



**Department of  
Education**

Chancellor Richard A. Carranza

# COMMUNITY SCHOOLS

## Weekly Student Success Team Meeting Agenda

Meeting Facilitator

List Name

Attendees:

Name attendees (Assistant Principal/s, Guidance Staff, Parent Coordinator, Success Mentors, CBO Partners, Social Worker, Attendance Teacher)

11:15 – 11:20 a.m.

**Review next steps and action items from previous meeting**

11:15 – 11:25 a.m.

**Schoolwide Attendance Trends**

**Goal:** Review school-wide attendance, monitor for troubling trends

**Suggested Data Source:**

- Heat Map, Attendance Dashboard (tab)

**Discussion Topics:**

- YTD Attendance and Monthly trends
- Specific Subgroups, Grade Level, Days of the Week
- Chronic Absence by grade cohort and classroom
- Review record keeping processes

11:25 – 11:45 p.m.

**Individual Student Case Management and Emerging Needs**

**Goal:** Progress monitor CA students and assign interventions, monitor for impact

**Suggested Data Source:**

- Heat Map, filter absences in last 20 days for  $\geq 2$  days missed
- Heat Map, supports and interventions (tab) and interventions (column)
- Data Portal, individual student profiles

**Discussion Topics:**

- Assign Success Mentors to all CA Kinder, 6<sup>th</sup> and 9<sup>th</sup> graders (and other grades too if resources permit)
- What does participation in supports and interventions look like? Is it working?
- Review students who have missed multiple and/or consecutive days of school in the past week

11:45 – 11:55 p.m.

**Programmatic Implementation**

**Goal:** Monitor progress of program implementation including Success Mentoring, lunch clubs, academic tutoring, one-on-one counseling

**Suggested Data Source:**

- Heat Map, supports and interventions (tab) and interventions (column)
- Data Portal, student supports

**Discussion Topics:**

- Referrals by category – are all at-risk students enrolled in appropriate interventions?

11:55 – 12:00 p.m.

**Record Next Steps and Action Items (who, what, by when)**