

Roskruge Bilingual Magnet K-8 School
Family Engagement Team

Minutes 2023-2024

Meeting Date 2/15/2024 **Meeting Location:** School Community Liaison Office

Members present	Natalia Hoffman, Claudia Perez, Chantal Ralls, Deborah Roche, Aide Silva Cereceres
Members absent	Melisa Bohlman
Constituency group represented	

- I. Called to order at 2:30pm
- II. Approval of minutes- n/a
- III. Call to the audience

DISCUSSION NOTES	Claudia Perez asked if Natalia Hoffman had the opportunity to connect with Theresa Cesare at TUSD Family and Community Engagement for initial onboarding and training on guidelines, resources, and completion of site reports. Natalia confirmed that she has met with Theresa and is becoming familiar with the tools and requirements specific to the community liaison role.
CONCLUSIONS	Natalia Hoffman will continue the onboarding process with the TUSD FACE team and Roskruge staff.
ACTION ITEMS	

IV. Reports

REPORTS TO REVIEW	Fall 2023 Family Engagement Survey
DISCUSSION NOTES	Overall, responses indicate that parents feel welcomed and connected to Roskruge and are satisfied with school-parent communication.
ACTION ITEMS	
Prepare for a Parent Focus Group to address family engagement at Roskruge.	

V. Action Items

ITEM TITLE	Outline/Review Family Engagement Plan for 2023-2024; 2024-2025
DISCUSSION NOTES	Roskruge Family Engagement goals are listed in the 2023-24 Improvement Action Plan (Strategy 4), as well as in Section 6 of the school’s CNA. The plans both address two-way communication with families; providing opportunities for families to attend cafecitos, curriculum nights, and other events; and the school’s information sharing practices.
RESOLUTION	
Natalia Hoffman will create a Family Engagement plan that combines the strategies and action steps from the Improvement Action Plan and Section 6 of the CNA. A draft of the updated plan will be shared prior to the next Family Engagement meeting. The team will review and discuss the updated plan before finalizing.	

ITEM TITLE	Schedule Parent Cafecito, outline agenda topics
DISCUSSION NOTES	A Parent Cafecito will be scheduled in March (19 th , 22 nd , 29 th) in the morning. The Cafecito will be an opportunity to welcome and engage parents and families. The overall goal will be to build/strengthen relationships. We will also share information on upcoming state testing.
RESOLUTION	
Natalia will check with Ms. Carranza about the best date for the Cafecito so that we can officially schedule and begin to notify families.	

VI. Discussion/information items

ITEM TITLE	Family Computer Stations
DISCUSSION NOTES	Roskruge is in compliance with TUSD FACE Guidelines by offering laptops for parents to check out at the front office.
RESOLUTION	
Natalia Hoffman will display signage (Clicky the Mouse) to inform families of this resource.	

ITEM TITLE	Family Engagement Focus Group
DISCUSSION NOTES	Our goal is to conduct a family focus group each school year to gain understanding of how to better serve our community. After reviewing the Family Engagement surveys, the team discussed using the focus group as an opportunity to get parents’ perspectives on school/home relationship building. The group would like clarification regarding how focus group questions are determined (are pre-set questions provided by TUSD or does the school create questions based on the Family Engagement survey results?). The group will begin to plan this year’s focus group after learning more about the intended scope of the focus group.

Natalia Hoffman will review FACE guidelines and seek clarification from FACE program coordinator to determine the process for developing focus group questions and report back to the group prior to the next Family Engagement meeting.

VII. Submission of items for next agenda

- Updated Family Engagement Plan
- Parent Focus Group
- Curriculum Nights in 2024-2025 school year

VIII. The meeting was adjourned at 3:00pm by Natalia Hoffman.