

Meeting Agenda Topic Items



Meeting	Topic	Talking Points
1 st	Setting the foundation	<ul style="list-style-type: none"> Finalize FIAT membership roster Review Action Plan draft to make final edits Outline how the plan and team membership will be shared with school community (<i>ex. in school newsletter, a letter home to parents informing them of family involvement initiative</i>)
2 nd	Cementing our purpose	<ul style="list-style-type: none"> Set FIAT calendar event calendar to mark the dates for all action steps (<i>this calendar will be a planning guide</i>) Make sure to share this calendar with community (<i>ex. post in front office, place on school website, publish in school newsletter</i>) Now that dates are set – begin to plan for first event <ul style="list-style-type: none"> Who will head this event? Sending out invitations Securing location, food, childcare, etc. How will we evaluate the event? When will we need to meet to follow up on steps that have been taken?
3 rd	Scaling up our framework	<ul style="list-style-type: none"> Debrief on success and challenges of first event Analyze the results of evaluations. How will we share this information with our community (<i>ex. recap article in newsletter or on website</i>) Now that one event is under our belt, what can we do to get all hands on deck? (<i>the FIAT is only half of the magic, we need all teachers/staff involved in the effort</i>) Incorporating findings/discussion into next events Assess the upcoming events and begin the planning steps
4 th	The solidity of our work	<ul style="list-style-type: none"> Debrief on events that took place and analyze evaluation tools Is our school welcoming? Discuss the overall climate of the school. How you will obtain data on parent perception? (<i>ex. teacher surveys on school-to-home, home-to-school communication, beginning of the year climate survey to parents</i>) What can be incorporated into your action steps to make sure adequate change is made?

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5 th	Connecting with the community	<ul style="list-style-type: none"> • Is there a community representative on your team? • Have you held at least one of your events at a community venue? (<i>ex. local church</i>) • Have you explored business partnership opportunities? • Benefits of Home Visiting project
6 th	Are we on the right course?	<ul style="list-style-type: none"> • Review all actions steps that have been taken. What do evaluation results indicate about our efforts? • Provide a mid-year report to the school community on the work that has been done. • Complete and submit mid-year report to ADE/PIRC • What action steps still need to be implemented? • Plan for next events
7 th	Building Capacity	<ul style="list-style-type: none"> • Is your FIAT a representation of the school community? • How does your FIAT collaborate with other school teams, district teams, parent groups, and community organizations? • Assess FIAT membership and FIAT roles
8 th	End of the year	<ul style="list-style-type: none"> • What have we accomplished? • Analyze the year's work through your evaluation tools • Provide a summary to community prior to the end of the year • Hold an end-of-the-year celebration? • Complete final reports for ADE/PIRC and NNPS