

Routine Tasks for the RtI Teams

1. Greet everyone! ☺
2. Take out an “Agenda and Notes” sheet. Date it.
3. Choose roles. Write names on the sheet by the role listings.
4. Begin your discussion:
 - a. Briefly review your goal(s) and what you discussed last time.
 - b. **Discussion about Individual Students** – Do any or all of following:
 - i. Discuss the progress monitoring data/graphs of the students in intervention. Decide if you need to continue the current intervention, change the intervention, or dismiss the student from the intervention.
 - ii. Discuss students who aren’t receiving an intervention but may need one. Develop an intervention plan, if desired; and/or
 - iii. Engage in a problem-solving discussion regarding an individual student, if needed. (Note: Be sure to record any intervention changes on the AIMSweb online system.)
 - c. **Discussion about Core Instruction** –
 - i. Review the core strategy everyone said they would try related to your goal. Have everyone share what s/he tried and how it went, sharing evidence (student work, unit tests, assessments, progress monitoring if applicable, etc.). If something is not going well, brainstorm solutions together. Do you need to keep trying the same strategy, but revise it? Or do you need to try something different? Write notes.
 - ii. Discuss a core strategy that everyone should try for next time, using ideas from your goal sheet. Write notes. If you didn’t get to discuss all your intervention students at this meeting, make notes of which students should be discussed next time.
5. The note taker should make copies of the notes for everyone and put them in mailboxes.