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| **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 school & OST staff/students/families/community** | Item A | | | | |
| Item B | | | | |
| **Agenda Items for next meeting** |  | | | | |
| **Next meeting date and location** | Date Location | | | | |
| **Closing question or activity** | Optimistic activity description or circle question identified | | | | |

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| **Date: March 8 Location: School’s 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 (ideally OST staff, too!) 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? What is OST staff hearing about it? In what ways can OST reinforce and generalize school-day SEL curriculum learning in OST programming?  **Engaging Practice:** Think-ink-pair-share | Data to support need  n/a | |
| **Team concerns (or stakeholders’ feedback) 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 school and OST 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…”* | | |