

Tier 3 (IPBS) Coordination Team Meeting Minutes

School:

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

Team Members (Place "X" to left of name if present)											
<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	

Today's Agenda Items (Place "X" to left of item after completed):											
1.	<input type="checkbox"/>	Review Agenda (? min.)	5.	<input type="checkbox"/>	New referrals to team (? min.)	Agenda Items for Next Meeting 1. _____ 2. _____ 3. _____					
2.	<input type="checkbox"/>	Data Analyst Report (? min.)	6.	<input type="checkbox"/>	Sys. Updates & Gen. Info/Issues (? min.)						
3.	<input type="checkbox"/>	Problem Solving & Action Planning (? min.)	7.	<input type="checkbox"/>							
4.	<input type="checkbox"/>	Fading and Exit (? min.)	8.	<input type="checkbox"/>							

Tier III Behavior Intervention Summary	
Date of next Tier III Fidelity Evaluation (TFI) _____	
Total students receiving Tier III Behavior Supports _____	Percentage of students receiving Tier III Behavior Supports _____ %
Number of students by status:	
Starting _____	Progressing _____
Not Progressing _____	Needs Revision _____

Item 3. Problem Solving & Action Planning

All decisions should align with the individual student support team's decision rules and recommendations.

Student	Grade	IEP Y/N	Identified Problems & Supporting Data <i>Based on Student Support Team decision rules</i>	Response Actions & Next Steps	Who?	By when?	Goal & Timeline	Fidelity of Imp.	Outcomes/Updates

Item 4. Fading & Exit/Graduation

All decisions should align with the individual student support team's decision rules and recommendations.

Student	Grade	IEP Y/N	Supporting Data <i>Based on Student Support Team decision rules</i>	Fade/Exit	Response Actions & Next Steps	Who?	By when?

Item 5. New Referrals to Tier III (IPBS) Team*Possible sources: SWIS data, teacher nomination, request for assistance form*

Student	Grade	Teacher	IEP Y/N	Referral Date	Referral source & relevant information	Response Actions & Next Steps	Who?	By when?	Goal & Timeline	Fidelity of Imp.	Outcomes/Updates

Item 6. Systems Updates and General Information/Issues

Information for Team, or Issue for Team to Address	Discussion/Decision/Task (if applicable)	Who?	By When?

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

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