

**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 September 10, 2025, 3:30**

I. Attendance at Meeting

The following persons were in attendance:

Kelle Totsch (via Google Meets)
Sydney Ratliff (via Google Meets)
Jeanne Cushing
Teri Queen
Angela Caldwell
Francesca Whitney
Sheila Arad
Marie Sheedy

II. New Business

The committee reviewed the norms. All agreed to continue with set norms:

1. Being prepared and participating in the agenda development
2. Active listening
3. Being fully present
4. Problem solving/ solution focused (productive, prepared, sticking with agenda, being respectful of time)

The committee discussed the role of the Family Engagement Committee in the school community. It was determined that the committee would be responsible for social activities that connect families to the school. The committee agreed that the Parent Group will now be scheduled by Ms. Sheila Arad. Parent Group topics will include educational topics such as behavior management, toileting, planning for your child's future, etc.

The committee determined that it would be best to hold monthly meetings on one Friday a month. Meetings will be held in person at Molloy from 8:00 - 8:30. A virtual option will be offered for those off-site. Ms. Marie Sheedy will send a Google form to staff to gain new members.

The proposed Family Engagement events for the year include Rustic Falls Day, Family Fall Fest, McTeacher Night, and Parent Night Out (2).

This year's Family Fall Fest will be held on Thursday, October 23, from 5:30 - 7:00. The night will include an activity by Zot Art Productions, raffles, arts and crafts, sensory activities, and snacks. Ms. Kelle Totsch will draft a flyer for staff to distribute via Parent Square. Ms. Marie Sheedy will distribute sign-up sheets for staff to host the various activities.

III. Adjournment

The meeting ended at 4:15

Dr. Mark Chao, Governing Board President

Mrs. Marie Sheedy, Co-Principal