**Working Notebook Outline**

* Current Action Plan (Key Feature Status Tracker)
* Current Team:
  + PBS Team List- names and school roles (e.g. Sam Smith, 5th grade special ed)
  + Team Leader
  + Data Coordinator
  + Parent(s) contacts for 2-way communication
* Current Data – Office Discipline Referral (ODR)
  + Monthly reviewed Big Five Data (referrals by behavior, time, location, student(triangle), and average referral rate per month)
  + DDRT data
* Current Data – Other sources
  + Recent School Climate Survey, Key Features Evaluation, and DASNPBS
  + Current internal feedback surveys, if applicable (e.g. Kick Off Activity surveys, student reinforce/interest inventory)
* Monthly Team Meetings
  + Schedule of monthly PBS team meetings
  + Schedule of PBS related events
  + Monthly team meeting agenda with detailed minutes:
  + Analysis of +/- patterns in data
  + Monthly action planning (Re-teaching Plan of Activities/Calendar)
* End of year analysis and planning
* Phase Recognition Application (if team submits)