

The PBIS Resource Center at Arkansas State University

Positive Behavioral Interventions & Supports

Facilitator's Guide to PBIS Training

Module 10: *The PBIS Team Meeting*



ARKANSAS STATE UNIVERSITY
PBIS Resource Center

Arkansas State Personnel Development Grant

Focus Area: PBIS Team Meeting

Title of Training:

Module 10: The PBIS Team Meeting

Suggested Training Time: 1-2 Hours

About this guide:

This guide and others in the series were developed to assist facilitators when presenting PBIS training modules to administrators, schools, districts, teams, and others interested in implementing PBIS.

What is included?

- The first part of this guide (pgs. 1 - 4) includes information to help facilitators prepare to present the training module.
- The main part of this guide includes a picture of each slide from the accompanying PowerPoint, with notes for presenting each slide.
- Throughout the guide are activities and examples that are not included in the accompanying PowerPoint presentation.
 - The activities will appear in a green text box with a **green star**. 
 - Examples will appear in a **blue text box** with a smiley face. 
- At the end of this guide are “homework assignments” (preparing for next steps), discussion questions, and resources for attendees.

Suggested pre-requisites to this training:

Module 1 (Philosophy and Overview of PBIS) will give more background about PBIS and help schools prepare for all future trainings.

Module 4 (An Introduction to PBIS) will give a brief overview of the systems and practices that comprise the PBIS framework.

Module 5, 6, and 7 (Developing PBIS Behavioral Expectations, Teaching Behavioral Expectations, and Acknowledging Expected Behavior) will give more background about how to develop behavioral expectations for the classroom, teach the behavioral expectations in the classroom, and acknowledge when students use appropriate behavior in the classroom. Module 8 (Responding to Inappropriate Behavior) will give more background on responding to inappropriate behavior in the classroom. Module 9 (Collecting and Using Data for PBIS Tier I Decision Making) will introduce the data-based decision making that is central to the PBIS team meeting.

Training Description:

This training module has been developed to brief school leaders, PBIS team members, and other workshop/professional development participants about the PBIS team meeting, foundational components that will make it more efficient and effective, the central problem-solving component, evaluation, and communication.

Training Sections:

- Section 1 – The PBIS Team (Slides 3 - 12) pgs. 5 – 19
- Section 2 – Meeting Foundations (Slides 13 - 18) pgs. 20 – 26
- Section 3 – Problem Solving (Slides 19 - 30) pgs. 27 – 41
- Section 4 – Evaluation and Communication (Slides 31 - 35) pgs. 42 – 50

Training Materials/Equipment Needed:

PowerPoint for Module 10: The PBIS Team Meeting

- Equipment to project the PowerPoint
 - Laptop computer
 - Multiple ways to access PowerPoint (downloaded on computer, flash drive, etc.)
 - Projector
 - Speakers, if needed

- Microphone(s), if needed
- Required connecting cables, extension cords, etc.
- “Clicker” to advance slides
- Note on showing videos embedded in the PowerPoint presentation:
 - Before beginning your training session, put the PowerPoint in presenter mode and advance to the slides with embedded videos.
 - It may take a minute for video to load. Be patient.
 - Once video is loaded, a still shot with arrow to start the video will appear on the slide.
 - Click on arrow to check that the video works with your Wi-Fi.
- Provide links for participants to download the PowerPoint
- Only if necessary, provide a hard copy of the PowerPoint

Suggested Materials:

- Notepads
- Pens or pencils
- Easel and flip chart
- Markers
- Sticky notes

Handouts:

Physical and/or electronic copies of

- Team Member Roles and Functions (pgs. 18 – 19)
- Problem Solving Action Plan example (pg. 40)
- Problem Solving Action Plan template (pg. 41); download here – click on team meeting tools: <https://pbis.astate.edu/resources/tier-i-resources/pbis-leadership-teams/>



Activities in this Training:

- Team Purpose and Meeting Norms (pg. 22)
- Developing a Problem Solving Action Plan (pg. 39)
 - Display or hand out the example on page 40
 - Distribute the Problem Solving Action Plan template (pg. 41)

Essential Questions:

These essential questions will be addressed in this training module:

- What are the roles and responsibilities of the PBIS team?
- How can you make team meetings more efficient and effective?
- What are the steps in the problem-solving process?
- Why and how do you evaluate your action plan(s)?
- Why and how should PBIS teams communicate with other staff and stakeholders?

