Family Safety Partnership Meeting Agenda

60 minutes · Virtual · Collaborative problem-solving with families

Purpose: Work together with families to address safety concerns and identify ways to mitigate them. This meeting is not a repeat of the earlier Q&A; it moves from a brief update to shared problem-solving.

1. Welcome and framing (5 min)

- Share the purpose: we're here to work on this together, not to re-run the Q&A.
- Set norms: assume good intent, focus on solutions, keep comments brief, and note that individual student situations won't be discussed.
- Explain the logistics: how to use chat, raise hand, and the breakout format.

2. Situation update (5 min)

- Cover what has changed since the last meeting: actions taken, current status, and what's in motion.
- Stay concrete about what you know, what you can't share, and why.
- Close by naming what's still open. That sets up the next section.

3. Listening round (10 min)

- In the chat:
    - What is one thing that helps you & your student feel safe a school?
    - What is one thing that would increase your confidence in school safety?
- Read themes aloud as they come in so families feel heard. A co-facilitator can track chat.

4. Breakout problem-solving (20 min)

- Facilitated Discussion: "What would help? What can the school do, what can families do, and what could we do together?"
    - Prevention and early warning (how families and students can raise concerns)
    - Building entry and campus procedures
    - Communication (how and when families hear about incidents)
    - Student voice and school culture
    - Family partnership at home (talking with teens, safe storage of firearms, noticing warning signs)

5. Report-out and prioritization (8 min)

- Each group shares its top 1–2 ideas in about a minute.
- Run a quick poll or dot vote to surface which ideas have the most support.

6. Commitments and next steps (5 min)

- Name 2–3 priorities with an owner, a timeline, and what you'll commit to doing.

- We will bring these ideas to the next family meeting
- Be clear about which ideas you can act on, which need more exploration, and which aren't feasible and why.

7. Close (2 min)

- Say when and how you'll report back (email, next meeting, or both).
- Share a feedback form and a direct contact for families who want to follow up privately.

Tips for virtual delivery and unknown attendance

- **Co-facilitator and tech support:** Have one person managing breakout rooms, chat, and polls so you can focus on the room.
- **Scale up or down:** With a large turnout, use more breakouts and shorten the listening round. With a small one, merge sections 3–5 into one discussion.
- **Anonymous input:** Offer an anonymous form or poll for families who don't want to speak.
- **Access:** Offer interpretation or translated materials if your community needs them, and send the agenda and a recording or summary afterward for families who can't attend live.
- **Emotions:** Expect some strong feelings. Agree beforehand on who handles off-topic or heated comments (a quick "let's take that offline" with a follow-up path works well).