

## Family Engagement Conference Call

### Minutes

3/12/2015

- Review the new Family Engagement document format
  - Suzanne reformatted the document and added pictures.
  - Grace will add the appendixes and page numbers.
  - The group suggested to center the boxes and take out extra white spaces.
  
- Discuss the PowerPoint Presentation
  - On today's call, revisions were made to the PowerPoint to make it more clear and family friendly.
  - The new list of questions for the parents are:
    - What should we call the document?
    - Do you find the document to be useful? Why or why not?
    - What do you like about the document?
    - What would you change about the document?
    - Is it understandable and easy to read?
    - What should the design of the document look like?
  
- Parent Feedback Form
  - Sharon (from the State Library) will create a survey monkey to send to parents.
  - The committee will distribute hard and electronic copies of the survey to parents.
  
- Focus Groups schedule
  - Suzanne will schedule focus groups at a few Head Starts and County Councils.
  - Paula said she would be willing to present at the focus groups.
  - Elmoría and Bethany said they would be willing to facilitate at the focus groups.
  - Niurca said she would be willing to host at the Parent Advisory Meetings. She just needs to receive approval from the Family Success Centers.
  - The goal is to have all the feedback from the focus groups by June 2015.
  - Barbara Andrews also volunteered to help with the focus groups.
  
- Follow-up
  - The next face-to-face meeting is Wednesday, March 18 from 2-4pm at the NJ Department of Education.
  - Please send any revision to the document or PowerPoint to Grace before our next meeting.

