MTSS Advanced Tiers Leadership Team Meeting Checklist: **Systems** Conversations

Month:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mtg. Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| **Activity** | **Observation** | **Considerations** |

**Prior to Mtg.**

|  |  |  |  |
| --- | --- | --- | --- |
| Mtg. reminder was sent out | Yes | No |  |
| Agenda was sent out | Yes | No | ***Are there any agenda items that other staff would like the team to discuss? Can you include a Tier I update here?*** |
| SW Data was given to TL(s) | Yes | No | ***(e.g. universal screening tool data, ODRs, attendance, nurse visits); This is recommended quarterly.*** |
| Those delivering Tier 2/3 interventions have updated Tracking Tool Data |  |  |  |
| Action Plan was revisited | Yes | No | ***This is recommended quarterly.*** |

**During the Mtg.**

|  |  |  |  |
| --- | --- | --- | --- |
| Meeting started on time | Yes | No |  |
| Administration was in attendance | Yes | No | ***Debrief mtg. is needed when administration is unable to attend mtg.*** |
| Administration gave admin. updates related to PBS | Yes | No |  |
| Meeting roles were assigned/utilized | Yes | No |  |
| Notes were taken | Yes | No |  |
| Previous action items were reviewed | Yes | No |  |
| Summary data were discussed for each Tier 2 and 3 intervention type | Yes | No | ***Review student performance data (# students responding, graduating, not responding) and fidelity of implementation*** |
| Data discussion focused on systems changes and next step decisions | Yes | No | ***Possible problems: Inconsistent Data/Low Fidelity/Low Success Rate/Limited Capacity***  ***Possible decisions: Train Staff/improve contextual fit & implementation supports/Evaluate Interventions/lncrease Building Capacity*** |
| SW data were summarized and discussion focused on possible interventions and next steps | Yes | No | ***This is recommended quarterly*** |
| Sub-committee work was discussed | Yes | No | ***e.g. a sub-committee could focus on: developing a new intervention, improving the technical adequacy of FBA/BlPs, improving data tracking etc.*** |
| New follow-up items were confirmed with assignments | Yes | No |  |
| Meeting ended on time | Yes | No |  |

**After Mtg.**

|  |  |  |  |
| --- | --- | --- | --- |
| Minutes were sent out | Yes | No | ***To school, team, and district*** |
| Reminder email was sent out regarding follow-up items | Yes | No |  |
| Debrief meeting was held : TL and admin | Yes | No | ***This mtg. should happen immediately if administration did not attend meeting.*** |
| Advanced Tier discussions were shared with SW Team |  |  |  |

Additional Reflection Notes: (Consider meeting tone/climate, opportunities for shared decision-making among the team members, acknowledgement of team/school accomplishments, etc.)

DE-PBS Project (Jan 2020)

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|  |  |  |
| --- | --- | --- |
| **Activity** | **Observation** | **Planning Notes/Reflections** |

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