

SWPBIS
MONTHLY MEETING MINUTES REPORT
2018-2019

SCHOOL NAME:
MONTH:
DATE OF MEETING:

PARTICIPATING TEAM MEMBERS	
ADMINISTRATOR:	TEAM MEMBER:
TEAM MEMBER:	TEAM MEMBER:
TEAM MEMBER:	TEAM MEMBER:
TEAM MEMBER:	TEAM MEMBER:
TEAM MEMBER:	TEAM MEMBER:
TEAM MEMBER:	TEAM MEMBER:
TEAM MEMBER:	TEAM MEMBER:
TEAM MEMBER:	TEAM MEMBER:
TEAM MEMBER:	TEAM MEMBER:
TEAM MEMBER:	TEAM MEMBER:

SMART GOALS

REVISED PREVIOUS MEETING ACTION STEPS – DATE: _____

DATA REVIEWED AT THIS MEETING: (CHECK ALL THAT APPLY)

SURVEYS

- AVERAGE REFERRALS PER DAY
- REFERRALS BY PROBLEM BEHAVIOR PER MONTH
- REFERRALS BY LOCATION
- REFERRALS BY TIME
- REFERRALS BY STUDENT
- REFERRALS BY GRADE
- REFERRALS BY STAFF
- OTHER: _____

- TEAM
- TFI (REQUIRED)
- FACULTY
- STUDENT
- PARENT
- SCT

MEETING ACTION STEPS

TFI FEATURES (2)	ACTION STEPS	PERSON RESPONSIBLE	STATUS (TO BE REVIEWED AT NEXT MEETING)
1.			COMPLETED DATE: ONGOING NO ACTION
2.			COMPLETED DATE: ONGOING NO ACTION

MEETING MINUTES

Empty box for meeting minutes.

PLEASE SEND COMPLETED REPORT TO MELANIE NGUYEN AT MELANIE.NGUYEN@JPPSS.K12.LA.US BY THE 6TH DAY OF THE FOLLOWING MONTH.