Trainer Tips:

- The central focus of the PBIS team meeting should be data-based problem solving and decision making. Although it is exciting to talk about events and celebrations, the team meeting should be kept on task and on agenda. If meetings run long and go off topic, team members will disengage.
- Slides 39 – 40 in this module concern the Tiered Fidelity Inventory (TFI). This is a tool that measures how well PBIS is being implemented with fidelity and is broken down into items. Each module in this series will contain one or more of the TFI items specific to that module so that teams will have a way to work towards fidelity of implementation of PBIS. Module 15 will take attendees through the entire TFI tool and the procedures for using the tool. The tool can be downloaded here: <https://www.pbisapps.org/products/tfi>.

Training Section One

The PBIS Team

Slides 3 - 12

Goals

Participants will understand

- Roles of team members
- Team members

The PBIS Team Meeting

Module 10



ARKANSAS STATE UNIVERSITY
PBIS Resource Center

Slide #1

[The PBIS Team Meeting]

- Images in this module were obtained at [google.com/images](https://www.google.com/images) unless otherwise specified.



Context

- The PBIS team
- Meeting foundations
- Problem solving
- Evaluation
- Communication

Slide #2 [Context]

Trainer Notes:

- In this training, we will begin by discussing the role of the team and the team members, as well as the foundational components that will make meetings more efficient and effective. Then, we will spend a large chunk of this training discussing the problem-solving process that will be the main focus of the meeting. Also included in the problem-solving process is evaluating the implementation and impact of action plans that are developed. We will also talk briefly about communicating to stakeholders, and we will view a video example of a PBIS team meeting.



School Team Responsibilities

- School-wide PBIS action plan
- Regular team meetings
- Communication with staff & coach
- Reporting outcomes to stakeholders

Slide #3

[School Team Responsibilities]

Trainer Notes:

- The responsibilities of the school or building-level PBIS team are to: develop a school-wide PBIS action plan; hold regular team meetings (monthly, optimally) where they monitor and evaluate behavior data, develop action plans based on data, and monitor and evaluate progress; maintain communication with staff and the coach; and report outcomes to stakeholders (staff, students, parents, community, district, school board, etc.).

The PBIS Team



The PBIS team represents:

- Grade levels across the school
- Different cultures across the school
- Specialty and special education classes
- The school community

Slide #4

[The PBIS Team]

Trainer Notes:

- School teams should be representative of: grade levels and/or regions of school (there could be one representative from each grade, or one person could represent two or three grades), various cultures (each school needs to define the major cultures of the school), and school community (consider including a student, a parent, someone from the community, non-faculty staff such as bus driver, librarian, cafeteria worker, custodian, etc.).



Parent/Community Involvement

- Consider having parent representation on the team.
- Consider having a community member on the team.
- Get input/feedback from parents and community.
- Share action plans and outcomes.

Slide #5

[Parent/Community Involvement]

Trainer Notes:

- If possible, try to have parent and community representation on the team. Teachers and staff don't always live in the communities where they work, so it's good to have local perspective and input to make sure there is understanding and relevancy in problem solving and action planning. At the very least, reach out to your parents and community for input and feedback, and always share your data, action plans, and outcomes.



Student Voice

- At the secondary level, consider having at least one student on the team.
- Student representation increases likelihood of student buy-in.
- Students can help with both planning and implementation.

Slide #6 [Student Voice]

Trainer Notes:

- At the secondary level, students can be enlisted to help with PBIS implementation. They can help choose incentives/rewards that will appeal to their peers, make sure that behavioral expectations are stated in student-friendly language, and help with developing (and teaching) behavior lessons.



Other Considerations

Team members must:

- Be respected in the school
- Be good communicators
- Have positive attitude
- Be relationship builders

Slide #7

[Other Considerations]

Trainer Notes:

- Besides being representative of the school's makeup, it's important to have these types of skills and abilities in your team members.



Assigned Team Roles

- Facilitator – keep meeting on topic, on task
- Minute taker – record & distribute minutes
- Data analyst – bring data reports to meetings
- Active team members – problem solve; input, feedback

Slide #8

[Assigned Team Roles]

Trainer Notes:

- These are the main roles of the team members. Everyone participates and problem solves together. More specific descriptions are provided on the next four slides.



