

SAMPLE

ATTENDANCE TEAM MEETING AGENDA

Sample Meeting Objective:	To set norms, review prior year's data in order to create an actionable plan to improve upon attendance		
Date:	8/30	Time:	2:45-3:45
Attendance Team Meeting Norms:	To be determined		
Attendance: (Indicate who is present; indicate who is not present.)			
TIME	TIME ALLOCATED	AGENDA ITEM	OWNER
2:45-2:47	2 min	<ul style="list-style-type: none"> Take attendance (If this is not the first meeting, review norms and action items) 	Mr. Bennett
2:47-2:55	8 min	<ul style="list-style-type: none"> Establish Meeting Norms 	All
2:55-3:15	20 min	<ul style="list-style-type: none"> Prior Years data report: <ul style="list-style-type: none"> Where are we? What did we do well? Where did we struggle? 	AP Johnson
3:15-3:30	15 min	<ul style="list-style-type: none"> Set Specific Attendance Goals 	All
3:30-3:40	10 min	<ul style="list-style-type: none"> Review attendance systems and communication 	Ms. Phelps
3:40-3:45	5 min	<ul style="list-style-type: none"> Review Action Items and Adjournment 	Mr. Bennett
ACTION ITEMS			
NEXT STEPS		OWNER	DUE DATE
Review attendance goals with stakeholder groups; provide feedback at next meeting		AP Johnson	9/6
Draft attendance procedures for school families and school staff; bring copies for review to next meeting		Ms. Phelps	9/6
Provide draft plan for attendance assemblies; bring copies		Mr. Bennett	9/6
Come with two ideas on how to market and build momentum around attendance goals		All	9/6