

Wright Elementary  
Family Engagement

Minutes (2025-2026)

Meeting Date December 10, 2025,

Meeting Location: Room 9D

Members present	Brenda Encinas via Face Time, Kelly Blecker, Laura Padilla, Guadalupe Ibarra, AnnaMarie Mamake, Kristen Troia, Susan Tulino, Laura Maza.
Members absent	Christine Brown
Constituency group represented	Yes

- I.** Called to order at (3:00P.M by (Laura Maza)
- II.** Approval of Minutes for (August 27, 2025)
- III.** **Note:** Principal Mrs. Encinas attended the meeting via FaceTime and agreed with all decisions made.

DISCUSSION NOTES	none
CONCLUSIONS	
ACTION ITEMS - NONE	

**IV.** Call to the audience

DISCUSSION NOTES	
CONCLUSIONS	
ACTION ITEMS - NONE	
NONE	

## V. Reports

<p><b>REPORTS TO REVIEW</b></p>	<p><b>Principal's Review -Via Face Time</b></p> <p><b>1. Review and Analyze Family Engagement Survey and Conference Feedback Survey Results</b></p> <p>The team reviewed the results from both the Family Engagement Survey and the Conference Feedback Survey. Key trends, strengths, and areas for growth were discussed to better understand family needs and experiences.</p> <p><b>2. Create Critical Questions for Focus Groups Based on Survey Information</b></p> <p>Members collaborated to develop essential questions for upcoming focus groups. These questions will help gather deeper insight into the survey findings and guide future family engagement planning.</p> <p><b>3. Assign and Schedule Focus Group</b></p> <p>The team assigned responsibilities for conducting the focus group. <b>The focus group was scheduled for February 13 at 8:45 a.m. in the school library.</b></p>
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## VI. Next Steps / Pending Tasks

	<ul style="list-style-type: none"> <li>• Finalize the focus group questions.</li> <li>• Prepare materials needed for the session.</li> <li>• Send invitations to families.</li> </ul>
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<b>ACTION ITEMS - NONE</b>	
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**VII.** Submission of items for next agenda.

**VIII.** The meeting was adjourned at 3:57 p.m. by Laura Maza and seconded by Kristen Troia