Facilitator Responsibilities

1. Before meeting, provides **agenda** items to minute taker
2. Starts meeting on time
3. Manages the “flow” of meeting by adhering to the agenda
4. Lead the team through the problem solving process

Slide #9

[Facilitator Responsibilities]

Trainer Notes:

- These are the responsibilities of the facilitator. Agenda is bolded because it is the responsibility of the facilitator to get the agenda items to the minute taker ahead of the meeting. The facilitator basically is the person who keeps the meeting on time and on topic by providing prompts as needed.



Minute Taker Responsibilities

1. Before meeting
 - a) Collects agenda items from Facilitator
 - b) Prepares meeting minutes form
 - c) Share meeting minutes and problem-solving action plan form
2. At meeting, asks for clarification of tasks/decisions to be recorded in meeting minutes, as necessary
3. After meeting
 - a) Share completed meeting minutes to all team members within 24 hours
 - b) Maintains electronic file of team documents

Slide #10

[Minute Taker Responsibilities]

Trainer Notes:

- The minute taker has the responsibility for collecting accurate information from team meetings. The minute taker is tasked with contemporaneous clarification of the information they are recording in the official minutes. The minute taker is also responsible for getting a copy of the minutes to all team members within one day of the meeting and keeping copies of all meeting minutes.



Data Analyst Responsibilities

1. Before meeting, reviews student discipline data
 - a) Identifies potential new problems with precision (what, who, where, when, why)
 - b) Asks Facilitator to add potential new problems to list of agenda items
2. At meeting, makes the following available, as appropriate
 - a) Report on ODRs per day per month and core discipline reports
 - b) Other discipline data reports that
 - i. Identify/show potential new problems at precise/micro level
 - ii. Show progress data for current action plan

Slide #11

[Data Analyst Responsibilities]

Trainer Notes:

- The data analyst is responsible for providing the team with current behavior data trends. We will go into more detail about precision problems later in this presentation. The current discipline data need to be given to the facilitator before the meeting so they can be added to the agenda. Also, the data analyst needs to be prepared to show or generate other data reports as needed during the meeting. Data need to be available to show the current progress of action plans.

Team Member Responsibilities

1. Before meeting, recommends agenda items to Facilitator
2. At meeting, responds to agenda items and
 - a) Discusses/selects solutions for new problems
 - b) For problems with existing solution actions
 - i. Reports on implementation status (Not started? Partially implemented? Implemented with fidelity? Completed?)
 - ii. Suggests how implementation of solution actions could be improved
 - iii. Determine whether implemented solution actions are working (i.e., reducing the rate/frequency of the targeted problem to our Goal level)?
 - c) Is active participant in meeting

Slide #12

[Team Member Responsibilities]

Trainer Notes:

- Active team members are expected to be involved in the problem-solving process, and may be tasked with providing updates on items from the action plan. There may be items that they want to put into the agenda, so they need to get those to the facilitator ahead of the meeting. All team members need to respond to the data reports and determine if there is a problem around which they need to action plan. Plans that are already in action need to be monitored, so team members need to look at progress data and make determinations about the continuation of those action plans.



EXAMPLE

Team Member Roles and Functions

On pages 18 and 19 are roles and responsibilities of team members (from slides 9 – 12), plus those for the coach and the administrator. These can be handed out to attendees.

Team Member Roles & Responsibilities

Facilitator Responsibilities:

1. Before meeting, provides **agenda** items to minute taker
2. Starts meeting on time
3. Manages the “flow” of meeting by adhering to the agenda
4. Lead the team through the problem solving process

Minute Taker Responsibilities:

1. Before meeting
 - a) Collects agenda items from Facilitator
 - b) Prepares meeting minutes form
 - c) Share meeting minutes and problem-solving action plan form
2. At meeting, asks for clarification of tasks/decisions to be recorded in meeting minutes, as necessary
3. After meeting
 - a) Share completed meeting minutes to all team members within 24 hours
 - b) Maintains electronic file of team documents

Coach Responsibilities:

