

To ensure successful planning and implementation of SWPBS it is important that the core PBS team meet regularly (i.e., monthly). In addition, to facilitate shared understanding and decision-making among the school community it is vital that the ENTIRE school staff be updated around SWPBS issues and have the opportunity to provide feedback about the process and decisions that are being deliberated. The following schedule is an example of how one school scheduled monthly meetings so that the entire staff was informed and part of the SWPBS process. Monthly core PBS team meetings were scheduled across the school year to ensure that time was allotted throughout the year to meet. In addition, monthly administrative meetings were scheduled *prior* to the core PBS team meeting so administrators could 1) examine the data to report out to the core team and 2) plan the agenda (i.e., what needs to be addressed during the team meeting). Grade-level meetings, paraprofessionals meetings and security guard meetings were scheduled *after* the core PBS team meeting to disseminate information to and elicit feedback from ALL school personnel about key decisions/topics discussed during the core team meeting.

### Smith Middle School Positive Behavior Support Team Meeting Schedule

<b>Group Meeting Topic</b>	<b>Sep Intro and ODR</b>	<b>Oct ODR</b>	<b>Nov Share Assess. Data</b>	<b>Dec Beh Expect.</b>	<b>Jan Recog. System</b>	<b>Feb Recog. System</b>	<b>Mar Lesson Plans</b>	<b>Apr ODR Reflect.</b>	<b>May Instruc. Event</b>	<b>Jun Instruc. Event</b>
<b>Administration</b> 8:00-9:00 1 <sup>st</sup> Floor Conference	20 <sup>th</sup>	18 <sup>th</sup>	15 <sup>th</sup>	13 <sup>th</sup>	17 <sup>th</sup>	14 <sup>th</sup>	21 <sup>st</sup>	18 <sup>th</sup>	16 <sup>th</sup>	13 <sup>th</sup>
<b>Core PBS team</b> 9:00-100 1 <sup>st</sup> Floor Conference	20 <sup>th</sup>	18 <sup>th</sup>	15 <sup>th</sup>	13 <sup>th</sup>	17 <sup>th</sup>	14 <sup>th</sup>	21 <sup>st</sup>	18 <sup>th</sup>	18 <sup>th</sup>	13 <sup>th</sup>
<b>8A; 8C</b> 1:15-145 Media Center	22 <sup>nd</sup>	20 <sup>th</sup>	17 <sup>th</sup>	15 <sup>th</sup>	19 <sup>th</sup>	16 <sup>th</sup>	23 <sup>rd</sup>	20 <sup>th</sup>	18 <sup>th</sup>	15 <sup>th</sup>
<b>8B; 8D</b> 10:05-10:35 Media Center	22 <sup>nd</sup>	20 <sup>th</sup>	17 <sup>th</sup>	15 <sup>th</sup>	19 <sup>th</sup>	16 <sup>th</sup>	23 <sup>rd</sup>	20 <sup>th</sup>	18 <sup>th</sup>	15 <sup>th</sup>

<b>Related arts</b> 2:25:2:55 Room 113	22 <sup>nd</sup>	20 <sup>th</sup>	17 <sup>th</sup>	15 <sup>th</sup>	19 <sup>th</sup>	16 <sup>th</sup>	23 <sup>rd</sup>	20 <sup>th</sup>	18 <sup>th</sup>	15 <sup>th</sup>
<b>7C; 7D</b> 11:15:11:45 Room 219	22 <sup>nd</sup>	20 <sup>th</sup>	17 <sup>th</sup>	15 <sup>th</sup>	19 <sup>th</sup>	16 <sup>th</sup>	23 <sup>rd</sup>	20 <sup>th</sup>	18 <sup>th</sup>	15 <sup>th</sup>
<b>7A; 7B</b> 10:40-11:10 1 <sup>st</sup> Floor Conference	22 <sup>nd</sup>	20 <sup>th</sup>	17 <sup>th</sup>	15 <sup>th</sup>	19 <sup>th</sup>	16 <sup>th</sup>	23 <sup>rd</sup>	20 <sup>th</sup>	18 <sup>th</sup>	15 <sup>th</sup>
<b>Group</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>
<b>Security guards</b> 9:10-9:40 1 <sup>st</sup> Floor Conference	22 <sup>nd</sup>	20 <sup>th</sup>	17 <sup>th</sup>	15 <sup>th</sup>	19 <sup>th</sup>	16 <sup>th</sup>	23 <sup>rd</sup>	20 <sup>th</sup>	18 <sup>th</sup>	15 <sup>th</sup>
<b>Aides and paraprofessionals</b> 9:45-10:15 1 <sup>st</sup> Floor Conference	22 <sup>nd</sup>	20 <sup>th</sup>	17 <sup>th</sup>	15 <sup>th</sup>	19 <sup>th</sup>	16 <sup>th</sup>	23 <sup>rd</sup>	20 <sup>th</sup>	18 <sup>th</sup>	15 <sup>th</sup>