Insert School Name

# PBIS Team Meeting Agenda and Meeting Minutes Template A

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|  | **Date** | **Time** (begin and end) | **Facilitator** | **Recorder** | **Data Analyst** | **Timekeeper** |
| **Today’s Meeting** |  |  |  |  |  |  |
| **Next Meeting** |  |  |  |  |  |  |

**Team Members & Attendance (Place “X” to the left of name if present)**

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| **Current and Completed Action Steps**  (Strike through each completed action step with results documented under progress measure) | **Monitoring Evidence/ Data Sources** | **Progress Measure** | |
| **Date Projected/Completed** | **Actual Results** |
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| **Agenda Item** | **Who** | **Time Needed** | **Discussion/Notes**  *Did it work?* | **Outcome Decision/Task**  *\*Identify person responsible to complete each task and due date* |
| **1. Review Past Meeting Notes/Action Items** | Recorder | 5 min |  |  |
| **2. Review precise problem statement from last meeting** (place statement here)**:** | Data Analyst | 5 min | ***Did we do what we said we were going to do?***  Not started  Partial implementation  Implemented with fidelity  Stopped  Notes:  ***If so, did our solutions work?***  Worse  No Change  Improved but not to goal  Goal met  Notes: | ***What are our next steps?***  Continue current plan  Modify plan  Discontinue plan  Other  **Notes:** |
| **3. Review current TFI Action Plan items** | Facilitator | 5 min |  |  |
| **4. Data analysis/problem-solving** (Potential data points to review include discipline data, acknowledgement data from PBIS Rewards, TFI data, survey data, attendance, academics, etc.). Analyze data for patterns, trends, urgent needs: | Data Analyst | 20 min | **Review data:**    **New/Updated Precision problem  statement(s) based on review of data:**    **Solution & Actions** (What can we do to prevent the behavior, reward appropriate behavior, what do we need to teach to solve the behavior, etc.): | **Implementation and Evaluation**  (By Who, By When; What fidelity data will we collect): |
| **5. New items to discuss** (Based on agenda Items determined at last meeting):  **1.**  **2.**  **3.** |  | 15 min |  |  |
| **6. Communications** (What information do we want to share with staff, families?) | Facilitator | 5 min |  |  |

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| **Agenda Items for Next Meeting** (list these in #5 at next meeting) | | | | |
| **1.** |  | | | |
| **2.** |  | | | |
| **3.** |  | | | |
| **4.** |  | | | |
| **Evaluation of Today’s Meeting (Discussion to drive next meeting)** | | **Yes** | **So-so** | **No** |
| **1.** | Was today’s meeting a good use of our time? |  |  |  |
| **2.** | In general, did we do a good job of **tracking** whether we’re completing the tasks we agreed upon at last meeting? |  |  |  |
| **3.** | In general, have we done a good job of actually **completing** the tasks we agreed on at previous meetings? |  |  |  |
| **4.** | In general, are the completed tasks having the **desired outcomes?** |  |  |  |