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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Meetings:** | **Date/Time:** | **Location:** | **Team Lead:** | **Recorder:** | **Data Analyst:** | **Communicator:** | **Time Keeper:** |
| Today’s Meeting | 9/27/173:30-4:30 | Conference room | Kyle Jonas | Jenny Oyer | Jordan O’Donnell | Jill Gutierrez | Cat Baker |
| Next Meeting | 10/25/17 3:30-4:30 | Conference room | Kyle Jonas | Cat Baker | Jordan O’Donnell | Jill Gutierrez | Cat Baker |

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| **Tier I Team Members** (Place “X” to left of name if present) |
| X | Kyle Jonas | X | Jordan O’Donnell | X | Cat Baker |  | Robert Smith  |
| X | Jenny Oyer | X | Jill Gutierrez | X | Ann Kinsmon | X | Lorraine Southview |

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| **Today’s Agenda** (Place “X” to left of item after completed) | Agenda Items for Next Meeting: |
| X | Review Agenda (2 min) | X | Data Review (10 min) | Discuss School Store |
| X | Celebrations (3 min) | X | Administrative/General Issues (15 mins) | Determine who will score screener |
| X | Review Previous Meeting’s Tasks (5 min) | X | Assign Action Items (5 min) |  |
| X | Meeting Foundations/Upcoming Data (2 min) | X | Evaluation of Team Meeting (1 min) |  |

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| **Administrative/General Information and Issues** |
| Issue/Information | Discussion/Decision/Task | By When? | Who? | Staff Communication |
| Expectations Posters | At our last meeting, we talked about hanging up posters in every setting. The expectations posters are hung up in every setting besides the gym. We need to print off a poster, laminate it, and post it in the gym.  | 10/1/17  | Lorraine | Tell them it will be posted at next faculty meeting |
| New students who missed teaching the expectations activities  | We have 6 new students who have not been taught the expectations. Ann will meet with them on Monday to explain our plan and teach the expectations.  | 10/10/17  | Ann | Email students’ homeroom teachers  |
| School Store | Students will be able to redeem their Bramble Bucks at the school store on Friday. We have added more certificates. Kyle will supervise the store on Friday as teachers bring their classes during related arts.  | 9/29/17 | Kyle | Email teachers the schedule of when to bring their classes to the store |

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| **Data Review***ODR Review for ODRs, SRSS-IE Spreadsheet, TFI Report at pbisassessment.org, PIRS Report, Annual Report* |
| Data Tool | Discussion/Decision/Task | Goal | By When? | Who? | Staff Communication |
| TFI | We scored 1 out of 2 on team because we don’t have a parent representative. We need to add a parent who can meet with our team once a semester.  | Add parent representative to the team | 11/15/17  | Melissa  | Share score at next faculty meeting |
| SRSS-IE | The window is open to complete the behavior screener. We need to create the spreadsheets for each teacher to complete and explain the process at our next faculty meeting.  | All teachers complete the screener | 10/1/7  | Jordan  | Explain process at grade level meetings |
| ODRs | Refer to action plan on the ODR Review | Decease problem behavior in the cafeteria | 10/25/17 | Kyle | Share summary from ODR Review at grade level meetings |

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| **Evaluation of Team Meeting (Mark your ratings with an “X”)** | **Our Rating** |
|  | Yes | So-So | No |
| 1. Was today’s meeting a good use of our time? | X |  |  |
| 2. In general, did we do a good job of ***tracking*** whether we’re completing the tasks we agreed on at previous meetings? | X |  |  |
| 3. In general, have we done a good job of actually ***completing*** the tasks we agreed on at previous meetings? |  | X |  |
| 4. In general, are the completed tasks having the ***desired effects*** on student behavior?  |  | X |  |

**EXAMPLE Tier I Agenda**

Date: Tuesday April 3rd, 2018 Time: 8:30 – 4:00

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| ***Team******Roles*** | ***Team Lead*** | ***Time Keeper*** | ***Data Analyst*** | ***Recorder*** | ***Communicator*** | ***Team Member*** | ***Team Member*** |
| Team MemberNames | Kyle Jonas | Cat Baker | Jordan O’Donnell | Jenny Oyer | Jill Gutierrez | n/a | n/a |
| **Team Norms:** * Start on time, end on time
* Listen to understand, not reply
* Use team meeting process
* Actively participate
* Assume best intentions
* Stay on-task
 | **Celebrations:** * Students are excited for the end of the school year
* Grade level teams have planned end of year celebration events
* 3rd grade teachers supported each other during substitute shortage last week
 |

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| **Focus Area: Reviewing Data** | **Who** | **When** | **Follow-Up/Status** |
| Earned 80% on Tier I TFI, share results with staff | Jill | 4/23 |   |
| ODRs have decreased by 10% this month; share results with staff | Jill | 4/23 |   |

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| --- | --- | --- | --- |
| **Focus Area: Tier I System** | **Who** | **When** | **Follow-Up/Status** |
|  Remind teachers of Bear Bucks store next Friday | Kyle | 4/23 |   |
| Create incentive survey for 3rd graders to complete | Cat | 4/16 |   |
| Remind intern to print off more Bear Bucks | Jenny | 4/4 |  |

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| **Items for Next Meeting Agenda: 5/5/18** |
| Reviewing Data - Discuss Screener results and ODRs |
| Planning – End of the year celebration and Parent Involvement Night |

