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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  |