

January 28th
After School Staff Meeting
PBIS Agenda

- Staff will have a seating arrangement – name tags will be placed on tables.
- PBIS team will give out tickets/acknowledgements to those who are on task during the meeting
- Jeremy will be leaving early for wrestling

DATA | Sharing | 3 minutes

- Table will be shown comparing Office Referrals by grade for this year and last school year
- Other specific trends will also be shared, from email sent by Christine

OPENING | ODR | 10 minutes

- Example of an obvious office referral will be shown on the screen
- Each staff member will fill out an Office Referral regarding the incident they are shown
- Staff will compare their referral with others at their table, ensuring that all referrals are filled out correctly - **Wendy** will direct this activity
 - Time will be allowed for questions and discussions if there are any discrepancies in the way people fill out referrals – **Wendy**
- Staff will compare two office referrals that are completed (one is filled out well, the other is incomplete) – **Ashton**
 - Staff will generate a list of ideas as to why it is important to completely and accurately fill out office referrals
- Process for filling out referrals – **Shawn**
 - When do you fill them out after a major incident has occurred? Right away? After class is over?
 - What information needs to be filled out?
 - What events warrant filling out an Office Referral? Any behavior sent to office? Missing assignments? Attendance?

MAIN ACTIVITY | Major vs. Minor | 15 minutes

- Review terminology of office-managed vs. classroom-managed – **Ashton**
- Go over PowerPoint that lists classroom-managed and office-managed behaviors; PowerPoint is on Weebly site – **Ashton**
- Staff will complete a form, at their table, with any questions they have about what has been presented thus far – **Kathleen**
- Staff will then further discuss any changes they would like to see made or any suggestions they have to the process or in regards to which behaviors are classroom-managed and which are office-managed – **Kathleen**

EXIT SLIP | +,-,? | 2 minutes

1. Staff will complete the exit slip – create by **Ashton**