**EXAMPLE Tier I Agenda**

Date: Tuesday April 3rd, 2018 Time: 8:30 – 4:00

**Introductions:**

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| --- | --- | --- | --- | --- | --- | --- | --- |
| ***Team******Roles*** | ***Team Lead*** | ***Time Keeper*** | ***Data Analyst*** | ***Recorder*** | ***Communicator*** | ***Team Member*** | ***Team Member*** |
| Team MemberNames | Kyle Jonas | Cat Baker | Jordan O’Donnell | Jenny Oyer | Jill Gutierrez | n/a | n/a |
| **Team Norms:** * Start on time, end on time
* Listen to understand, not reply
* Use team meeting process
* Actively participate
* Assume best intentions
* Stay on-task
 | **Celebrations:** * Students are excited for the end of the school year
* Grade level teams have planned end of year celebration events
* 3rd grade teachers supported each other during substitute shortage last week
 |

**Agenda Items:**

1. Celebrations – Kyle (5 minutes)
2. TFI Results – Jordan (10 minutes)
3. Bear Bucks Store – Kyle (10 minutes)
4. New Incentive Ideas – Jill (5 minutes)
5. Discipline Data Review – Jordan (10 minutes)
6. Upcoming Task Review – Kyle (5 minutes)

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| **Action Item** | **Who** | **By When** |
| Share results of TFI with staff at faculty meeting; add to slides | Jill | 4/23  |
| Remind teachers of Bear Bucks store next Friday | Kyle | 4/23 |
| 3rd grade collecting student ideas for new incentives, need to make survey | Cat | 4/16 |
| Tell staff that ODRs have decreased this month; add to PD slides | Jill | 4/23 |
| Remind intern to print off more Bear Bucks this week | Jenny | 4/4 |

**Next Team Meeting Date:**

Tuesday May 5th at 3:30

**Introductions:**

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| --- | --- | --- | --- | --- | --- | --- | --- |
| *Team**Roles* | *Team Lead* | *Time Keeper* | *Data Analyst* | *Recorder* | *Communicator* | *Team Member* | *Team Member* |
| Team MemberNames | Kyle Jonas | Cat Baker | Jordan O’Donnell | Jenny Oyer | Jill Gutierrez | n/a | n/a |
| **Team Norms:** * Start on time, end on time
* Listen to understand, not reply
* Use team meeting process
* Actively participate
* Assume best intentions
* Stay on-task
 | **Celebrations:** * Students are excited for the end of the school year
* Grade level teams have planned end of year celebration events
* 3rd grade teachers supported each other during substitute shortage last week
 |

**Agenda Items (Day One):**

1. Welcome and Introduction
2. RTI2-B Overview
3. RTI2-B School Team
4. Break
5. Behavioral Expectations
6. Teaching Expectations to Students
7. Lunch
8. Feedback and Acknowledgement for Students
9. Break
10. Problem Behavior Definitions and Discipline Procedures
11. Closing

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| --- | --- |
| **Notes:**  | **Follow Up Action:** |
| * **Look at example binder folder on flash drive to help us complete our materials**
* **Our District Coach is Pamela Murphy**
 | **-Saved on Jenny’s computer****-Meeting with her May 30th at noon** |
| **Next Steps Before June 6th Training:*** **Complete Behavioral Expectations Matrix**
* **Complete Lesson Plans**
* **Complete Problem Behavior Definitions**
* **Meet with RTI2-B Coach** – May 30th at noon
 | **-Completed****-Still need gym, cafeteria, and hallway****-Jordan will finish and -Jill will share with staff** |

**Introductions:**

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| --- | --- | --- | --- | --- | --- | --- | --- |
| *Team**Roles* | *Team Lead* | *Time Keeper* | *Data Analyst* | *Recorder/**Minute Keeper* | *Reporter/ Communicator* | *Team Member* | *Team Member* |
| Team MemberNames | Kyle Jonas | Cat Baker | Jordan O’Donnell | Jenny Oyer | Jill Gutierrez | n/a | n/a |
| **Team Norms:*** Start on time, end on time
* Listen to understand, not reply
* Use team meeting process
* Actively participate
* Assume best intentions
* Stay on-task
 | **Celebrations:*** Last week of school went well
* Jenny went to the beach
* Cat was in a wedding
* Completed workbook activities from Day 1 on May 30th!
 |

**Agenda Items (Day Two):**

1. Welcome and Introductions
2. Responding to Problem Behavior
3. Break
4. Professional Development: Teaching the Plan to Faculty and Staff
5. Feedback and Acknowledgement for Faculty and Staff
6. Lunch
7. Student, Family, and Community Involvement
8. Acting Planning Time/Group Work Time
9. Closing

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| --- | --- |
| **Notes:**  | **Follow Up Action:** |
| * **Look at example binder folder on flash drive to help us complete our materials**
* **Our District Coach is Pamela Murphy**
* **Talk to WMS about their use of SWIS**
 | **-Saved on Jenny’s computer****-Meeting with her July 18th at 10:00****-Kyle will contact** |
| **Next Steps Before School Starts:*** **Complete RTI2-B Workbook Activities**
* **Upload RTI2-B Workbook to tennesseebsp.org**
* **Complete Implementation Manual**
* **Upload Implementation Manual to tennesseebsp.org by JULY 1st**
* **Schedule team workday to prepare materials**
 | **-Completed****-Jenny uploaded****-Jenny will transfer information and upload****-Workday July 18th** |