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| **TOOL: SEL Team Agenda**  **Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Team members present:**  **Team norms:** | | | | | |
| **Today’s teaming activity/check in question** | Activity description or circle question identified | | | | |
| **Today’s agenda items** | Agenda Item A | | | Data to support need | |
| Agenda Item B | | | Data to support need | |
| Agenda Item C | | | Data to support need | |
| **Team concerns not on today’s agenda (to be placed on next meeting’s agenda)** | Item A: | | | | |
| Item B: | | | | |
| **Action Items** | Item A: |  |  | | Person responsible |
| Item B: |  |  | | Person responsible |
| Item C: |  |  | | Person responsible |
| **Key info to be communicated to staff/students/families/community** | Item A | | | | |
| Item B | | | | |
| **Agenda Items for next meeting** |  | | | | |
| **Next meeting date and location** | Date Location | | | | |
| **Closing question or activity** | Activity description or circle question identified | | | | |

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| **TOOL: SEL Team Agenda (Completed)**  **Date:** March 8 **Location:** first floor lounge **Time:** 4:30pm -5:30pm  **Team members present:** Principal Johns, Ms. Florence, Mr. Williams, Mrs. Montes, Dean Adeyemi, Mr. Trucks, Mrs. Langdon  **Team Norms:** Speak your truth, communicate with compassion and respect. Equity of voice. Begin and end on time. | | | |
| **Today’s Welcoming Ritual** | **Check in:**  Begin with a sentence starter:  *○ “A success I recently had \_\_ .”*  *○ “One thing that’s new about \_\_ .”*  *○ “One norm I will hold today is \_\_ .”* | | |
| **Today’s agenda items** | **1. Brainstorm new strategy for partnering with families.**  Engaging practice: Turn to a partner and think about a few strategies, then we will come back together and discuss next steps. | Data to support need:  Fewer families are attending school events | |
| **2. Announcement: New data indicates that our attendance has improved!**  Engaging practice: Celebrate a few individuals who helped make this happen. | Data to support need  Attendance data up by 3% this quarter | |
| **3. Temperature check:** We finished our first week of implementing the new SEL curriculum. How are you feeling about it? What are your peers saying? What questions or concerns do you have?  Engaging Practice: Think-ink-pair-share | Data to support need  n/a | |
| **Team concerns not on today’s agenda (to be placed on next meeting’s agenda)** | Planning for our next SEL walk-through | | |
| Plan for upcoming visit to observe Lincoln Elementary School’s classroom SEL practices. | | |
| **Action Items** | Implement identified family partnership strategies. | | Ms. Florence |
| **Key info to be communicated to staff/students/families/community** | Send out the newsletter with attendance improvement announcement to school community. | | |
| Thank teachers and congratulate them on their first week of SEL program implementation. | | |
| **Agenda Items for next meeting** | Choose a date for SEL Family Night.  Send out invitations for upcoming SEL professional learning session. | | |
| **Next meeting date and location** | Every other Wednesday 4:30-5:30 | | |
| **Optimistic Closing** | *One word whip-around:*  *“A word or phrase that reflects how I feel*  *about moving forward with this…”* | | |

Collaborating closely with out-of-school time partners? See the [OST-enhanced version of this tool](http://schoolguide.casel.org/uploads/2019/01/tool-sel-team-agenda-OST.docx?utm_source=Resources-OST&utm_medium=Download&utm_campaign=OST_Links).

([http://bit.ly/2KWhVsb](http://schoolguide.casel.org/uploads/2019/01/tool-sel-team-agenda-OST.docx?utm_source=Resources-OST&utm_medium=Download&utm_campaign=OST_Links))