

**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 November 14, 2025, 8:00 a.m.**

**I. Attendance at Meeting**

The following persons were in attendance:

Sydney Ratliff  
Jeanne Cushing  
Teri Queen  
Kelle Totsch  
Marie Sheedy  
Chloe Schofeld

**New Business**

The committee reviewed the minutes from the agenda dated October 20, 2025.  
All were in agreement.

**Fall Fest:** The committee reviewed the staff sign-up, food, and raffle prizes from Fall Fest. The committee agreed to the following: look to have pizzas donated next year, look to have a featured activity next year. The committee feels this, and the raffle prizes, were a big draw for the event. The committee agreed that raffle prizes should be spread out through the night, with the prizes that are a "bigger draw" raffled at the end of the night.

**Food Supply for Families:** Social Workers will send out resources to families for winter food options. Many organizations have lost funding, and requirements have changed. Families will also be referred on a need basis.

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

Time: 5:30 - 8:30

Numbers: 30 children total. Waitlist for those who register after. The admin assistant will call families the week of to confirm attendance.

Flyer: Kelle will make

Statement to Sheila: Kelle will send it to her. Registration to open on Wednesday, 11/19 at 4:00.

Food: snacks offered for children. Jeanne will pick up.

Staff sign up: Teri will take the lead. Send Marie a Google Doc. to post in TT on November 18th. Additionally, Marie will post to Parent Square separately on Wednesday or Thursday.

Activities: Games in the classroom, art kits, movie in the cafe? Spend the last hour in the classroom for downtime/movie time? Once see who registers, determine activities. Activities will be finalized at the next committee meeting.

**Follow-up tasks are:**

Jeanne will pick up snack items from Costco

Chloe S will look into pizza donations. If not, Jeanne will pick it up from Costco on the day of.

Kelle will post a flyer next week on Parent Square

Kelle will ask Sheila to post registration on Wednesday, 11/14.

Teri will draft a Google Doc to secure staff sign-up and send it to Marie by Monday, November 17.

Marie will add to the Tuesday Tidbit on 11/18.

Marie will post separately to Parent Square on 11/19.

Determine activities for the next committee meeting on 12/1.

**The committee will meet again on:**

Monday, December 1st at 2:15

**II. Adjournment**

The meeting ended at 8:35 a.m.

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Dr. Mark Chao, Governing Board President

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Mrs. Marie Sheedy, Principal