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TIPS Meeting Minutes Guide: **SCHOOL LEVEL**

School:

Today's Meeting Next Meeting	Date	Time (begin and end)	Location	Facilitator	Minute Taker	Data Analyst

Team Members & Attendance (Place "X" to left of name if present)											

Today's Agenda Items:						Agenda Items for Next Meeting					
1.				4.		1.					
2.				5.		2.					
3.				6.		3.					

Systems Overview

Overall Status Tier/Content Area		Measure Used	Data Collection Schedule	Current Level/Rate		
Fidelity	1. PBIS Status by Tier			Tier 1:	Tier 2:	Tier 3:
	2. Intervention Fidelity					
Student Outcomes	3. Universal Screener					
	4. Externalizing behaviors			ODRs		Suspension/Expulsion
	5. Internalizing behaviors					
Staff, student, family perception of climate	6. School Climate Surveys			Staff	Students	Family
Staff perception of implementation	7. Staff perception of PBIS Implementation					

Request for Assistance Progress Monitoring

Number of Request for Assistance Received	Summary of response to requests	Average time between RFA and support provided

Tracking of Evidence Based Interventions Progress Monitoring

Evidence Based Interventions	Number of Students being supported by Intervention	Number of Students Making Progress	% of students making progress	Need for Action Plan	Number of students continuing	Number of students fading	Number of students modifying
CICO							
SEB Skills Group							
Modified CICO							
Complex SEB							
FBA-BIP							

Problem Solving Process

Date of Initial Meeting:					Date(s) of Review Meetings	
Precise Problem Statement ☐ <i>What? When? Where? Who? Why? How Often?</i>	Goal and Timeline ☐ <i>What? By When?</i>	Solution Actions ☐ <i>By Who? By When?</i>	Identify Fidelity and Outcome Data ☐ <i>What? When? Who?</i>	I M P L E M E N T S O L U T I O N S	Did it work? <i>(Review current levels and compare to goal)</i> ☐	
Current Levels:			<i>What fidelity data will we collect?</i> <i>What? When? Who?</i>		Fidelity Data: Level of Implementation ☐ Not started ☐ Partial implementation ☐ Implemented with fidelity ☐ Stopped Notes:	Outcome Data (Current Levels): Comparison to Goal ☐ Worse ☐ No Change ☐ Improved but not to goal ☐ Goal met Notes:
			<i>What outcome data will we collect?</i> <i>What? When? Who?</i>			
			Next Steps			
					☐ Continue current plan ☐ Modify plan ☐ Discontinue plan ☐ Other Notes:	

Notes:

Brief Problem Description (e.g., student name, group identifier, brief item description)				I M P L E M E N T S O L U T I O N S	Did it work? (Review current levels and compare to goal)	
Precise Problem Statement <i>What? When? Where? Who? Why? How Often?</i>	Goal and Timeline <i>What? By When?</i>	Solution Actions <i>By Who? By When?</i>	Identify Fidelity and Outcome Data <i>What? When? Who?</i>			
			What fidelity data will we collect? <i>What? When? Who?</i>		Fidelity Data: Level of Implementation ☐ Not started ☐ Partial implementation ☐ Implemented with fidelity ☐ Stopped Notes:	Outcome Data (Current Levels): Comparison to Goal ☐ Worse ☐ No Change ☐ Improved but not to goal ☐ Goal met Notes:
Current Levels:			What outcome data will we collect? <i>What? When? Who?</i>	Next Steps		
				☐ Continue current plan ☐ Modify plan ☐ Discontinue plan ☐ Other Notes:		

Notes:

[Paste new problem table(s) as needed]

Organizational/Housekeeping Task List

Item	Discussion	Decisions and Tasks	Who?	By When?

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