**[Tier 1] Attendance Team Meeting Agenda – [MM DD, YYYY – Time]**

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| **Team Roles & Attendees** | | **Team Agreements:** |
| Team Lead:  Data Champion:  Note Taker: | Norm/Timekeeper:  Other Attendees: | * Give grace. * Be prepared. * Foundations first; don’t jump to solutions. |
| **Team Aim:** [Insert Aim] | | |

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| **Topic & Time** | **Description/Steps** | **Notes** |
| **Check-in**  (5 min) | * Check-in Question: * Review agreements, assign roles, preview agenda |  |
| **Review [Tier 1] Data & Discuss**  (10 min) | Review data prepared by data champion *(ex: BARN Dashboard, student group data, schoolwide data by period or day of week…),* using a data protocol to focus the discussion…   * What movement are we seeing in the data? * Is the data encouraging what we are doing or suggesting we change what we are doing? * What successes & challenges are we seeing? |  |
| **Discuss [Tier 1] Strategy & Action Steps**  (15 min) | What Tier 1 strategy are we testing?: *(could be currently in place or a new strategy)* [Intervention Ideas](https://docs.google.com/document/d/1CmsNxYYvK3Nd_Qf2f91J8ZwMduBOKZGmDKeqZ8QRhuA/edit) | Ex: School-wide threshold greetings |
| *(After implementation has started):* What worked & didn’t work? | Ex. Some teachers are doing it, some aren’t |
| What change are we going to make to improve? *(adapt, adopt or abandon)* *Assign action steps below.* | Ex: Principal will walk 9th grade hallways & appreciate teachers doing greetings |
| How will we communicate what we are doing to staff? Students? Families? | Ex. At next all staff meeting, Team lead will show attendance data & update on greetings progress |
| **Additional Topics For Your Meeting Time** *(According to your needs)* | Examples:   * Finish preparing for empathy interviews * Work on getting access to attendance data reports * Tier 2-3 Student Support Meeting (Review student cases, discuss progress since previous meeting and assign new action steps as needed. Look at patterns to identify possible Tier 2 strategies to support groups of students) |  |
| **Closing**  (3 min) | * Checkout Question: Do you feel this meeting was a good use of time? (Do Fist to Five where everyone votes; record the average) * Next Meeting Date & Time | Fist to Five Vote Results on Meeting Satisfaction today = 3  Next meeting is [XX-XX-XXXX] |

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| **Action Items** | **Person(s) Responsible** | **Deadline** | **Update/Notes** |
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| **Tier 1 Attendance Meeting Checklist** |
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| Meeting is held weekly/biweekly and is calendared  Roles and responsibilities are assigned  Team Lead: Designs and facilitates meetings  Data Champion: Makes sure visual data is ready for meetings  Note Taker: Takes meeting notes and makes sure decisions and action items are tracked  Norm Keeper: Helps team follow norms and keep time  Data is prepped and reviewed during the meeting (BARN dashboard reviewed monthly)  Previous Tier 1 Actions are reviewed - adopt, adjust, abandon (if necessary)  Next steps for Tier 1 Strategy identified and assigned  Decision made on what & how to communicate with staff regarding the Tier 1 strategy & data |

Make a copy of the run chart to track your process measures: [Run Chart Template Meeting Agenda & Checklist.xlsx](https://docs.google.com/spreadsheets/d/1D_UItqMN13zLjTKFcXP7JaAfKlo8_8DW/edit?usp=sharing&ouid=108767446403060649301&rtpof=true&sd=true)