

**Niles Township District for Special Education  
8701 N. Menard  
Morton Grove, IL 60053**

**Minutes of the Family Engagement Committee Meeting of the  
Niles Township District for Special Education #807  
Held on December 1, 2025, 2:15 p.m.**

**I. Attendance at Meeting**

The following persons were in attendance:

Teri Queen  
Kelle Totsch  
Marie Sheedy

**New Business**

The committee reviewed the minutes from the agenda dated November 14, 2025.  
All were in agreement.

**Family Night Out:** Will be held on Friday, December 12, at Molloy Education Center. The following information was clarified:

Numbers: Registered students: 18.  
Waitlisted students: 13  
Staff: 19

Activities: The committee discussed the options of having students complete rotations or having all events in one room. An email will be sent to all committee members to finalize activities.

Follow-up tasks:

Jeanne:

- Pick up snack items (students) & pizza from Costco (staff).

Marie:

- Email committee Rotations or stay in one room.
- Email committee - who is attending
- Email committee - preferred activities.
- Add waitlisted students in
- Make a table with staff/students (include location)
- Confirm with staff that they are available to work before December 5.

Teri:

- Email staff for registered student preferences

To be assigned:

- Make name tags for students with “home base” rooms and paras names.
- Name tags for staff with students.
- Desk - sign in/sign out/food allergy/toileting
- Staff to prep materials/activities

**McTeacher Night** - Kelle Totsch will connect with the McDonald's in Morton Grove to determine a date.

**Cultural Fair** - The EPIC Committee has requested support for this year's event. The fair will be held on April 30th, 2026.

**The committee will finalize details via email.**

## **II. Adjournment**

The meeting ended at 2:35 p.m.

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Dr. Mark Chao, Governing Board President

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Mrs. Marie Sheedy, Principal