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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 needAttendance 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 needn/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))