|  |  |
| --- | --- |
| **School:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Name of PBIS Expectations:**  | **Meeting Norms:** |
| **PBIS Expectations:****1.** **2.** **3.**  | **PBIS Team Vision Statement:** |

#  PBIS Meeting Minutes

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Meetings** | **Date** | **Time (begin & end)** | **Location** | **Facilitator** | **Time Keeper** | **Data Manager** | **Recorder** |
| **Today’s Meeting** |       |       |       |       |       |       |       |
| **Next Meeting**  |       |       |       |       |       |       |       |

|  |
| --- |
| **Team Members** (Place an “X” to the left of name if present) |
| [ ]  |       | [ ]  |       | [ ]  |       | [ ]  |       | [ ]  |       |
| [ ]  |       | [ ]  |       | [ ]  |       | [ ]  |       | [ ]  |       |
| [ ]  |       | [ ]  |       | [ ]  |       | [ ]  |       | [ ]  |       |

|  |  |
| --- | --- |
| **Today’s Agenda Items** (Place an “X” to the left of the item after completed) |  |
| **1.****[ ]**  | **Celebrations:**      | Time allotted:      | **6.****[ ]**  | **Upcoming Events:** | Time allotted:      |
| **2.****[ ]**  | **Old Business:**      | Time allotted:      | **7.****[ ]**  | **TFI Action Step(s)/SAS:** | Time allotted:      |
| **3.****[ ]**  | **Data Review:**      | Time allotted:      | **8.****[ ]**  | **Communications: (What information do we want to share with the staff?)** | Time allotted:      |
| **4.****[ ]**  | **To Do Now Current Business:**      | Time allotted:      | **9.****[ ]**  | **Other:** | Time allotted:      |
| **5.****[ ]**  | **CHAMPs Update (Classroom):**      | Time allotted:      | **10.****[ ]**  | **Other:**      | Time allotted:      |

|  |
| --- |
| **Agenda Items for Next Meeting** |
| **1.** |       |
| **2.** |       |
| **3.** |       |
| **4.** |       |
| **5.**  |       |

|  |  |  |
| --- | --- | --- |
| **Evaluation of Today’s Meeting (Discussion to drive next meeting)** | **Yes** | **No** |
| **1.** | Was today’s meeting a good use of our time? | **[ ]**  | **[ ]**  |
| **2.** | Did we do a good job of tracking what was agreed upon at the previous meeting? | **[ ]**  | **[ ]**  |
| **3.** | Did we review data? | **[ ]**  | **[ ]**  |
| **4.** | Did we develop action steps according to the data? | **[ ]**  | **[ ]**  |
| **5.**  | Can we agree that the adults are implementing our PBIS framework with fidelity? | **[ ]**  | **[ ]**  |