**Meeting Notes**

**Date:** May 22, 2024  
**Location:** Room 204, The Academy Charter School  
**Attendees:**

* Team Lead: Ms. Pearson
* Teachers: Intervention Team

**Agenda:**

1. **Welcome and Objectives**
   * Introduce the purpose of the meeting: Reassess AIS/ENL schedules to better support cusp students.
2. **Review of Current AIS/ENL Schedules**
   * Discuss the current intervention schedules and identify students who have shown significant growth.
3. **Data Analysis**
   * Analyze recent student performance data to identify new students who may require intervention.
4. **Schedule Revisions**
   * Develop and propose changes to the current schedules to reflect the needs of cusp students.
5. **Implementation Plan**
   * Plan the steps for implementing the new schedules and monitoring their effectiveness.
6. **Q&A and Next Steps**
   * Open discussion for questions and outline the next steps.

**Meeting Summary:**

1. **Welcome and Objectives**
   * The meeting started with a brief overview of the importance of focusing on cusp students to optimize instructional time and enhance academic performance. The goal was to reassess the AIS/ENL schedules to reflect the changing needs of students.
2. **Review of Current AIS/ENL Schedules**
   * We discussed the current intervention schedules and identified students who have shown substantial growth and no longer require intensive support. These students will be transitioned out of the intervention program to make room for others who need more assistance.
3. **Data Analysis**
   * A thorough review of student performance data was conducted. We looked into each student's progress to identify those who are still struggling and those who have improved significantly. This data-driven approach ensures that support is targeted where it is most needed.
4. **Schedule Revisions**
   * The team collaborated to revise the current schedules, prioritizing instructional time for cusp students. The new schedules reflect a more focused approach, ensuring that students on the verge of meeting proficiency standards receive the necessary support to succeed.
5. **Implementation Plan**
   * We outlined an implementation plan for the revised schedules, including timelines and responsibilities. The team agreed to monitor the effectiveness of these changes closely and make adjustments as necessary to ensure continued support for cusp students.
6. **Q&A and Next Steps**
   * The meeting concluded with a Q&A session, addressing any concerns or questions. The next steps include finalizing the revised schedules, communicating changes to all stakeholders, and scheduling follow-up meetings to assess the impact of these changes on student outcomes.

**Action Items:**

* Finalize and distribute revised AIS/ENL schedules.
* Communicate schedule changes to staff, students, and parents.
* Schedule follow-up meetings to review the impact of the changes.
* Continue monitoring student data to ensure ongoing support for cusp students.