

## PLANNING TEAM MEETING MINUTES

STUDENT: AL SMITH	FACILITATOR: ICAN FACILITATE
SCHOOL: WONDERFUL SCHOOL	RECORDER: X. CELENT NOTETAKER
DATE: 01/01/2004	TIMEKEEPER: MOOV EM ALONG

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UPDATE POSITIONS

PRIMARY TEAM ATTENDING		SECONDARY TEAM ATTENDING	ABSENT
M/M PARENTS	APPROPRIATE SUPPORT		
STUDENT			
ADMINISTRATOR (IF NECESSARY)			OTHERS TO RECEIVE
CLASSROOM TEACHER(S)			MINUTES
SPECIAL ED TEACHER(S)			PRINCIPAL
			PSYCHOLOGIST

AGENDA ITEM	OUTCOME/RECOMMENDATIONS	PERSON RESPONSIBLE	DUE DATE
LIST AGENDA ITEMS AT BEGINNING OF MEETING. PRIORITIZE IN CASE THE TEAM CANT COVER ALL POINTS/CONCERNS/ ITEMS.	TAKE VERY COMPLETE NOTES- FOR CLARITY FOR ALL TEAM MEMBERS AND FOR DOCUMENTATION PURPOSES. IT'S BETTER TOO MUCH INFORMATION RATHER THAN TOO LITTLE. IT'S ESPECIALLY IMPORTANT TO DOCUMENT PLANS AN PARENT(S) INPUT.	RECORD WHO IS RESPONSIBLE FOR IMPLEMENTING AND FOLLOWING THROUGH.	ESTABLISH DEADLINES AS APPROPRIATE

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CONTINUED

AGENDA ITEM	OUTCOME/RECOMMENDATIONS	PERSON RESPONSIBLE	DUE DATE
<p>NOTE - THE FOCUS IS ON THE STUDENT. IDEAS FOLLOW! (IN NO PARTICULAR ORDER)</p> <ul style="list-style-type: none"> <li>• HOW CAN <u>WE</u> WORK TOGETHER TO HELP THE STUDENT SUCCEED?</li> <li>• WHAT ARE WE ASKING THE STUDENT TO DO THAT THEY ARE NOT ABLE TO DO?</li> <li>• WHAT'S COMING UP THAT WILL REQUIRE PLANNING? (EVENTS, FIELD TRIPS, ACADEMICS)</li> <li>• KEEP IN MIND THAT <u>EVERY</u> CHILD WANTS TO BE SUCCESSFUL.</li> <li>• WHAT IS THE CHILD TELLING US WITH THEIR BEHAVIOR?</li> <li>• MONITOR-MODIFY-ADJUST TO HELP CHILD BE SUCCESSFUL</li> <li>• PRIORITIZE BEHAVIORS/NEEDS. START WITH THE MOST SIGNIFICANT BEHAVIOR OR NEED-ONE AT A TIME.</li> <li>• SOLVE PROBLEMS ONE BY ONE - DOABLE GOALS.</li> <li>• ALWAYS USE "WE" NOT "YOU"</li> <li>• STAY FOCUSED ON CHILD'S NEEDS.</li> <li>• KEEP MEETINGS FOCUSED AND CONCISE. (30 MINUTES)</li> <li>• START EACH MEETING WITH FOCUS ON POSITIVE AND GROWTH</li> <li>• THANK EVERYONE FOR THEIR TIME AND SUPPORT.</li> <li>• NO SIDE CONVERSATIONS EITHER IN OR OUT OF MEETING, SIGNIFICANT ISSUES SHOULD ONLY BE ADDRESSED DURING MEETING.</li> <li>• TRUST TEAM MEMBERS.</li> </ul>			

AGENDA ITEMS FOR NEXT MEETING

INCLUDE ITEMS NOT COVERED, ALSO  
UPDATES - MEDICAL & BEHAVIORAL

DATE/TIME OF NEXT MEETING

SET NEXT DATE AT CURRENT MEETING.

Thanks to Paradise Valley Unified School District Related Services  
Phoenix, Arizona

\* ALL TEAM MEMBERS RECEIVE A COPY OF NOTES. HIGHLIGHTING EACH NAME AND RESPONSIBILITIES CAN HELP TO BRING PERTINENT ITEMS TO ONE'S ATTENTION.