



# ES Staff Meeting Notes



Be Respectful \* Be Responsible \* Be Safe \* Be Kind

**Date:**

**Team Norms:**

1. Be on time and prepared.
2. Be respectful and have an open mind.
3. Be present by being an active listener and participant.
4. Be focused on our purpose.
5. Follow through.

**Meeting Outcomes:**

*Purpose: dedicated to high levels of learning for all students- developing systematic strategies for what to do with students who have learned or haven't learned*

**1. Review Team Norms**

**2. Celebrations**

**3. Learning and Teaching**

(Answer the Four Critical Questions)

**4. Action Steps for Next Meeting**

**5. Nuts and Bolts Business**