- Is familiar with the school-wide process
- Guides team throughout the process (insures critical elements are in place)
- Attends all trainings/meetings with school-based team
- Is an active and involved team member, but not the Team Leader
- Is the main contact person for the school-based team
- Reports to district level staff

Data Analyst Responsibilities:

1. Before meeting, reviews student discipline data
 - a) Identifies potential new problems with precision (what, who, where, when, why)
 - b) Asks Facilitator to add potential new problems to list of agenda items
2. At meeting, makes the following available, as appropriate
 - a) Report on ODRs per day per month and core discipline reports
 - b) Other discipline data reports that
 - i. Identify/show potential new problems at precise/micro level
 - ii. Show progress data for current action plan

Administrator Responsibilities:

- Plays an active role in the school-wide PBIS change process
- Actively communicates their commitment to the process
- Should be familiar with school's current data and reporting system
- Attends ALL trainings and team meetings.
- Provides allocation of resources for PBIS implementation
- Puts time on staff agenda for PBIS updates
- Actively promotes PBIS as priority, integrates with other initiatives/improvement activities

Team Member Responsibilities:

1. Before meeting, recommends agenda items to Facilitator
2. At meeting, responds to agenda items and
 - a) Discusses/selects solutions for new problems
 - b) For problems with existing solution actions
 - i. Reports on implementation status (Not started? Partially implemented? Implemented with fidelity? Completed?)
 - ii. Suggests how implementation of solution actions could be improved
 - iii. Determine whether implemented solution actions are working (i.e., reducing the rate/frequency of the targeted problem to our Goal level)?
 - c) Is active participant in meeting

Training Section Two

Meeting Foundations

Slides 13 - 18

Goals

Participants will understand

- How to establish team procedures and norms
- How to establish a standard agenda and meeting schedule

The PBIS Team Meeting

- **Foundations**
 - Purpose & agreements
 - Membership
 - Meeting schedule (including location)
 - Agenda
 - Data collection & data entry schedule
 - Data reporting schedule



Slide #13

[The PBIS Team Meeting]

Trainer Notes:

- In order to conduct efficient and effective meetings, it's important to have a good foundation. Agree on a purpose for your team, and agree on things like when and where you'll meet, what your meeting norms will be, and attendance requirements. Make sure your team represents your school well, and members have specific roles outlined. It's important to always have an agenda and to stick to it. Have a schedule for when data will be collected and entered into your data system, and when you will generate reports for your team meetings, or to progress monitor.

Tier I Team Purpose	Team Agreements
• Coordinate implementation of Tier I systems and supports • Monitor fidelity of implementation and overall status of progress towards goals	• Inform facilitator of absence/tardy before meeting • Avoid side talk • Stay focused and active • Start and end on time

Slide #14 [Examples]

Trainer Notes:

- This slide and the next two are examples of team purpose, agreements, meeting schedule, and data schedule.



ACTIVITY

Team Purpose and Meeting Norms

Have teams spend a short amount of time (around 15 minutes) discussing what will be their team purpose and meeting norms.

Team Meeting Schedule			
When	Where	Start/End Time	Meeting Minute Location
3 rd Thursdays, monthly	Room 103	2:45-3:45	Tier I Meeting Minute folder on shared drive

Slide #15
[Example: Team Meeting Schedule]



Example: Meeting Minutes Template

TIPS Meeting Minutes Guide						School:
Today's Meeting	Date	Time (begin/end)	Location	Facilitator	Minute Taker	Data Analyst
Next Meeting						
Team Members & Attendance (Place "X" to left of names if present)						
Today's Agenda Items:						
1.		4.		Agenda Items for Next Meeting		
2.		5.		1.		
3.		6.		2.		
System Overview						
Overall Status/Target Area		Measures Used		Data Collection Schedule		Current Level/Rate
Problem Solving Process						
Date of Initial Meeting:				Date(s) of Review Meetings:		
Brief Problem Description (e.g., student name, group identifier, brief area description):						
Problem Statement (What? When? Where? How often?)	Goal and Timeline (What? By When?)	Solution Action (By What? By When?)	Identify Fidelity and Outcome Data (What? When? How often?)	Did it work? (Review current levels and compare to goal)		
				Fidelity Data:		
				Outcome Data (Current Levels):		
				Level of Implementation		
				Comparison to Goal		
				Next Steps		

<https://www.pbis.org/resource/tips-meeting-minutes-template>

Slide #16

[Example: Meeting Minutes Guide]

Trainer Notes:

- Here is an example of an agenda form (called TIPS, or Team-Initiated Problem Solving) that includes locations for taking minutes, with all relevant information – meeting info, member info, agenda items, and a current systems overview.



