

PBS Team Agenda, Minutes and Problem-Solving Action Plan Form

	Date:	Time:	Location:	Facilitator:	Recorder:	Administrator:	Crossover:
Today's Meeting							
Next Meeting							

Team Members Present: Jessica Engler; Mahaley Sullivan; Tammy Thompson; Mike Terry, Theresa Oberlag, Jessica Corter, Josh Lauer, Melba Lackey

Today's Agenda Items

1. Staff Updates/Obtain Feedback
2. Tier 3 Handbook
3. Staff Development
4. Review students for Tier 3 Intervention

1. Staff Updates/ Obtain Feedback	Discussion/Decision/Task (if applicable)	Who?	By When?
2. Tier 3 Handbook	Discussion/Decision/Task (if applicable)	Who?	By When?

3. Staff Development	Discussion/Decision/Task (if applicable)				Who?	By When?	
4. Review of students for Tier 3 Intervention	Met Criteria: NO <i>Recommendations & Plan for Follow-up</i>	Met Criteria: YES <i>Complete Columns 1 - 5</i>	1) Identify Action Team Members; Who will contact? How & when to contact?	2) Who will complete Record Review?	3) Who will interview Teachers/ Staff?	4) Who will interview Family?	5) Who will interview Student?

Other	Discussion/Decision/Task (if applicable)		Who?	By When?

Other Issues:

Evaluation of Team Meeting (Mark your ratings with an “X”)

	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 on at previous meetings?			
3. In general, have we done a good job of actually completing the tasks we agreed on at previous meetings?			
4. Systems Check: In general, are the completed tasks having the desired effects on student behavior?			

If some of our ratings are “So-So” or “No,” what can we do to improve things?

