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| Team Purpose | Team Agreements |
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| **Team Members** | | | | | |
|  | **Facilitator** | **Minute Taker** | **Data Analyst** | **Administrator** | **Others** |
| **Primary** |  |  |  |  |  |
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| **Back Up** |  |  |  |  |  |
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| **Team Meeting Schedule** | | | |
| **When** | **Where** | **Start/End Time** | **Meeting Minute Location** |
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| **Question** | **Data Collection &**  **Data Entry Schedule**  *What, Who & When* | **Report Generation**  *What, Who & When* |
| **Fidelity of Implementation** |  |  |
| **Student Outcomes** |  |  |

Example

**Tier III Team Meeting Foundations**

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| Team Purpose | Team Agreements |
| * Coordinate Implementation of Tier III Systems and Supports, Monitor Fidelity of Implementation and Overall Status of student progress towards goals. | * Inform facilitator of absence/tardy before meeting * Avoid side talk * Stay focused & active * Start and end on time |

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| **Team Members** | | | | | |
|  | **Facilitator** | **Minute Taker** | **Data Analyst** | **Administrator** | **Others** |
| **Primary** | Meg | Randy | Carin | Joyce | Jayme |
| Byrn |
| **Back Up** | Carin | Derrick | Jen | Carin | Cody |
|  |

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| **Team Meeting Schedule** | | | |
| **When** | **Where** | **Start/End Time** | **Meeting Minute Location** |
| 1st and 3rd Thursdays, monthly | Randy’s class | 2:45-3:45 | Tier III Meeting Minute Folder on shared drive |

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| **Question** | **Data Collection &**  **Data Entry Schedule**  *What, Who & When* | **Report Generation**  *What, Who & When* |
| **At what level are we implementing Tier III Systems and Supports with fidelity?**  *Aim for 70% on TFI-Tier III* | TFI-Tier III  Fall, Winter, Spring  Team completes | Data Analyst  Before each meeting  *TFI Tier III Report* |
| **What proportion of our students are receiving Tier III supports?**  *Aim for no more than 5% of student population (at one time) requiring Tier III supports* | ISIS-SWIS  Monthly  Data Analyst | ISIS-SWIS SW Report |
| **What are the trends of overall progress across students with Tier III supports?**  *At least 70% of students receiving Tier III supports are starting or progressing* | Student Progress Data as defined by student support plans  Data Analyst review every two weeks at coordination meetings | Total # indiv. support plans  Starting # %  Progressing # %  Not progressing # %  Needs revision # % |
| **What percentage of students receiving Tier III support for 6 weeks are progressing and have met goals?** *Aim for 80%* | Data Analyst review every two weeks at coordination meetings | ISIS-SWIS SW Report  Total #  Total # with 6 weeks progressing % |