

Duck Elementary Team Meeting Minutes and Problem-Solving Action Plan Form

Today's Meeting: 10/20/2010 Time: 3:30- 4:30 Location: ESD Rm 2 Facilitator: Rebecca Minute Taker: Bob Data Analyst: Sally
Next Meeting: 11/1/2010 Time: 3:30- 4:30 Location: Rm 2 Facilitator: Rebecca Minute Taker: Bob Data Analyst: Sally

Team Members (bold are present today)

Today's Agenda Items

01. Change in the schedule
02. Fred Data
- 03.

Next Meeting Agenda Items

01. Swimming starting
02. Kate and Jose data
- 03.

Potential New Problems (Data Analyst's Overview)

01. Fred hand washing
- 02.
- 03.

Administrative/General Information and Issues

| Information for Team, or Issue for Team to Address | Discussion/Decision/Task (if applicable) | Who? | By When? |
|--|--|--|--|
| Schedule change in October | Class pumpkin patch visit L.M. hours will change and will come in a half hour early to come to the trip. D.S. family is coming. Will make and read a social story about the pumpkin patch Visuals will be taken to the pumpkin patch | All staff and students Teacher All staff | Oct. 25 9-12 Oct. 21 Oct. 25 |
| A.B. and C.V. going to science factory with regular ed. class | N.V. will be the staff going with them. Adjusted schedules handed out. | Teacher make schedule changes | Oct. 23 |
| CELEBRATE, Fred has learned to turn on the water independently | | | |

Problem-Solving Action Plan

| Precise Problem Statement, based on review of data (What, When, Where, Who, Why) | Solution Actions (e.g., Prevent, Teach, Prompt, Reward, Correction, Extinction, Safety) | Implementation and Evaluation | | |
|--|---|-------------------------------|----------|--|
| | | Who? | By When? | Goal with Timeline, Fidelity & Outcome Measures, Updates |
| When washing his hands at any sink with a wall soap dispenser, Fred will continually press the soap dispenser until a staff stops him. | Put a visual on the soap dispenser that says 3 on it. Staff will quietly count with Frank and then direct him to rinse his hands. | Rebecca | 10/21/11 | Fred to be able to independently wash his hands |
| | | 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 <i>tracking</i> whether we're completing the tasks we agreed on at previous meetings? | | x | | |
| 3. In general, have we done a good job of actually <i>completing</i> the tasks we agreed on at previous meetings? | | x | | |
| 4. In general, are the completed tasks having the <i>desired effects</i> on student behavior? | | x | | |

If some of our ratings are "So-So" or "No," what can we do to improve things?