	Date	Time (begin and end)	Location	Facilitator	Minute Taker	Data Analyst
Today's Meeting						
Next Meeting						

Team Members & Attendance (Place "X" to left of name if present)							

Today's Agenda Items:

1. _____
2. _____
3. _____

Agenda Items for Next Meeting

1. _____
2. _____
3. _____

Systems Overview			
Overall Status Tier/Content Area	Measure Used	Data Collection Schedule	Current Level/Rate

Slide #17

[Example: Meeting Minutes Guide]

Trainer Notes:

- The first section gives the minute taker an efficient way to note both today's meeting info and info for the next meeting. The team member area can be pre-filled so that only an x by each name is necessary. Substitute members can be added as needed. The agenda items will be filled before the meeting (facilitator will provide these), and next meeting's agenda items will be filled during the course of the meeting.



Arkansas State University
PBIS Resource Center

[f](#) [X](#) /PBISResourceCenter

Problem Solving Process				I M P L E M E N T S O L U T I O N S
Date of Initial Meeting:				
Brief Problem Description (e.g., student name, group identifier, brief item description):				
Precise Problem Statement <i>What? When? Where? Who? Why? How Often?</i>	Goal and Timeline <i>What? By When?</i>	Solution → Actions <i>By Who? By When?</i>	Identify Fidelity → and Outcome Data <i>What? When? Who?</i>	
Date(s) of Review Meetings				
Current Levels: Did it work? <i>(Review current levels and compare to goal)</i> Fidelity Data: <i>Level of Implementation</i> ☐ Not started ☐ Partial implementation ☐ Implemented with fidelity ☐ Stopped Notes: Outcome Data (Current Levels): <i>Comparison to Goal</i> ☐ Worse ☐ No Change ☐ Improved but not to goal ☐ Goal met Notes:				
Next Steps ☐ Continue current plan ☐ Modify plan ☐ Discontinue plan ☐ Other Notes:				

Slide #18

[Example: Meeting Minutes Guide]

Trainer Notes:

- The bottom section of page one. This is where the team can see an update on progress of previous problems and action plans. From time to time, teams will do a fidelity check (we will discuss a tool for that later – the Tiered Fidelity Inventory or TFI), and the current status will be recorded here. The data analyst can provide current data using SmartData Dashboard here. The data analyst can provide current data using SmartData Dashboard or alternatively, School-wide Information System at www.pbisapps.org.

Training Section Three

Problem Solving

Slides 19 - 30

Goals

Participants will understand

- What data to collect and how to collect these data
- The problem solving process: developing a precise problem statement, developing an action plan, implementing the plan, and evaluating the plan



The Main Focus of the PBIS Team Meeting



Slide #19 [Problem Solving]

Trainer Notes:

- The main focus, the biggest chunk of time in the meeting, will be on team problem solving using current behavior data.

Examples: Data & Reporting Schedules

Question	Data Collection & Data Entry Schedule What, Who & When	Report Generation What, Who & When
Fidelity of Implementation	- TFI Nov, Feb, April - Tier I Team completes during meeting - Teacher surveys as needed	- Use sub-scale Reports and raw data to determine implementation plan - Tier I team reviews
Student Outcomes	- SmartData - Attendance Data - DIBELS	- Quarterly - Fall Winter Spring

Slide #20

[Examples: Data & Reporting Schedules]

Trainer Notes:

- The Tiered Fidelity Inventory (TFI) is a PBIS Assessment used for determining fidelity of implementation of all three tiers of PBIS. ADE Data Center provides access to the SmartData Dashboard that serve as an early warning system, helping teachers and administrators ensure every student reaches his/her potential (more info at <https://dese.ade.arkansas.gov/Offices/public-school-accountability/data-integration/smartdata-dashboard>). An alternative to ADE Data Center is School-wide Information System (SWIS), a data collection and analysis system created by the PBIS national center, which can be found at <https://www.pbisapps.org/products/swis>. The Dynamic Indicators of Basic Early Literacy Skills (DIBELS) is a set of procedures and measures for assessing the acquisition of early literacy skills from kindergarten through sixth grade.

