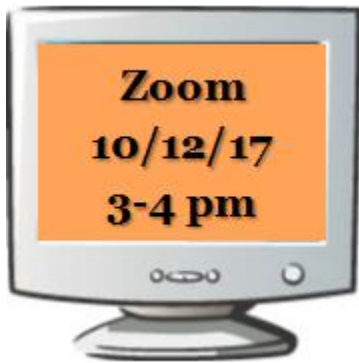




# SPDG/PBIS Coach's Newsletter



## GUIDE FOR OCTOBER TEAM MEETING



October 2017

Join us for  
 'Office Hours'  
 for  
 PBIS Coaches

Tune in from 3:15-3:30 for  
 tips from PBIS Forum

Zoom in on the web:  
<https://zoom.us/j/5909116481>

Telephone:  
 Dial 1 646 876 9923  
 Meeting ID: 590 911 6481

Contact us:

The PBIS Office at the  
 Center for Community  
 Engagement  
<http://cce.astate.edu/pbis>  
[cce@astate.edu](mailto:cce@astate.edu)  
 870-972-2287  
 (Anne & David)

Becky Cezar, ADE/SPDG  
 Behavior Coordinator  
[becky.cezar@arkansas.gov](mailto:becky.cezar@arkansas.gov)  
 501.297.3904

### October Meeting Ideas!

- Review surveys given at kick-off
- Plan for a fall booster training
- Conduct the *Tiered Fidelity Inventory (TFI)*!

### Be Proactive!

- Review discipline data from the past month
- Review your current school-wide action plan based on data
- Modify your school-wide action plan based on a precise problem identified from the data so that it includes
  - ⇒ Measurable goal
  - ⇒ Timeline
  - ⇒ Assigned tasks
- Distribute minutes to all team members within 24 hours

### QUICK TIPS



### 4 Key Ingredients of Effective Team Meetings:



#### **Predictability**

Assign roles, start & end on time, use an agenda, have a meeting schedule & stick to it



#### **Participation**

Ensure that 75% of team members are present & active



#### **Communication**

Create meeting norms, take & share accurate meeting minutes



#### **Accountability**

Be prepared for meetings, progress monitor, document decisions, keep the focus on improving students' lives!

Have your staff watch the PBIS modules on Arkansas IDEAS  
**PBIS Overview**

**Course Code: IAC17033 (1.5 credit hours)**

**Preparing for PBIS**

**Course Code: IAC17034 (1.5 credit hours)**