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| **Implementation** **Snapshot**  **Evaluation Feature: Team Operating Procedures (1.2)** | |
| ***What is it?***  Tier I team meets at least monthly and has (a) regular meeting format/agenda, (b) minutes, (c) defined meeting roles, and (d) a current action plan. | |
| ***Scoring Criteria:***  0 = Tier I team does not use regular meeting format/agenda, minutes, defined roles, or a current action plan  1 = Tier I team has at least 2 but not all 4 features  2 = Tier I team meets at least monthly and uses regular meeting format/agenda, minutes, defined roles, AND has a current action plan | ***Possible Data Sources/Implementation Products***   * Tier I team meeting agendas and minutes * Tier I meeting roles descriptions * Tier I action plan * Tier I Implementation Manual |
| ***Supporting Implementation*** | |
| **Role of District Coordinator:**   * Support administrators in allocating time for regular Tier I team meetings * Ensure that coaches have time specifically allocated to attending team meetings * Provide example agendas, meeting minute templates, and action plan templates to teams if needed   **Role of Administrator:**   * Ensure team members have assigned roles * Attend Tier I team meetings * Communicate to team members the importance of attending the Tier I team meetings on a consistent basis * Review meeting agendas and meeting minutes prior to and following team meetings * Allocate time for Tier I team meetings * Work with District Coordinator to allocate time for the Tier I team to attend training   **Role of Coach:**   * Attend Tier I team meetings * Attend training with Tier I team * Review meeting agendas and meeting minutes prior to and following team meetings * Assist team in updating action plan | **Role of Team:**   * Attend Tier I team meetings * Attend Tier I training * Assign roles to each team member * Use a regular meeting format/agenda and meeting minutes at team meetings * Update action plan at team meetings and at training   **Role of Staff:**   * Participate in PD offered by the Tier I team * Participate in feedback opportunities provided by the Tier I team   **Role of Student, Family, Community**   * Become involved in Parent, Student, Teacher organization |
| ***Additional Resources and Research*:** | |
| **Practitioner Resources**   * TBSP Materials: Example Agendas, Meeting Minutes Form, Meeting Foundations Form, Implementation Manual, Roles and Responsibilities Chart   **Research**   * PBIS forum in brief: Team-initiated problem solving (National Center on PBIS, 2015) * Roundtable discussion on effective and efficient problem solving (Todd, A. W. & Cusumano, D. L., 2015) * Dynamics of an instructional support team related to student outcomes (James E. Bolen, 2018) * Investigating the Decision-Making of Response to Intervention (RTI) Teams Within the School Setting (Thur, S. M.,2015) * A Pilot Study of a Problem-Solving Model for Team Decision Making (Newton, 2012) * Positive Behavior Support: A Call for Leadership (Frey, 2008) | |



(Adapted from Susan Barrett, Maryland PBIS)