



Run Effective Meetings and Meeting Agenda Team Members Role & Responsibilities

### **NOTE TAKER**

- Be willing to listen and consider all perspectives
- Use a sense of humor
- Demonstrate mutual respect
- Be able to honor group norms/guidelines

#### **BEFORE Meeting**

- 1. Review the agenda prior to meeting date
- 2. Send updates to facilitator on the previous meeting task items from to do list (Step 2).
- **3.** Send items to facilitator that need to be added to the agenda discussion (Step 3)

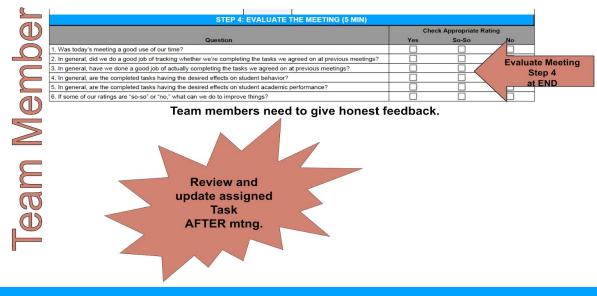
# **DURING Meeting**

- **1.** Give input on discussion and share in the responsibility of task items.
- 2. ALL team members are responsible for collaborative communication that builds trust and is non-judgemental.
- **3.** Use ODR, academic, attendance, relevant data, and other contributing factors to accurately identify problem.
- **4.** Keep discussion solution-focused versus problem admiration by using data and a strengths/needs approach (*Example questions in Technical Assistance Tools*).
- 5. Value team members time and keep the meeting within the set timeframe.

	Tier 1 PBIS Meeting										
				STEP 1:	CALL MEET	TING TO ORDER (5 MIN)					
Add Meeting Date to Calendar	Today's teeting Date & Time:	Next Meeting Date & Time:	Role	Team Member	Team Members Present:						
BEFORE			Facilitator			Name		Name		Name	
			Note Taker Data Analyst			Name Name		Name Name	H	Name	
			Time Keeper			Name		Name	ä	Name	
						Name		Name		Name	
	STEP 2: REVIEW TO DO LIST (Add to to-do list during meeting as needed) (15 MIN)										
Membe	Task						Person Responsible			Status: N = Not started I = In Progress C = Complete	1
											Undata Ctatura
											Update Status of assigned Task (Step 2)
		BEFORE & DURING									
	REFORE Mina										
am								y			u.
	STEP 3: DISCUSS AGENDA ITEMS (30 MIN)										
	Informat	ion for Team or I	ssue for Team to Discuss Time Allotted			Discussion/Decision (If task assigned, write in to-do list above				it above)	
(1)	1. Review Team Action Plan and Determine Next Steps										
	2. Review Previously Defined Problems 3. Review New Data (ODR, Suspension, Attendance, Prevention										
	3. Review New Data (ODR, Suspension, Attendance, Prevention Screening Tools)										
Send Discussion I	nformatic	n									
to Facilitator (		··· >									
BEFORE											

# **AFTER Meeting**

- 1. Evaluate the meeting and give honest feedback to note taker.
- 2. Review updated agenda in the shared drive or through email.
- 3. Follow up with Facilitaor on assigned task or time-sensitive items not covered discussion.



# **TECHNICAL ASSISTANCE TOOLS**

#### **COLLABORATIVE & INTERPERSONAL NON-JUDGEMENTAL PHRASES**

Let me see if I understand ...?

**TIPS Material** 

http://bit.ly/2MzDnDk

To better help me understand can you give me an example of...?

So, what I hear you/us saying/suggesting is....? I hear you saying that you are primarily concerned with...? What do you/we think about....? How might you/we see happening in the classroom, hallway, etc. if.....? What's another way you/we might.....? Have we/you considered what the data shows?

#### Free Digital Communication Resources

School Email Remind 101 App. <u>https://www.remind.com/</u> Slack App. <u>https://slack.com/</u> Team Reach App. <u>http://www.teamreach.com</u>

#### Stages of Group Development http://bit.ly/2P9v9nA