

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

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

Problem Solving Process

Date of Initial Meeting: 3/5/18					Date(s) of Review Meetings 4/7/18	
Brief Problem Description (e.g., student name, group identifier, brief item description):						
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>	IMPLEMENTATION SOLUTION	Did it work? <i>(Review current levels and compare to goal)</i>	
Many 3 rd and 4 th graders (who) are engaging in Defiance (what), between 11:45 and 12:00pm, near the end of their 30 min recess period (when), with most of these instances occurring on the playground, in class or in the hall (where), because the students want to avoid the upcoming classroom instructional period (why).	Reduce referrals by 50% (5 or fewer) by the date of our April Meeting	PBIS Team will create <i>Transition-from-Recess-to Classroom Procedures</i> linked to SW rules Teachers will provide explicit instruction of above procedures	<i>What fidelity data will we collect?</i> <i>What? When? Who?</i>			
			3 rd and 4 th grade teachers rate implementation fidelity on a scale of 0-5 (low to high) on the fidelity check board			
			<i>What outcome data will we collect?</i> <i>What? When? Who?</i>			
			ODR data			
					Fidelity Data: 7/10 teachers taught procedures Level of Implementation ☐ Not started X Partial implementation ☐ Implemented with fidelity ☐ Stopped Notes:	Outcome Data (Current Levels): 7 referrals since plan was implemented Comparison to Goal ☐ Worse ☐ No Change X Improved but not to goal ☐ Goal met Notes:

Current Levels: 10 referrals in the past month				S	

Notes:

Date of Initial Meeting: Brief Problem Description (e.g., student name, group identifier, brief item description)				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> ☐	
			<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>			
Current Levels:					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?

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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