Tier 3 Core Team Agenda, Minutes and Problem-Solving Action Plan Form

|  |  |  |  |
| --- | --- | --- | --- |
|  | Date: | Time: | Location: |
| Today’s Meeting |  |  |  |
| Next Meeting |  |  |  |

|  |  |
| --- | --- |
| Team Members Present: | Today’s Agenda Items |
|  | 1. |
|  | 2. |
|  | 3. |
|  | 4. |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 1. | **Discussion/Decision/Task (if applicable)** | | | | | **Who?** | **By When?** |
|  |  | | | | |  |  |
| 2. | **Discussion/Decision/Task (if applicable)** | | | | | **Who?** | **By When?** |
|  |  | | | | |  |  |
| 3. | **Discussion/Decision/Task (if applicable)** | | | | | **Who?** | **By When?** |
|  |  | | | | |  |  |
| 4. Review of students for Tier 3 Intervention | Met Criteria: NO  *Recommendations*  *& Plan for Follow-up* | Met Criteria: YES  *Complete Columns 1 - 5* | 1) Identify Action Team Members; Who will contact? How & when to contact? | 2) Who will complete Record Review? | 3) Who will interview Teachers/Staff? | 4) Who will interview Family? | 5) Who will interview Student? |
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|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Other** | **Discussion/Decision/Task (if applicable)** | **Who?** | **By When?** |
|  |  |  |  |
|  |  |  |  |

Other Issues:

Evaluation of Team Meeting (Mark your ratings with an “X”)

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Yes** | **So-So** | **No** |
| 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. Systems Check: In general, are the completed tasks having the desired effects on student behavior? |  |  |  |

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

*Adapted from Newton, Todd, Horner, Algozzine & Algozzine (2010)*