Meeting Goals

- Identify, address, and resolve students' social and academic behavior problems.
- Use data to inform decision making.



Slide #21 [Meeting Goals]

Trainer Notes:

- Again, the main goal with PBIS is to help students be more successful, academically and behaviorally/socially. So, the main focus when meeting will be to identify and address any problems that are barriers to that success. Data are used to address the problems and make decisions.

Step 1. Identify A Precise Problem

- What is the behavior?
- Where is it happening?
- When is it happening?
- Who is involved?
- Why? What is the motivation?



Slide #22

[Step 1. Identify A Precise Problem]

Trainer Notes:

- The main thing to remember is that you want to look at a precise problem – a focused problem that can be addressed that will make a big impact without requiring a lot of resources and time invested. Just start with one of the above questions and dig down! WHY is it happening? Motivation is important in developing effective solutions. You want to make it more rewarding to use appropriate behavior.



Example Of A Precise Problem Statement

- There are many referrals for fighting on the playground. Most of these referrals are happening between 9:15 and 10:15 am among 3rd and 4th graders. The motivation appears to be wanting to obtain sports equipment.

Slide #23

[Example Of A Precise Problem Statement]

Trainer Notes:

- This is an example of a precise problem that was obtained by digging into data. It started by looking at only referrals for fighting; within that group, we looked only for those on the playground, and from those, only the ones between 9:15 and 10:15, then only those from 3rd and 4th grade. A good thing to note here is that the motivation might spark additional observation to see if something can be done to the environment, such as adding more equipment or changing the schedule, in addition to re-teaching students the expectations. You want to find lasting solutions. Getting into the practice of looking at motivation will help teams build function of behavior assessment skills that will be increasingly used in Tiers 2 and 3.



Identify A Goal For Change

- Goal: definition of success
 - Detailed, with timeline
 - At what point is the identified problem no longer a concern?
 - At what point are the frequency and duration of the behavior at acceptable levels?

Slide #24

[Identify A Goal For Change]

Trainer Notes:

- You know what the data look like now. So where do you WANT the data to be? What is an acceptable level? When will it cease to be a concern? The goal needs to include a time period – how soon do you feel the goal should be achieved?



ARKANSAS STATE UNIVERSITY
PBIS Resource Center



/PBISResourceCenter

Have A SMART Goal

Specific	Measurable	Achievable	Relevant	Timed
S	M	A	R	T
G	O	A	L	S

Slide #25
[Have A SMART Goal]

Trainer Notes:

- Besides being specific, make sure the goal is something you can measure with data, and make sure it is actually achievable. Also, it needs to be something relevant – something that will actually create an impact that you can see. Always have a timeline; make sure it is reasonable, but not too lengthy.



Example Of A Goal With Timeline

- Using the precise problem statement from earlier:
- Goal: 75% reduction in referrals for playground fighting within one month.

Slide #26

[Example Of A Goal With Timeline]

Trainer Notes:

- Does it seem achievable to see a 75% reduction in playground fighting? If we look at all playground fighting, what percent fall into the category we defined in our precise problem statement? If we address those students only, is it reasonable to expect a reduction this large in a month's time?



Step 2. Analyze The Problem & Develop Hypothesis

- Developing informed statements about why the desired behavior(s) is not occurring
- The (desired behavior) is not occurring because...

Elliott, 2015

Slide #27

[Step 2. Analyze The Problem & Develop Hypothesis]

Trainer Notes:

- Your team will want to identify possible root causes of the problem and gather more data to analyze and validate their hypothesis. Supplemental data will either support or refute each hypothesis.



Step 3. Identify A Solution, Create A Plan

Guiding questions:

- What are you going to do to bring about the desired change?
- What will remove the barriers to success?

Slide #28

[Step 3. Identify A Solution, Create A Plan]

Trainer Notes:

- Basically, your solution needs to include strategies for bringing about change, as well as changing anything that might currently be a barrier to success. The next slide goes into more detail.

