

Insert School Name
PBIS Team Meeting Agenda and Meeting Minutes

Insert PBIS Team Mission Statement:

**Please send to team members at least 48 hours in advance of meeting.*

	Time (begin and end)	Location	Team Leader/Facilitator	Recorder	Data Analyst
Meeting Date:					

Team Members & Attendance (Mark with "X" to left of name if present at meeting)											

Agenda Items:	Person responsible to discuss	Time needed	Discussion	Decision/Task *Identify person responsible to complete each task and due date
1. Review past meeting notes/action items	Recorder	5 minutes	•	•
2. Review precise problem statement from our last meeting	Data analyst	5 minutes	<p><i>Did we do what we said we were going to do?</i></p> <p>Level of Implementation</p> <input type="checkbox"/> Not started <input type="checkbox"/> Partial implementation <input type="checkbox"/> Implemented with fidelity <input type="checkbox"/> Stopped <p>Notes:</p> <p><i>If so, did our solutions work?</i></p> <p>Outcome Data (Current Levels):</p> <p>Comparison to Goal</p> <input type="checkbox"/> Worse <input type="checkbox"/> No Change <input type="checkbox"/> Improved but not to goal <input type="checkbox"/> Goal met <p>Notes:</p>	<p>What are our next steps:</p> <input type="checkbox"/> Continue current plan <input type="checkbox"/> Modify plan <input type="checkbox"/> Discontinue plan <input type="checkbox"/> Other <p>Notes:</p>
3. Review open TFI action plan items not covered in previous minutes	Team leader	5 minutes	•	•

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4. Data analysis/problem-solving: (<i>Potential Data points to review include discipline data, evaluation data (TFI), survey data (SAS, GSHS), attendance, academics data, etc.</i>)	Data analyst	20 minutes	Precision Problem Statement(s), based on review of data	Solution Actions (e.g., Prevent, Teach, Prompt, Reward, Correction, Extinction, Safety)	Implementation and Evaluation			
					Who?	When?		
			<i>What is happening? When? Where? Who? Why?</i>	<i>What can we do to prevent the behavior? What do we need to teach to solve the problem? What can we do to reward appropriate behavior? What can we do to prevent the problem behavior from being rewarded? What will we do to provide corrective feedback? Do we need additional safety precautions?</i>	<i>Who is responsible for implementing the solution(s)?</i>	<i>When will the solution be initiated? When will it be completed?</i>		
5. New Items to discuss: 1. 2. 3.		20 minutes	1. 2. 3.	1. 2. 3.				
6. Evaluation of team meeting	Team leader	5 minutes	•	•				
Next Meeting Agenda Items			Evaluation of Team Meeting (Mark your ratings with an "X")					
						Yes	So-so	No
			In general, did we do a good job of <u>tracking</u> whether we're completing the tasks we agreed upon at the previous meeting?					
			In general, have we done a good job of actually <u>completing</u> the tasks we agreed upon at previous meetings?					
			In general, are the completed tasks having the <u>desired outcomes</u> ?					
			Was today's meeting a good use of our time?					
			If some of our ratings are "So-So" or "No," what can we do to improve things? (Indicate the discussion/decisions on row number 6 above.)					