**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**