Creating A Plan

- Solution strategies:
 - Prevention
 - Teaching
 - Recognition
 - Extinction
 - Consequences
- Also, plan should include
 - WHO will do WHAT by WHEN
 - Evaluation plan

Slide #29

[Creating A Plan]

Trainer Notes:

- In your plan, you want to keep the behavior from happening (remove barriers such as crowded areas at certain times, not enough equipment on playground, etc.), teach or re-teach expectations and behaviors, and increase acknowledgements around a certain behavior you want students to learn. Extinction = prevent the problem behavior from being rewarded; consequences should be efficient and consistent. Evaluation plan = when and how you will monitor progress.

Problem Solving Action Plan

Problem Solving Action Plan				
Precise Problem Statement	Solution Actions	Who Will Complete Each Action?	By When?	Goal, Timeline, Rule & Updates
	Prevention:			Goal: Timeline: Update when:
	Recognition			Goal: Timeline: Update when:
	Extinction:			Goal: Timeline: Update when:
	Corrective Consequences:			Goal: Timeline: Update when:
	Data Collection:			Goal: Timeline: Update when:

<https://pbis.astate.edu/resources/tier-i-resources/pbis-leadership-teams/>

Slide #30

[Problem Solving Action Plan]



ACTIVITY

Developing a Problem Solving Action Plan

Using the precise problem statement from slide 23 (or have teams develop their own), have teams use the Problem Solving Action Plan (pg. 40) template to create a complete action plan with all the components given on slide 29. An example is on page 41 and can be handed out to participants.

You can download the template at:

<https://pbis.astate.edu/resources/tier-i-resources/pbis-leadership-teams/>

Problem Solving Action Plan

Precise Problem Statement	Solution Actions	Who Will Complete Each Action?	By When?	Goal, Timeline, Rule & Updates
	Prevention:			Goal: Timeline: Update when?:
	Recognition			Goal: Timeline: Update when?:
	Extinction:			Goal: Timeline: Update when?:
	Corrective Consequence:			Goal: Timeline: Update when?:
	Data Collection:			Goal: Timeline: Update when?:

Problem Solving Action Plan

Precise Problem Statement	Solution Actions	Who?	When?	Goal, Timeline, Rule & Updates
Many 6 th grade students are engaging in disruption, inappropriate language and harassment in cafeteria and hallway during lunch, and the behavior is maintained by peer attention	Prevention: Maintain current lunch schedule, but shift classes to balance numbers	Principle to adult schedule and send to staff	Changes begin on Monday	Goal: Reduce cafeteria ODRs by 50% per month (Currently 24 per month average) Measure: 1. SWIS ODRs 2. Brief Fidelity survey Timeline: Review monthly
	Teach: Teach behavioral expectations in cafeteria	Teachers will take class to cafeteria; Cafeteria staff will teach the expectations	Rotating schedule on November 15	
	Recognition: Establish Friday Five: Extra 5 min of lunch on Friday for five good days	School Counselor and Principal will create chart & staff extra recess.	Principle to give announcement on intercom on Monday.	
	Extinction: Encourage all students to work for Friday Five... make reward for problem behavior less likely	Hall and Cafeteria Supervisors.	Ongoing	
	Corrective Consequence – Active supervision and continued early consequence (minor/major ODRs)	SWIS data entry person & Principal shares report with supervisors	Weekly	
	Data Collection – Maintain ODR record & supervisor weekly report			

Training Section Four

Evaluation and Communication

Slides 31 - 35

Goals

Participants will understand

- How to monitor the progress of the action plan
- How to evaluate progress and make a decision
- The importance of communicating plans and progress

Step 4. Monitor The Impact

- Evaluate your plan:
- Did it work? Are we solving the problem?
- Has the desired goal been achieved?
- Use data to determine the impact.



Slide #31

[Step 4. Monitor The Impact]

Trainer Notes:

- Go back to your data to see if you are seeing results. At the end of the determined timeline have a data report ready to discuss with team members. The team will then decide whether this problem has been solved or if the plan needs revising.



Make A Decision

- What next?
 - Modify strategy?
 - Maintain the goal? How?
 - Revise the goal?
 - Reconsider feasibility?
 - Redefine the precise problem?

Slide #32

[Make A Decision]

Trainer Notes:

- Now that you have implemented your plan, done a fidelity check, and looked at data to monitor progress, what is the next step? Did you make progress, but not quite hit your goal? What can you change?



