can target to increase attendance/ participation from all families.
  - MOTION – approved -The FCEC would like to engage with PTO, The Foundation and IMS leadership to make sure communications/planning of events is inclusive to all Inman families and to offer support from the FCEC committee to do the outreach (ie. targeting families who may not currently attend these events).
    - o Catalina to connect with Sherry Neal, PTO President and John Rosenthal to get PTO calendar and to discuss who to work with on PTO on this goal.
  - MOTION – approved -The FCEC requests the Inman leadership team produces a second semester communication that summarizes for parents all school related platforms for homework, grades, etc. (ie. Myhomework, personal teacher websites, Google classroom, etc.)
- 6) Communication/Transition Handbook Update
    - Honora is still working on this. Ginenne has volunteered to partner with her on this work.

- 7) Engaging language diverse communities
  - No new updates in this area. Alison asked Ms. Powell about adding the translation button to the website, she asked APS if they would do it for all school sites and they aren't doing this, has to be school-by-school.
  
- 8) Committee Roles
  - We discussed the roles, the following positions are open/filled:
    - Chair – (currently Alison, but she would like a new chair since she is also chair of Inman's GoTeam.)
    - Secretary – Catalina
    - Liaison to Howard Association – Jean Russell
    - Engagement Activity Coordinator - open
    - Community Partnership Coordinator – open
    - Nominations Recruitment Coordinator – Ginenne
  
- 9) Activity Discussion
  - The committee reviewed the list of options, we continue to focus in on the following areas:
    - Handbook
    - Inform Parent Resource Room in new Howard building (*Ulysses Mitchell to follow-up with Ms. Beadles on the plans for this. Please note this information was added after meeting minutes were approved*).
    - Increase attendance from all parents at school/PTO events
    - Tailor communication from school to make sure it reaches all families, currently newsletter only goes to families who sign up for PTO or for enewsletter.
  
- 10)Next meeting set for Friday, December 13<sup>th</sup> at 8:00 AM.
  
- 11) Meeting adjourned at 9:35 AM

Maybe you can make a note on the minutes with the topic and his name, but indicate it was added after approval? I don't want to spend time on amending them next meeting and then reposting, and they are required to be up within 48 hours I think, or some quick turn-around. Mary johnson will post for you.