

RTI²-B Tier I Team Agenda & Meeting Minutes

Meetings:	Date/Time:	Location:	Team Lead:	Recorder:	Data Analyst:	Communicator:	Time Keeper:
Today's Meeting	9/27/17 3:30-4:30	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

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

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)		

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					
<i>ODR Review for ODRs, SRSS-IE Spreadsheet, TFI Report at pbisassessment.org, PIRS Report, Annual Report</i>					
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	Decrease problem behavior in the cafeteria	10/25/17	Kyle	Share summary from ODR Review at grade level meetings

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

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. In general, are the completed tasks having the desired effects on student behavior?

	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 <u>tracking</u> whether we're completing the tasks we agreed on at previous meetings?	X		
3. In general, have we done a good job of actually <u>completing</u> the tasks we agreed on at previous meetings?		X	
4. In general, are the completed tasks having the <u>desired effects</u> on student behavior?		X	