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| **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** |  |  |  |  |  |  |  |

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

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

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| --- | --- | --- | --- |
| **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? |  |  |