

Bramble Elementary Tier I Team Meeting Foundations

Team Norms	Decision Making Procedures
<ul style="list-style-type: none"> • Start and end on time • Listen to understand, not reply • Use team meeting process • Actively participate • Assume best intentions • Stay on-task 	<ul style="list-style-type: none"> • We think about the student first • We use data to make decisions • Working consensus (everyone comes to an agreement but its ok to have reservations)

Team Roles & Responsibilities					
	Team Lead	Recorder	Data Analyst	Communicator	Time Keeper
Primary	Kyle Jonas	Jenny Oyer	Jordan O'Donnell	Jill Gutierrez	Cat Baker
Back Up	Jenny Oyer	Cat Baker	Jill Gutierrez	Jordan O'Donnell	Kyle Jonas
Responsibilities	Meeting Agenda	Meeting Notes	Data Reports	Shares updates to staff	Keeps team on track

Team Meeting Schedule			
When	Where	Start/End Time	Agenda & Minutes Location
4 th Wednesday of every month	Conference room	3:30-4:30	RTI ² -B folder in T-Drive

Data Tool	Data Collection & Data Entry Schedule <i>Who & When</i>	Report Generation <i>What, Who & When</i>
Tiered Fidelity Inventory (TFI)	Abbie (RTI ² -B Coach) – October & May	Jordan – Share TFI report to faculty in November
Universal Behavior Screener (SRSS)	Kyle – September, December, & April	Kyle – Share SRSS triangle data to faculty in October
Office Discipline Referrals (ODRs)	Jordan – Monthly	Jordan – Share monthly ODR reports at team meeting
Staff Feedback (PIRS)	Kyle – Remind staff to take survey in February	Jill – Share report at April faculty meeting
Annual Report	Kyle – June	Kyle – Complete online report by June 15 th