



PBIS Tier 1 Team Meeting Checklist

Before Meeting

- Secure a location
- Create an agenda
- Define roles (minute take, facilitator, data facilitator).
- Ensure all members and administration are aware of meeting and can attend
- Run relevant PBIS Big 5 data reports and save as PDF or be ready to pull up at meeting
 - Referrals by Location, Time, Problem Behavior, Average Referrals by month
 - Use filters of gender, ethnicity, grade, SpecEd to see any disproportionality

At Meeting

- Look at data (Big 5 and staff observations/ surveys) to determine areas of need
 - What specific behaviors, locations, times of the day, etc need to be addressed?
 - Do the filters show any demographic disproportionality receiving ODRs? How can this be addressed?
- What will be your focus or theme next month? (or next 2 months if planning ahead)
 - For example: Focus on disrespectful language towards adults, problem behaviors in the lunchroom, or use of electronics around the school.
- What/ when behavioral lessons will be taught next month? (taught weekly school-wide)
 - Do you need to create these lessons or are they already available?
- What classroom level systems need to be addressed? What best practices do teachers need help with? (pre-correction, attention signal, using a classroom matrix, etc)
- What tangible acknowledgement will be distributed? (this does NOT need to rotate)
- What acknowledgement can students earn?
 - Posted on bulletin board, put in raffle, movie party, etc.
- Are there any teacher managed behaviors on the T-Chart that staff are struggling with you can discuss and provide best practice ideas on how to manage these behaviors.
- Any systems/ procedures need to be addressed to help with behaviors?
 - More staff in the lunchroom/ announcements to warn of 1 minute left/
- Look at Tier 1 BoQ Action Plan and address any elements not in place in the school.
- What PBIS communication is needed to students, staff members, around the school, or to parents? (newsletters, bulletin board, announcements, booster assembly, staff meeting, etc)
- Create an action plan for the month of what actions need to be taken, by who, and by when

Outside of meeting

- Create/ download/ acquire behavioral lessons
- Distribute/ email lessons to all staff members
- Plan details of any acknowledgement event