**SWPBS Team Meeting Coach Feedback Form –**

**SAMPLE MIDDLE SCHOOL - March 2016**

**Prior to Mtg.**

|  |  |  |
| --- | --- | --- |
| **Activity** | **Description** | **Additional Notes/Questions** |
| Mtg. reminder sent out | SW | To Team | *Nice job, [Team Leader Name] ☺ This type of communication is great. Recommendation: Don’t be afraid to share this info with all teachers* |
| Agenda sent out | SW | To Team |
| SW Data given to/pulled by TL(s) | Yes | No | *Recommendation: Data be pulled and given to data committee 1 week prior to mtg.* |

**During Mtg.**

|  |  |  |  |
| --- | --- | --- | --- |
| Administration in attendance | Yes | No | *Assistant Principal was present and facilitated data. Principal unable to attend.* |
| Meeting starting on time | Yes | No | *Started at 2:40* |
| Meeting ended on time | Yes | No | *It went over by 20 minutes. Suggestion: Assign time keeper role.* |
| Roles are assigned | Yes | No | *Some roles were defined, others were not. Suggestion: Have someone to catch “but” statements and move discussion toward tangible actions* |
| Notes are taken | Yes | No | *Had note-taker.* |
| SWPBS Data is discussed | Yes | No | *Recommendation: Have data committee preview data prior to mtg. and bring specific trends to the team.* |
| Committee work discussed | Yes | No | *Referenced student committee – have had 1 mtg. and are thinking about getting more student input. Data committee has not been contacted by administration.* |
| Teaching SW/pro-social behaviors discussed (student and staff) | Yes | No | *Difficult discussion. Staff resigned that students “should/do know” expectations. Recommendation: SW push in CR to reiterate SW expectations after break and to redirect all students and reaffirm expectations. Suggestion: Have students reflect on break and talk about code-switching from home/community to school behavior expectations. Teaching SW expectations needs to continue, but new ideas for doing so in the 2nd semester are needed* |
| Acknowledging SW/pro-social behaviors discussed (student and staff) | Yes | No | *This was a big focus at the mtg. Concerns regarding student participation in activities in general; conflict with other award ceremonies discussed. Team members are thinking about Escape Room activity. Team idea from last meeting used: Update the SWPBS notebook with reinforcement matrix and share with staff.* |
| Action Plan check-in | Yes | No | *Team came up with some plans; however, review of long-term action plan not discussed. Recommendation: Do this by May 1 to help determine summer activities* |
| Follow-up items confirmed | Yes | No | *Great recap, [Team Leader Name] ☺* |

**After Mtg.**

|  |  |  |  |
| --- | --- | --- | --- |
| Minutes sent out | SWTo Team | No | *Recommendation: Send out notes to entire staff on Schoology* |
| Reminder email regarding follow-up items | Yes | No | *Recommendation: Send out reminder 2 weeks prior to next mtg. (was only sent out 24 hrs. before mtg.)* |
| Other: Leadership team recognition | Given | Needed | *[Team Leader names] have worked to lead the SWPBS team toward action. Recommendation: Recognition from entire admin. team for leadership and team overall.* |

**Additional Notes:**

* *Staff are concerned about the # of chances students are given regarding a behavior. This seems to be eroding student adherence to policies/expectations. Documentation is still a problem – taking teacher time.*
* *Tier 2 information is still needed by staff (e.g., who is receiving what service and why. Teachers seem to be requesting this.*
* *Prior to meeting, TL and coaches discussed grant options for trauma-informed practices PD.*
* *There are discussions regarding teaming changes taking place at the school next year. However, there are concerns that although information is being shared with incoming students, not all staff are aware of those changes. More communication with staff about this (possible or confirmed?) change is recommended.*
* *Student committee is looking for extended administrative support.*

**Coach Follow-Up Items To Support Team:**

|  |  |  |
| --- | --- | --- |
| **Activity** | **By** | **Completed as of 3/20** |
| *Coach(es) will reach out to administration and data committee to determine date and time for data committee to meet with administration to discuss and look at data.* | *3/24* | *Yes* |
| *Coach(es) will share ideas regarding how student groups can be utilized for SWPBS programming.* | *4/4* |  |
| *Coach(es) will be meeting with TLs on 4/5 to discuss team documentation and review KFE Status Tracker.* | *4/5* |  |
| *Coach(es) will reach out to team leadership and principal to confirm date and time of next Just Us meeting.* | *3/24* |  |

**Team Follow-Up Items To Support Team:**

|  |  |  |
| --- | --- | --- |
| **Activity** | **Who** | **When** |
| *Post mtg. minutes to Schoology and thank you email to team members.* | *Team Leader* | *By 3/24* |
| *Invite principal to April meeting* | *Assistant**Principal* | *By 4/10* |
| *Assign team roles again* | *Team Leader* | *For 4/15* |