Meeting Agenda/Minutes  
90 Minute Weekly Status Meeting

**Toolkit Section**: Monitor Implementation and Impact

1. **General Information**

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| **Meeting Name** |  | **Date & Time** |  |
| **Facilitator** |  | **Recorder** |  |
| **Attendees** |  | | |

1. **Pre-Work**

* All attendees and team members should update Critical Readiness Factor Action Tracker no fewer than 24 hours prior to the meeting.
* Meeting facilitator should send out a link to the updated tracker and all attendees should review the entire tracker prior to the meeting, with a specific focus on items listed as in need of discussion or off track.
* Any materials to be discussed during the meeting should be sent to all attendees at least 24 hours prior to the meeting.

1. **Agenda (Revised Pre-Meeting)**

* Activator/Whip-Around (3 minutes) *-* Consider using a check-in activity to assess a team’s status (e.g. thumb up, down, or middle). Checking the pulse of the group in times of high stress can reduce stress levels of the team, facilitate feelings of unity, and enhance productivity. Staff wellness will be an essential cornerstone of the reopening process and paramount to offering an equitable educational experience for all. In the event that team members are demonstrating a need for wellness support, consult the [Student and Staff Wellness Guide](https://www.education.pa.gov/Schools/safeschools/emergencyplanning/COVID-19/SchoolReopeningGuidance/ReopeningPreKto12/CreatingEquitableSchoolSystems/Pages/Support-Social-and-Emotional-Wellness.aspx) for strategies or activities that can be utilized to support staff as needed before moving on with the planned agenda.
* Review New Guidance/Communication from State or Local Agencies (5 minutes)
* Discussion of Critical Readiness Factors (70 minutes)
  + Each factor should be discussed for 10 minutes:
  + Share-out from those working in the area for 5 minutes
* Discuss items in Action Tracker tagged for discussion or listed as off track
* Discuss upcoming work to be done prior to next meeting
  + Highlight upcoming areas of collaboration with other teams
  + Request resources from the broader team (if needed)
* Clarifying questions/concerns from the entire team for 5 minutes
* Review Communication to Stakeholders (5 minutes)
* Review Actions Assigned & Parking Lot (5 minutes)
* Two-Week Look-Ahead, Fiscal Health Update, & Closing (2 minutes)

1. **Discussion Notes (Critical Readiness Factors)**
   1. Projecting Student Enrollment and Teacher Vacancies/Needs/Preferences
   2. Recruiting and Hiring Teachers and Staff
   3. Ensuring Student and Staff Health and Safety
   4. Building School and LEA Calendars and Schedules
   5. Delivering Effective Remote (or Partially Remote) Instruction to Students
   6. Identifying Student Needs and Providing the Required Services & Supports, Including Special Education & English Learners
   7. Providing Transportation and Food Services Consistent with Health Requirements
2. **Decisions Made**
3. **Tasks/Action Items Assigned** (Note: Also Record in Action Tracker)

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| --- | --- | --- |
| Action | Assigned To | Date Due |
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1. **Parking Lot**
2. **Items to Include in Communication to Stakeholders**
   1. Leadership (should also receive Staff and Families and Community Partners communications)
   2. Staff (should also receive Families and Community Partners communications)
   3. Families and Community Partners