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| **Meetings:** | **Date/Time:** | **Team Lead:** | **Recorder:** | **Data Analyst:** | **Communicator:** | **Time Keeper:** | **CICO Coordinator:** |
| Today’s Meeting | 10/06/2017 | Mrs. Parker | Mr. Lewis | Ms. Monroe | Mrs. Rose  | Mrs. Kelley | Mr. King |
| Next Meeting | 10/13/2017 | Mrs. Parker | Mr. Lewis | Ms. Monroe | Mrs. Rose | Mrs. Kelley | Mr. King |

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| **Tier II Team Members** (Place “X” to left of name if present) |
| X | Mrs. Parker | X | Ms. Monroe | X | Mrs. Kelley | X | Mr. Johnson  |
| X | Mr. Lewis | X | Mrs. Rose | X | Mr. King |  |  |

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| **Today’s Agenda** (Place “X” to left of item after completed) | Agenda Items for Next Meeting: |
| X | Review Agenda (2 min) | X | Data Analyst Report (5 min)  | Brainstorm next CICO raffle prizes |
| X | Celebrations (3 min) | X | Problem Solving/Action Planning (15 min) |  |
| X | Review previous meeting’s tasks (5 min) | X | Fading and Graduation (5 min) |  |
| X | Administrative/ General Issues (10 mins) | X | New Referrals to Tier II (10 mins) |  |

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| **Administrative/General Information and Issues** |
| Issue/Information | Discussion/Decision/Task | Who? | By When? |
| Celebration: Mrs. Perez going above and beyond as a CICO Mentor  | Several students have reported that Mrs. Perez always makes them feel welcomed at school and they love checking in and out with her every day. Let’s celebrate her at our next week’s staff meeting.  | Mrs. Parker | 10/11 |
| Friday’s Raffle Drawing  | 2 CICO students will be given free admission into tonight’s High school football game. PTO will be providing Pizza and soda for those students (plus the 20 students from the Tier I raffle) at the booster’s tent.  | Mr. Lewis  | 10/6 |
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| **Tier II Intervention Summary** |
| Number of students enrolled in Tier II: | 15 |
| Number of students enrolled in CICO:  | 10 |
| Number of students enrolled in CICO who are meeting their daily goal: | 9 |
| Number of students enrolled in CICO who are not meeting their daily goal: | 1 |

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| **CICO Problem Solving & Action Planning***Possible problems: fidelity, intervention/function mismatch, intervention needs to be modified, reinforcer needs to be modified**Possible decisions: meet with teacher, change intervention, change reinforcer* |
| Student | Grade | IEP (Y/N) | Identified Problems & Supporting Data | Response Actions & Next Steps | Who? | By When? | Goal & Timeline | Fidelity of Imp. | Outcomes/Updates |
| Sally Smith  | 7th  | No (504 Plan) | fidelity = 60%, 1st and 2nd hour points are missing, point card is usually crumpled, and no parent signature, 40-50% average points | Check with first two hour teachers and retrain them Connect with Sally & Suzie about importance of CICO | Mr. KingMrs. Rose | 10/710/7 | 90% fidelity on the next five point cards signature completed on all 5 point cards | 100% fidelity on all 5 point cardsall five signed | average of 80% of points met on point cards |
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| **CICO Self-Management/Fading/Graduation** *Possible decisions: continue with intervention with current goal, continue with the goal increased, teach self-management strategies, or fade intervention components* |
| Student | Grade | IEP (Y/N) | Supporting Data | Fade or Graduate | Response Actions & Next Steps | Who? | By When? |
| Ty Davis | 6 | N | 4 weeks of making goal at 80%, mentor reported behavior has improved  | Meets criteria to fade to Phase 2 of CICO | -Train student-Refresh all teachers-Positive Phone call home -Update Graph  | Mr. KingMr. KingMrs. RoseMs. Monroe | 10/710/710/710/7 |
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| **New Referrals To Tier II Team***Possible sources: ODR data, teacher nomination, attendance, academic progress, screening tools* |
| Student | Grade | IEP (Y/N) | Teacher | Referral Source & Relevant Information | Response Actions & Next Steps | Who? | By When? |
| Shelby Morris | 6 | N | Mr. Kennedy | Nomination Form – disruption, parent contactODR- 2SRSS – moderate risk externalizingAbsences – 0Tardy - 6 | Student meets criteria for CICO, Mr. King will start process of enrollment in CICO | Mr. King  | 10/7 |

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| **Evaluation of Team Meeting (Mark your ratings with an “X”)** | **Our Rating** |
|  | Yes | So-So | No |
| 1. Was today’s meeting a good use of our time? | X |  |  |
| 2. In general, did we do a good job of ***tracking*** whether we’re completing the tasks we agreed on at previous meetings? | X |  |  |
| 3. In general, have we done a good job of actually ***completing*** the tasks we agreed on at previous meetings? |  | X |  |
| 4. In general, are the completed tasks having the ***desired effects*** on student behavior?  | X |  |  |