

Conducting PBIS Team Meeting

Before the Meeting

- Review agreements/task from previous meeting
- Identify and develop agenda items
- Invite and prepare participants
- Prepare and review materials
- Check and confirm logistics

Conducting the Meeting

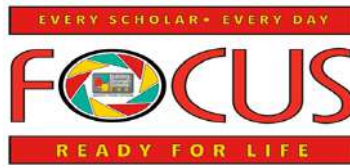
- Introduce Participants
- Review purpose
- Review /assign roles
- Review/modify agenda items
- Follow agenda items
- Stay within timelines
- Follow/review rules/routines
- Restate/review/remind of purpose/outcomes

Concluding the Meeting

- Review purpose
- Review/summarize agreements/products
- Review/evaluate extent to which agenda items are addressed
- Review new agenda items
- Review compliance with rules/routines
- Acknowledge/reinforce participation/actions/outcomes
- Indicate next meeting date/time/place

After the Meeting

- Distribute the minutes
- Complete agreements/products/assignments
- Contact/remind participants
- Prepare the next agenda



Key Points of TIPS (PBIS Meetings)

- Teams are expected to do problem solving at the meeting.
- Teams need to report data to staff and administration
- Use office discipline referrals as a metric for universal screening of student behavior

Identify the problem/ Use these Problem Solving Questions

- *How do we want to problem to change?*
- *How are we going to solve the problem?*
- *How will we know the solution was implemented with fidelity?*
- *Are we solving the problems?*
- *Has the problem been solved?*

Formulate Solutions-Using Generic Strategies

- **Prevent-** Remove or alter “trigger” for problem behavior
- **Define & Teach-** Define behavioral expectations; provide demonstration/instruction in expected behavior (alternative to problem behavior)
- **Reward/reinforce-**The expected/alternative behavior when it occurs; prompt for it, as necessary
- **Withhold reward/reinforcement-** For the problem behavior, if possible (“Extinction”)
- **Use non-rewarding/non-reinforcing corrective consequences-**When problem behaviors occurs
- **Consider Safety Issues**

