**ICC Family Engagement Subcommittee Meeting 9.6.2023**

In attendance: Dina Tedeschi (v), Cambria Russell (v), Liz Cox, Mallorie Brown (v), Mary Bishop, Asha Abdullahi (v), Michelle Grewal (v), Jennifer Clark (v), Amy Muehlberger, Kris Martone-Levine (9 attendees); voting members absent: Sanya Agrawal, Andrea Goncalves Oliveira, Casandra Greeno, Rosa Hsu, Rosa Lopez. Meeting held virtually.

Agenda:

1. Introductions
2. Review Charge
3. Meeting Minutes Approval
4. Discussion
5. Questions
6. Action plan
7. Adjourn

Quorum met at 10:22am.

Introductions, roll call, will review, and approve minutes of June and September ICC Family Engagement Subcommittee meetings at October meeting. Dina announced that she is assuming the ICC Co-chair role in addition to her participation as Co-chair of this committee. Reviewed existing charge of Family Engagement Subcommittee and asked if there were any questions.

Discussed FY24 meeting schedule and asked if there was agreement. The meeting schedule is as follows on the first Wednesday of each month from 10am – 12pm (or as business need demands).

|  |  |  |  |
| --- | --- | --- | --- |
| **Day** | **Date** | **Time** | **Zoom Link** |
| Wednesday | 9/6/2023 | 10a - 12p | <https://us06web.zoom.us/meeting/register/tZIuc-ihpjkrG9c8_Ndv5uAMm4Y9Lo0ml7d7> |
| Wednesday | 10/4/2023 | 10a - 12p | <https://us06web.zoom.us/meeting/register/tZIuc-ihpjkrG9c8_Ndv5uAMm4Y9Lo0ml7d7> |
| Wednesday | 11/1/2023 | 10a - 12p | <https://us06web.zoom.us/meeting/register/tZIuc-ihpjkrG9c8_Ndv5uAMm4Y9Lo0ml7d7> |
| Wednesday | 12/6/2023 | 10a - 12p | <https://us06web.zoom.us/meeting/register/tZIuc-ihpjkrG9c8_Ndv5uAMm4Y9Lo0ml7d7> |
| Wednesday | 1/3/2024 | 10a - 12p | <https://us06web.zoom.us/meeting/register/tZIuc-ihpjkrG9c8_Ndv5uAMm4Y9Lo0ml7d7> |
| Wednesday | 2/7/2024 | 10a - 12p | <https://us06web.zoom.us/meeting/register/tZIuc-ihpjkrG9c8_Ndv5uAMm4Y9Lo0ml7d7> |
| Wednesday | 3/6/2024 | 10a - 12p | <https://us06web.zoom.us/meeting/register/tZIuc-ihpjkrG9c8_Ndv5uAMm4Y9Lo0ml7d7> |
| Wednesday \*Different Link | 3/27/2024 | 10a - 11a | <https://us06web.zoom.us/meeting/register/tZMpcO6uqTsoG9ISsn5mQBfjU3fauARNyb3R> |
| Wednesday  | 4/3/2024 | 10a - 12p | <https://us06web.zoom.us/meeting/register/tZIuc-ihpjkrG9c8_Ndv5uAMm4Y9Lo0ml7d7> |
| Wednesday | 5/1/2024 | 10a - 12p | <https://us06web.zoom.us/meeting/register/tZIuc-ihpjkrG9c8_Ndv5uAMm4Y9Lo0ml7d7> |
| Wednesday | 6/5/2024 | 10a - 12p | <https://us06web.zoom.us/meeting/register/tZIuc-ihpjkrG9c8_Ndv5uAMm4Y9Lo0ml7d7> |

Decision made to end today’s meeting at 11am.

Next NCSEAM Family Survey to be rolled out in October. Decisions regarding NCSEAM Family Survey will be coming from OSEP in September.

Data collected and shared with EI programs is not the aggregate data collected. EI programs have a dashboard that keeps them up to date on tracking their responses – not the actual data collected. Takes time for those reports to come.

Review of ICC Family Engagement Subcommittee charge: Make recommendations to the EI Division to accomplish the goal of increased representativeness and decreased non-response bias in the NCSEAM Family Survey. Would the charge change and if so, could there be two? Educating families on NCSEAM Family Survey to help increase return rates. Recommend requesting clarity from ICC Steering Committee.

Vote: Meetings to be scheduled for two hours and can conclude early. Roll call vote – motion to keep meetings at two hours and adjust as needed. Cambria motioned, Mallorie seconded.

Voting (yay) Cambria, Mallorie, Jennifer, Dina, Asha, Michelle. No nays.

Action plan: continue to stay on meeting schedule with current charge. FY24 meetings have been posted to mass.gov website with Zoom links (see above). Same link for all meetings (except March 27, 2024). Register as needed.

The meeting adjourned at 10:51am. Motioned by Cambria, approved by all.

Respectfully submitted by Kris Martone-Levine