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| **Team Norms** | **Decision Making Procedures** |
| * Start and end on time * Follow team agenda * Celebrate successes * Learn from errors * Actively particapte * Attendance is required | * We think about the student first * More than one data point is needed to make a decision * Working consensus (everyone comes to an agreement but its ok to have reservations) * We collaborate with home room teacher |

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| **Team Roles & Responsibilities** | | | | | | |
|  | **Team Lead** | **Recorder** | **Data Analyst** | **Communicator** | **Time Keeper** | **Intervention Coordinator** |
| **Primary** | Rebecca | Kate | Randall | Jack | Kevin | Beth |
| **Back Up** | Kate | Beth | Rebecca | Kevin | Jack | Randall |
| **Responsibilities** | Meeting Agenda | Meeting Notes | Data Reports | Shares updates to staff | Keeps team on track | Shares intervention progress |

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| **Team Meeting Schedule** | | | |
| **When** | **Where** | **Start/End Time** | **Meeting Minute Location** |
| 1st & 3rd Tuesdays | Conference Room | 2:45-3:15 | One Drive |

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| **Data Tool** | **Data Collection &**  **Data Entry Schedule**  *Who & When* | **Report Generation**  *What, Who & When* |
| **Tiered Fidelity Inventory (TFI)** | Randall – October | Randall –share TFi report to team and faculty in November |
| **Universal Behavior Screener (SRSS)** | Rebecca - September | Rebecca–share SRSS triangle data to faculty in October |
| **Office Discipline Referrals (ODRs)** | Randall- Monthly | Randall share monthly ODR reports at meeting |
| **CICO Outcome Data** | Randall, Beth, Rebecca – every Tuesday review data | Beth share student graphs at each meeting |