**Tier 1 – School-wide PBS Team Meeting Checklist**

School Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| **Activity** | **Observation** | **Additional Notes/Questions** |

**Prior to Mtg.**

|  |  |  |  |
| --- | --- | --- | --- |
| Mtg. reminder was sent out | Yes | No |  |
| Agenda was sent out | Yes | No | *Are there any agenda items that other staff would like the team to discuss? Can you include a Tier 2 update here?* |
| SW Data was given to TL(s) | Yes | No |  |
| Action Plan was revisited | Yes | No | *This is recommended quarterly.* |

**During Mtg.**

|  |  |  |  |
| --- | --- | --- | --- |
| Meeting started on time | Yes | No |  |
| Administration was in attendance | Yes | No | *Debrief mtg. is needed when administration is unable to attend mtg.* |
| Administration gave admin. updates related to PBS | Yes | No |  |
| Meeting roles were assigned/utilized | Yes | No |  |
| Notes were taken | Yes | No |  |
| Previous action items were reviewed | Yes | No |  |
| SWPBS data were discussed | Yes | No | *Big 5: Looking at office discipline referral (1) Per day Per Month Overall, (2) Problem Behavior, (3) Location, (4) Time of Day, (5) Students at each tier* |
| Data discussion included concerns *and* next step decisions |  |  |  |
| SW acknowledgement programming was discussed | Yes | No |  |
| SW teaching focused on positive behaviors was discussed | Yes | No |  |
| Sub-committee work was discussed | Yes | No | *E.g., data sub-committee, student PBS sub-committee, celebration sub-committees* |
| New follow-up items were confirmed with assignments | Yes | No |  |
| Meeting ended on time | Yes | No |  |
|  |  |  |  |

**After Mtg.**

|  |  |  |  |
| --- | --- | --- | --- |
| Minutes are sent out | SW  To Team | No |  |
| Reminder email is sent out regarding follow-up items | Yes | No |  |
| Debrief meeting is held : TL and admin | Yes | No | *This mtg. should happen immediately if administration did not attend SW meeting.* |
| SW team discussions are shared with Tier 2 team |  |  |  |

**Additional Observation Notes:**

*(Consider meeting tone/climate, opportunities for shared decision-making among the team members, acknowledgement of team/school accomplishments, etc.)*

|  |  |
| --- | --- |
| **Follow-Up Items for Coach/Observer:** | **Due Date** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

***Quotes to keep in mind when planning a Tier 1 meeting:***

***"Coming together is a beginning. Keeping together is progress. Working together is success”***

***and “If everyone is moving forward together, then success takes care of itself." --Henry Ford***