1. **Welcome, Introductions, Announcements, and Minutes** – *Mary Ann Burke, Santa Clara COE*
   Introductions were made and Mary Ann reviewed the meeting agenda and minutes of the September 29, 2011 meeting.

2. **Parent Engagement Initiative Updates** – *Mary Ann Burke, Santa Clara COE*
   Mary Ann provided an update on activities including the October 8 and October 29, 2011 Parent Conferences and the trainer-of-trainer workshops scheduled during the school year. A parent conference with a focus on closing the achievement gap will be rescheduled to a March Saturday date and will be co-hosted with San Jose Unified School District. Lupe Mendoza-Ramirez and Linda Herschbach from San Jose Unified School District brainstormed workshop topics for the conference. Suggested topics included 21st Century learning skills, college readiness, internet use, parents’ need to understand state testing student achievement results, A-G subject requirements, CELDT testing and English learner reclassification, parent engagement, sex education for students and their parents, and healthy character development for students with supportive family values.

3. **Service Delivery Brainstorm** – *Mary Ann Burke, Santa Clara COE*
   The Migrant Education Program has formed a subcommittee to use the various parent engagement training modules at school sites for parent education.

4. **Closure** – *Mary Ann Burke, Santa Clara COE*
   The next advisory meeting is scheduled for February 2, 2012 from 5:30 to 6:30 p.m. in the Saratoga Room.