



## Input Meeting Minutes (FY23)

<b>School Information</b>	<b>Seaborn Lee Elementary</b> <b>4600 Scarborough Road</b> <b>College Park, GA 30349</b> <b>470-254-8025</b>
<b>Meeting Title:</b>	<b>Input Meeting</b>
<b>Date and Time of Meeting:</b>	<b>March 30, 2023 9:30AM and 11:00 AM</b>
<b>Facilitator(s):</b>	<b>Ms. Minnie Moore and Dr. Alyse Showers</b>
<b>Location:</b>	<b><u>TEAMS</u></b>

Topic	Meeting Minutes (Detailed)
<b>Welcome and Introductions</b>	Ms. Moore and Dr. Showers welcomed everyone and thanked them for attending. <b>(Slide #1).</b>
<b>Objectives and Purpose</b>	Ms. Moore shared the input meeting presentation and described that the objectives and purpose of the input meeting was to give all stakeholders an opportunity to provide feedback and participate in the joint development of the School-Family Compact, School PFEP, District PFEP, 1% of family engagement funds and building staff capacity training <b>(See slides #2 - #3).</b>
<b>Opening Activity/Ice Breaker (Optional)</b>	We did not have an ice breaker.
<b>School-Family Compact</b>  <b>Review &amp; Revisions for the 2022 -2023 School Year</b> <ul style="list-style-type: none"> <li>○ <b>What Is the School-Family Compact?</b></li> <li>○ <b>Where is the School-Family Compact located?</b></li> <li>○ <b>Who Provides Input and Who Are the Stakeholders? (Parents, Staff, Students)</b></li> <li>○ <b>Academic Goals and Focus Areas (present and proposed)</b></li> <li>○ <b>Academic Strategies (present and proposed)</b></li> <li>○ <b>Stakeholder Responsibility for Academic Strategies/Activities as Outlined in the School-Family Compact</b></li> </ul>	<p>Ms. Moore shared the link to the school-family compact in the chat. She also shared details about what it is and how it was linked to learning, and the document would be reviewed and revised each school year.</p> <p>Ms. Moore shared details about each stakeholder who provides feedback and what they will provide feedback on. She also shared how the input will be used to address the changing needs of our students and parents.</p> <p>Ms. Moore demonstrated how parents could access the documents on the school's website.</p> <p>Ms. Moore shared the school's previous academic goals and focus areas, as well as the proposed goals and focus areas for the upcoming school year. She explained</p>



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	<p>math and literacy were still areas of highest academic need, and we would continue working towards increasing students' academic performance in these areas.</p> <p>Ms. Moore shared the strategies and activities for all stakeholders and expressed how it was a shared responsibility, and the outcome should be an increase in academic achievement.</p> <p>Ms. Moore reminded parents they would have the opportunity to provide feedback at the end of the presentation <b>(See slides #4 - #14)</b></p>
<b>Questions about the School-Family Compact</b>	<p>Ms. Moore opened the floor for questions from parents. There were no questions. She told parents they would have the opportunity to share their feedback at the end of the presentation <b>(See slides #15 - #16)</b>.</p>
<b>School Parent and Family Engagement Plan</b> <b>Review and Revisions for the 2022 – 2023 School Year</b> <ul style="list-style-type: none"> <li>○ <b>What is the Parent and Family Engagement Plan?</b></li> </ul>	<p>Ms. Moore explained what the parent and family engagement plan is and how parents and staff participate in the joint development, review, and revision each school year. She also shared the link to the parent and family engagement plan in the chat <b>(See slide #17)</b>.</p>
<b>Feedback from the Input Survey Last School Year (2021 -2022)</b> <ul style="list-style-type: none"> <li>○ <b>Building Staff Capacity Training</b></li> <li>○ <b>Two-Way Communication</b></li> <li>○ <b>Overall Parent and Family Engagement Program: Parent Meetings, Activities, Events, Workshops, etc.</b></li> </ul>	<p>Ms. Moore shared the feedback provided last spring. She focused on <b>Building Staff Capacity Training</b> and the input parents shared about ideas and suggestions for staff training was to increase <b>two-way communication</b> to build partnerships. She also shared feedback on methods of communication parents prefer when communicating about student progress and other <b>activities/programs</b> <b>(See slides #18 - #19)</b>.</p>
<b>Where is the Parent and Family Engagement Plan located?</b>	<p>Ms. Moore demonstrated how parents could access the documents on the school's website, and how a printed copy is available at the school in the Parent's corner. <b>(See Slide #20)</b></p>
<b>1% of Family Engagement Funds (Set Aside)</b>	<p>Ms. Moore explained the 1% is and how it is used to support parent and family engagement. She encouraged parents to share their feedback on how it should be used when they complete the survey <b>(See slides #21 - #22)</b></p>
<b>Questions about the School Parent and Family Engagement Plan</b>	<p>Ms. Moore opened the floor for questions from parents. There were no questions. She told parents they would have the opportunity to share their feedback at the end of the presentation <b>(See slide #23)</b></p>



<p><b>District Parent and Family Engagement Plan</b></p> <ul style="list-style-type: none"> <li>○ <b>What is the District's Parent and Family Engagement Plan?</b></li> <li>○ <b>Where is the District's Parent and Family Engagement Plan located?</b></li> </ul>	<p>Ms. Moore shared the District's Parent and Family Engagement Plan and showed parents how they can access the plan on the school's website. Ms. Moore shared how the district's parent and family engagement plan describes the district's expectations and objectives for meaningful family engagement. She explained how the school's academic goals are linked to the district's goals. She also informed parents they would have the opportunity to provide input on the district's plan at the end of the presentation. She informed parents how they can submit comments and feedback on any of the documents any time throughout the school year <b>(See slide #24)</b>.</p>
<p><b>Additional Questions</b></p>	<p>Ms. Moore opened the floor for any final questions before sharing the survey link with parents, and there was a question about field trips and whether or not any were planned. Dr. Showers addressed this question.</p>
<p><b>Survey Links and Instructions</b></p>	<p>Ms. Moore shared the survey link and demonstrated how parents should complete the form. She encouraged parents to complete the entire survey to provide their input on the Compact, PFEP, District PFEP, Building Staff Training and the 1% of parent engagement funds. They were asked to complete the survey before signing off. <b>(See slides #25 - #26)</b>.</p>
<p><b>Upcoming Events and/or Announcements</b></p>	
<p><b>Closing and Thanks</b></p>	<p>Ms. Moore thanked everyone for attending and partnering with the school to improve their child's education. She also informed parents how valuable their input is and how it plays a crucial role when making decisions about the types of programs we provide to families, as well as supporting the school's academic achievement goals for each student <b>(See slide #27)</b>.</p>