

COPY INTO YOUR PBIS TEAM'S TEAM DRIVE - DO NOT FILL OUT TEMPLATE

Meeting Foundations

Date		Start Time		End Time		Location	
Team Members & Attendance (place X to left of name if present)							

Agenda

Item	Discussion	Decisions and Tasks	Who?	By When?
1. Status Update	Any updates or trends? (Use the Data Report for September - filter by school)			
2. Upcoming Events/Tasks	What do we need to prepare for? - Share a Data Summary with staff (at meeting, in newsletter, etc.) - Anything we need to finalize for our Staff Survey? Staff Acknowledgement - Any upcoming events at your site?			
3. Evaluation of Recent Events/Tasks	How did it go? What do we want to change or continue for next year? Any recent events at your site?			
4. Data Analysis	Look at data on students with 3+ referrals/absences/tardies to do an " October Catch "			
5. Agenda for next meeting	What do we need to follow up on next month? 			