

### TIPS DEMO Meeting Minutes

	Date	Time	Location	Facilitator	Minute Taker	Data Analyst
<b>Today's Meeting</b>	Feb 2, 2012	2:45-3:45	School library	Anita	Desmond	Juan
<b>Next Meeting</b>	March 1, 2012	2:45-3:45	School library	Anita	Conner	Juan

**Team Members (Place "X" to left of name if present)**

X	Lucy	X	Kathi						
X	Desmond	X	Anita						
	Conner	X	Juan						

**Today's Agenda Items**

01.	Review agenda ☐	06.	SW Fidelity Check Routine ☐
02.	Data Analyst Report ☐	07.	Family/Community Night ☐
03.	Problem Solving & Action Planning ☐	08.	Reports to Other Staff ☐
04.	Website Updates ☐	09.	
05.	Meeting Foundations ☐	10.	

**Previously-Defined Problems**

Precise Problem Statement (What, When, Where, Who, Why)	Solution Actions (Prevent, Teach, Reward, Correct, Extinguish, Safety)	Who?	By When?	Goal & Timeline	Fidelity of Imp.	Effectiveness of Solution
Many 3 <sup>rd</sup> and 4 <sup>th</sup> graders (Who) are engaging in Defiance (What), between 11:45am and 12:00pm, near the end of their 30-minute recess period (When), with most these instances occurring on the Playground, in Class, or in the Hall (Where), because the students want to avoid the upcoming Classroom instructional period (Why).	<p>PBIS Team will create <i>Transition-from-Recess-to-Classroom Procedures</i> linked to School Wide Rules.</p> <p>Teachers will provide explicit instruction of <i>Transition-from-Recess-to-Classroom Procedures</i>.</p>	<p>PBIS Team w/facilitator as lead</p> <p>Grade level teachers</p>	<p>Done</p> <p>3/5/12</p>	Reduce instances to a rate of .20 instances per school day or less (i.e., no more than 1 instance every 5 school days) by the date of our April meeting, and to maintain at that level or lower for each successive monthly review for the remainder of the school year	<input type="checkbox"/> Not started <input checked="" type="checkbox"/> Partial imp. <input type="checkbox"/> Imp. w/fidelity <input type="checkbox"/> Stopped	<input type="checkbox"/> Worse <input type="checkbox"/> No Change <input checked="" type="checkbox"/> Imp. but not to Goal <input type="checkbox"/> Imp. & Goal met Current level = .42 per school day

**Administrative/General Information and Issues**

Information for Team, or Issue for Team to Address	Discussion/Decision/Task (if applicable)	Who?	By When?
Website Updates	Weekly website management and updates Post Feb 29 Parent/Community Event	Anita	Thursdays 2/9/12, 2/16/12, 2/23/12, 3/1/12
Meeting Foundations	Kathi is back up Data Analyst	Kathi	Done
SW Fidelity Check Routine	Lucy update board with question every other week	Lucy	Alternate weeks 2/16/12 3/21/12

Family/Community Night: Feb 29, 2012	Subcommittee to organize event Post date on website/newsletter	Lucy/ Sean/ Aden	2/16/12
Reports to other staff	Grade level team reports Supervisory staff reports Reports to families	Desmond/Kathi Lucy Conner	2/8/12

**New Problems**

Precise Problem Statement (What, When, Where, Who, Why)	Solution Actions (Prevent, Teach, Reward, Correct, Extinguish, Safety)	Who?	By When?	Goal & Timeline	Fidelity of Imp. Measure (What/How/When/Who to measure/report)	Effectiveness of Solution (What/How/When to assess/report)
Many students are engaging in Harassment on the morning and afternoon buses to obtain adult or peer attention. Harassment: November = 10 December = 15 January = 18	The PBIS Team and administrators will provide bus drivers with training in procedures for managing bus behavior and bullying.  The PBIS Team and administrators will provide bus drivers with training for crisis situations.	PBIS Team w/Principal as lead  PBIS Team w/Principal as lead	4/1/2012  4/1/2012	Reduce instances of Harassment, so that the review of SWIS data for the most recently-completed calendar month, shows a rate of .10 instances per school day or less (i.e., no more than 1 instance every 10 school days) by the date of our June meeting.	PBIS Team will review training feedback. Bus drivers will rate implementation fidelity on scale of 0-5 (low to high), on a weekly basis on the fidelity check board at the bus garage. Weekly, Lucy will send fidelity questions and gather those data for our monthly review	SWIS data are entered weekly and reviewed at least monthly

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

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?

Our Rating		
Yes	So-So	No
X		
X		
	X	
X		

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