

**Langley Elementary PBIS Team Meeting Minutes and Problem-Solving Action Plan Form**

**Today's Meeting:** Date: 1-7-10 time: 2:30-3:45 location: Library Facilitator: KK Minute Taker: DR Data Analyst: AT  
**Next Meeting:** Date: 2-3-10 time: 2:30-3:45 location: Library Facilitator: KK Minute Taker: DR Data Analyst: AT

**Team Members (bold are present today)**

KK CA AT NM SM SP JB DR

**Today's Agenda Items**

- 01. Review of data
- 02. PBS Training (Video)
- 03. Recess Supervisor expectations

**Next Meeting Agenda Items**

- 01. Review status of implemented solutions
- 02. Training on PBS opportunities
- 03.

**Potential Problem**

- 01. Playground toys
- 02. Harassment on the playground
- 03. Gotcha System (assemblies, incentives)
- 04.
- 05.

**Administrative/General Information and Issues**

Information for Team, or Issue for Team to Address	Discussion/Decision/Task (if applicable)	Who?	By When?
Video in the morning	Video is ready. Congratulations. We need to fix the TV connections in classrooms	NM & JB	1-31-10
Recess Supervisor Expectations	Review recess rules with supervisors Review agreement that supervisors will walk a figure 8 continually throughout recess	KK	1-19-10 EA meeting

**Problem-Solving Action Plan**

Precise Problem Statement, based on review of data (What, When, Where, Who, Why)	Solution Actions (e.g., Prevent, Teach, Prompt, Reward, Correction, Extinction, Safety)	Implementation and Evaluation		
		Who?	By When?	Goal, Timeline, Decision Rule, & Updates
Disrespectful behavior with adults in the classroom in all grade levels has doubled this year. Many students are contributing and the problems seem to occur during the afternoon more than the morning. We are not sure why	Address respect in newsletter Model Respectful behaviors	Staff	1-15-2010	Decrease frequency of disrespectful behavior to no more than 5 per grade level per month by end of school year.
	Re-teach expectations daily and link to SW rules	Classroom teachers	1-11-2010	

**Evaluation of Team Meeting (Mark your ratings with an "X")**

- 1. Was today's meeting a good use of our time?
- 2. In general, did we do a good job of *tracking* whether we're completing the tasks we agreed on at previous meetings?
- 3. In general, have we done a good job of actually *completing* the tasks we agreed on at previous meetings?
- 4. In general, are the completed tasks having the *desired effects* on student behavior?

	Our Rating		
	Yes	So-So	No
1. Was today's meeting a good use of our time?	X		
2. In general, did we do a good job of tracking whether we're completing the tasks we agreed on at previous meetings?	X		
3. In general, have we done a good job of actually completing the tasks we agreed on at previous meetings?	X		
4. In general, are the completed tasks having the desired effects on student behavior?	X		

If some of our ratings are "So-So" or "No," what can we do to improve things?