



PBIS Team Meeting Checklist



- ☐ Graphs and/or data summaries distributed to all team members in advance
 - Offer direction/ideas to get everyone started; Staff feedback to help prioritize
- ☐ Meeting agenda distributed in advance and includes:
 - Items to applaud
 - Priority/critical issues to address as determined by data, district
 - Follow-up items from previous meetings' Action Plan
- ☐ Items have specific time limits that are followed
- ☐ Meeting starts & ends on time
- ☐ Team members come to the meeting with ideas for problem identification and analysis
- ☐ Team leader moves team through agenda
- ☐ Meeting minutes are recorded
 - Action plan items, responsibilities, time frames/deadlines
- ☐ Team stays on-topic (Team leader, Timekeeper)
- ☐ Every team member contributes to discussion
- ☐ New items added to the action plan
 - Specific steps to be implemented
 - Who is responsible for each task
 - Specific time frames and deadlines for task completion
- ☐ Action Plan is updated
 - Old items reviewed
 - Evaluation data is used to monitor progress
 - Evaluation results are reflected in plan
- ☐ Every team member volunteers for action plan items
 - All members understand their responsibility to complete tasks on time
 - Members are clear about what will be done by whom before the next meeting
- ☐ Team addresses conflict constructively
- ☐ Team rules by consensus
- ☐ Team understands how current plans fit with the school's larger objective