

SCHOOL WIDE PBS TEAMING CHECKLIST

Implementation Status			Teaming Indicators
In Place	Partially In Place	Not In Place	
			1. Team membership includes representatives for faculty, staff, parents, students, and administrators
			2. At least one consistent building level administrator is an active part (i.e., attends all meetings, is involved with team tasks) of the school wide team
			3. The team has methods for soliciting input and feedback from teachers, parents, and staff prior to meetings
			4. Teachers are provided with release time to regularly attend monthly planning meetings
			5. Building level administrators visibly support the team and implementation of school wide interventions
			6. Roles are assigned and vary meeting to meeting
			7. Responsibility for tasks is shared by all members
			8. Team members know the dates, times, and location of meetings
			9. Meetings are guided by an agenda and summarized at the end
			10. Team members support one another by making positive statements, clarifying other's comments, and building on each other's ideas
			11. Members feel free to express ideas, disagreements, and feelings
			12. Members celebrate individual and team accomplishments
			13. Meeting minutes are disseminated to all team members
			14. Decisions and action steps are communicated to the school community