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| **SW-PBS Leadership Team**  **Meeting Minutes and Problem-Solving Action Plan Form**  **School:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  Color EED |

**Today’s Meeting:** Date: Time: Location: Facilitator: Minute Taker: Data Analyst:

**Next Meeting:** Date: Time: Location: Facilitator: Minute Taker: Data Analyst:

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| **Team Members (Present Today)** | | |
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| **Today’s Agenda Items** | **Next Meeting Agenda Items** | **Potential Problems Raised from data review** |
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**Administrative/General Information and Issues (does not include all items discussed)**

| **Information for Team, or Issue for Team to Address** | **Discussion/Decision/Task (if applicable)** | **Who?** | **By When** | **Updates** |
| --- | --- | --- | --- | --- |
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**Problem-Solving Action Plan (will not reference all discussions)**

| Critical Element Addressed | **What is the problem?**  Precise Problem Statement, based on review of data  (What, When, Where, Who, Why) | **How are we going to solve the problem?**  Solution Actions (e.g., Prevent, Teach, Prompt, Reward, Correction, Extinction, Safety) | **Who is responsible?** | **When do we start?** | **When will it be complete?** | **How will we evaluate if our plan is working?** |
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| **Critical Elements of SW-PBS (tie to action plan items)** | |
| 1 | Leadership Team Operations & Function |
| 2 | Teaching school wide expectations & Behaviors |
| 3. | Procedures for teaching classroom expected behaviors |
| 4. | Procedures for encouraging expected behaviors |
| 5. | Procedures for discouraging rule violations |
| 6 | Procedures for on-going data based monitoring & evaluation |
| 7. | Survey/ summary data presented to staff |
| 8. | Parent and community |
| 9. | Cultural standards |

Next meeting: Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Evaluation of Team Meeting (Mark your ratings with an “X”)**

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| --- | --- | --- | --- |
|  | Our Rating | | |
|  | Yes | So-So | No |
| 1. Was today’s meeting a good use of our time? |  |  |  |
| 2. In general, did we do a good job of ***tracking*** whether we’re completing the tasks we agreed on at previous meetings? |  |  |  |
| 3. In general, have we done a good job of actually ***completing*** the tasks we agreed on at previous meetings? |  |  |  |
| 4. In general, are the completed tasks having the ***desired effects*** on student behavior? |  |  |  |

If some of our ratings are “So-So” or “No,” what can we do to improve things?