

January 10, 2014 Agenda  
(Minutes in blue)

**Part 1 | IMPLEMENTATION**

- Each team member will complete the Team Implementation Checklist (TIC) via Google Survey (While team members are completing the TIC, Ashton and Christine will compile individual BoQ results into a Google Doc)  
*[Please have BoQ completed before coming to the meeting]*
- **TIC** | PBIS Team will discuss success and areas for improvement in regards to the TIC. Also discussion will center around any areas of discrepancy in regards to specific TIC questions.

Each team member completed the TIC survey individually and then a discussion was had to confirm agreement of answers. This was done because of new information concerning answers taken in December. Specifically the misunderstanding regarding classroom assessment surveys. The team now understands that the SAS is considered an assessment of classroom practices. The team had used this to create the action plan. New score on TIC was over 80% which means that the team should begin to think about Tier 2 implementation.

- **BoQ** | The PBIS Team will follow a similar procedure with the BoQ. Discussion, celebration of successes, deciding how to improve, and determine how to move forward.

The BoQ is a new assessment for the team. Each individual answered the survey and then answers were compiled and a discussion was had when there was discrepancy. At this point in time, the score for implementation was around 75%. Areas that need to be worked on are classroom and parent and community involvement. Action plan was adjusted.

**Part 2 | DATA**

- Aaron will share data with the PBIS Team.  
*Aaron had to leave the meeting. Christine will send the data to the team and share it with staff electronically.*

**Part 3 | ACTION PLAN**

- Update Action Plan based on discussions during Part 1 and 2  
*Action plan updated.*

**Part 4 | PD PLANNING**

- The PBIS Team will decide what to cover with staff during upcoming PD (January and February). Things to potentially cover include Majors vs. Minors, Classroom, Rick Smith routine videos, discussion and sharing among staff in regards to what is working and what they need help with. What do we need to cover? What does staff need more help with? What should we review?
- Begin planning and preparing for PD: Activities, intro, exit slips, presentations, supplies needed, etc. Assign duties to PBIS Team members

- Plan and make agenda for PD. This time will be used by the PBIS Team to plan out what will take place during PD and also to prepare for everything that will be needed during PD.

The team found a date for a staff meeting on January 28. This will focus on reviewing major/minors and getting staff input regarding any changes that need to be made. Another activity will be making sure that staff understand how to complete a referral form.

### January 28<sup>th</sup> Staff Meeting Agenda

*\*\*Staff will sit in assigned seats*

#### **ODR – 5 minutes**

- Example shown of obvious Major (office-managed behavior) [Jeremy]
- Staff completes ODR based on video showing behavior [Jeremy & Shawn]
- Staff complete handout and discuss any questions they have about filling out an office referral [Wendy]

#### **Major vs. Minor – 20-25 minutes**

- Cover Major vs. Minor PowerPoint on Weebly site, explaining the different office-managed and classroom-managed behaviors [Ashton]
- Staff will complete a form/discuss within their groups any questions they have about what was covered [Kathleen]
- Staff will then further discuss any suggestions or changes they would like to make the majors and minors per activity/form [Kathleen]

#### **Exit Slip – 3 minutes**

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