

ATP Agenda Template

ATP Members Attendance: Jaclyn Roman, Red Morrow, Lisa-Bennington-Skay, Karina Kallejas, Jose Orellana, Erica Hopkins, Savannah Hopkins, Rayne Sinks			Date: 01/22/2020		
			Location: Doolen Middle School		
Item	Agenda Item: Discussed Parent Survey Results, Focus Group Info, Upcoming Events/ PTC and upcoming family engagement events such as skate night.	Next Step	Person responsible	Due Date	Result
	Minute: 4				
1	Parent Survey Results	Focus Group			
	Minutes: 15				
2	Focus Group Meeting info/ Questions Provided.	Focus group to take place next month. Questions will be provided for group in areas of which Doolen can improve in.			
	Minutes: 15				
3	Upcoming events/ Parent Teacher Conferences and Back to school parent Night.	PTC info communicated to parents via email and social media.			
	Minutes: 6				
4	Family Engagement Opportunities - Skate Night held at skate country	Family engagement opportunities notified to parents.			
	Minutes: 5				
Agenda items for next meeting: Focus Group turn out, PTC and back to school parent night turn out. Review suggestion box and gather input for next school year.		Next ATP Meeting Date: March 25, 2020			
Minutes recorded and disseminated by: Josue Orellana to Jaclyn Roman				Date: 1/22/2020	