

**Family Engagement Advisory Council  
Meeting Minutes June 26, 2013**

**Meeting opened at 6:10 pm**

**Approval of May minutes:**

Joanne voted to approve the minutes, Courtney seconded.

**Introductions:**

Brief introductions

**Present:** Annette Bourne, Maria Cristina Betancor, Robin Adams, Susan Donovan, Joanne Hoops, Kathy Fielder, Leanne Tria, Jean Harnois, J.David Sienko and Gail Cook, Therese McLaugh and Courtenay Needham

**Updates:**

Sue shared that Deb Meiklejohn will no longer be a member of the council and is no longer with RI Parent Information Network.

Open vacancies include RIPIN & the COZ

Sue will send Robin a list of the COZ Directors for outreach.

**Old Business:**

**Mission Statement:**

David voted to approve, Kathy Felder seconded.

*"The mission of the RI Family Engagement Advisory Council (FEAC) is to serve as an advisory body regarding matters of family engagement policies and best practices. FEAC's goal is to provide a family and community voice within a framework through which families, educators and communities can work collaboratively, by strengthening the culture and climate families, educators and communities will work collaboratively to improve educational outcomes for students".*

**Logo:**

Courtenay gave an update on the logo designs and shared.

**Website:**

FEAC will have a webpage on the RI.gov website. We are waiting for the updated & approved Mission Statement.

**Communication Committee:** Therese, Anna Maria Cristina, Courtenay Leanne Tria.

**Next Steps:**

Connect with RI Foundation to see if they can provide a facilitator. Sue will follow up with RIPIN to see if Emily Garthee is available.

**Strategic Planning meeting:**

We can utilize data from Kids Count and Infoworks.edu

Meeting should be facilitated by a designated individual

We will plan a date for July for the strategic planning meeting, please bring your summer calendars to our next meeting.

Please bring resource documents for committee's review.

Annette will set up a calendar doodle to send out to the group for a date for the Strategic Planning Retreat.

**Goals of the Retreat:**

- Develop a work plan for the next 12 months
- Team building
- Identify needs of the group
- Identify processes and procedures (ex: how to handle issues that arise, forms needed for group to function, etc...)

Ride-follow up on school district parent involvement policies before; the strategic planning meeting.

Gail suggested using the SWAT analysis of this group- strengths, weaknesses, etc.....

Think about action plans.

**[engagefamilies.ri.gov](http://engagefamilies.ri.gov)**

**Announcements:**

- Follow up with Mary on bios
- Resend template
- Resend calendar/meeting schedule

**Adjourned: 7:20pm** Annette made a motion to close the meeting and Jean seconded.

Our next meeting is scheduled for TBD

Respectfully submitted,

Susan Donovan