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| **Team Norms** | **Decision Making Procedures** |
| * Start and end on time * Listen to understand, not reply * Use team meeting process * Actively participate * Assume best intentions * Stay on-task | * 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) |

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| **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 |

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| **Team Meeting Schedule** | | | |
| **When** | **Where** | **Start/End Time** | **Agenda & Minutes Location** |
| 4th Wednesday of every month | Conference room | 3:30-4:30 | RTI2-B folder in T-Drive |

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| **Data Tool** | **Data Collection &**  **Data Entry Schedule**  *Who & When* | **Report Generation**  *What, Who & When* |
| **Tiered Fidelity Inventory (TFI)** | Abbie (RTI2-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 15th |