Things to consider to make your PBIS Team successful:

1. Review the team norms before beginning meeting.

2. Review agenda and make sure that enough time is allowed for

each item; if not, adjust time limits and/or table an item until

another meeting.

3. Get the agenda out early.

4. Meet frequently in the beginning of the school year.

5. Make sure your team members know their role and responsibilities.

6. Have an agreed upon decision making process (when discussions go on

too long – facilitator needs to call for a decision).

7. Make sure your staff knows what the PBIS Team does and be

transparent --- avoid being known as the “secret club.”

8. Send out talking points or PBIS Team meeting notes to staff ASAP

after each meeting.

9. You are the “coaches” of PBIS; develop a routine for checking in with

new and existing staff on how they are doing with PBIS, what

challenges they are experiencing, what assistance they need, etc.

10. Determine how often the PBIS team will:

+ report to the entire faculty with schoolwide data

+ will keep families informed

+ will keep SU Coordinator informed

+ will keep school board informed

11. SWIS data review:

How will you share it and with whom?

How will you decide what will you do with it?

12. Do the TFI (Tiered Fidelity Inventory) a couple of times of year as a

team to see how things are going with PBIS implementation; only

do the Tier(s) that you have received training. Make a plan using

the results.

13. Do the SAS at least 1x/year to see how staff feels things are

going. Report the results and make a plan using the results.

You are on this team because you believe in PBIS! Have FUN implementing it!