Implement With Integrity

Was the plan implemented correctly?

- Use data from previously determined sources (e.g., checklist)

Slide #33

[Implement With Integrity]

Trainer Notes:

- The plan should always include a method for checking the fidelity of implementing the plan. If you are going to ask people to carry out tasks, have a method for them to report what they have done. For example, if you ask all classroom teachers to re-teach an expectation daily for two weeks, give them a simple way of reporting back to you that they did this – maybe a checklist that they will return to someone's mailbox at the end of the two weeks.

Communication

- Share data with staff & district coach
- Provide annual update to school board
- Conduct surveys to gain input
- Provide info on website
- Involve local media
- Provide newsletters to parents & others



Slide #34 [Communication]

Trainer Notes:

- The team is also tasked with keeping others informed of what is happening with PBIS, what action plans are being implemented, and what impact they're having.

Example Of An Effective Team Meeting



Slide #35

[Example Of An Effective Team Meeting]

Trainer Notes:

- This is a 12 minute video showing all of the procedures learned in the PowerPoint. It would be optimal to pause the video at various places to point out some of the key elements in conducting an effective meeting. Team meeting examples at: <https://www.pbis.org/video-examples/video#tips>.



Do It With Fidelity!

Tiered Fidelity Inventory (TFI)

- Efficient, valid index of extent to which PBIS core features are in place
- Section 1.2 Team Operating Procedures

Slide #36

[Do It With Fidelity!]

Trainer Notes:

- The TFI is an important tool in the PBIS implementation process. It can be used in the development stage, and then used in an ongoing manner to ensure all core features are in place. The TFI highlights each critical component of PBIS.



ARKANSAS STATE UNIVERSITY
PBIS Resource Center



/PBISResourceCenter

1.2 Team Operating Procedures

Subscale: Teams

Feature	Data Sources	Scoring Criteria
		0 = Not implemented 1 = Partially implemented 2 = Fully implemented
1.2 Team Operating Procedures: Tier I team meets at least monthly and has (a) regular meeting format/agenda, (b) minutes, (c) defined meeting roles, and (d) a current action plan.	• Tier I team meeting agendas and minutes • Tier I meeting roles descriptions • Tier I action plan	0 = Tier I team does not use regular meeting format/agenda, minutes, defined roles, or a current action plan. 1 = Tier I team has at least two but not all four features. 2 = Tier I team meets at least monthly and uses regular meeting format/agenda, minutes, defined roles, AND has a current action plan.

Main Idea: Specific features are necessary to ensure meetings are effective for action planning and tracking progress.

Slide #37

[1.2 Team Operating Procedures]



Summary

- Create a good foundation for efficient/effective meetings
- Focus on data-based, precise problem solving
- Develop complete action plans
- Monitor and evaluate progress of action plans

Slide #38
[Summary]

Discussion Questions:

The following questions will guide teams in planning efficient, effective team meetings. Schools will need to have discussions about how they will collect and analyze data, as well as when data will be recorded and analyzed, and who will do these tasks.

1. Who will fill the various roles during PBIS team meetings?
2. What will be the PBIS team purpose and meeting agreements?
3. How will discipline data be collected and used?
 - a. What data system will be used? Who will be trained?
 - b. Who will enter discipline data? When?
 - c. Who will analyze discipline data? How often?
4. What data will be reviewed during PBIS team meetings?
5. What agenda will be used to keep the PBIS team meeting focused on problem solving?
6. How and how often will action plans be evaluated and updated?
7. How will the PBIS team communicate about data and action plan progress with other staff and stakeholders?

Resources:

- Arkansas PBIS Resource Center – Leadership Team Resources (click on Team Meeting Tools and Monthly Planning Tools):
<https://pbis.astate.edu/resources/tier-i-resources/pbis-leadership-teams/>
- School-wide Information Systems (or SWIS, by PBIS Apps) Drill Down Worksheet (can be used as a guide when using any discipline data collection and analysis system that has filtering options):
<https://demo.swis.org/#swis/dashboard%7B%22school%22:%220CC395E6-460D-DF11-8DDA-0019B9C99BEB%22%7D>

Next Module:

The suggested next modules are Module 14: PBIS Assessment & Evaluation and Module 15: Tiered Fidelity Inventory (TFI).