



# A GUIDE TO Effective MTSS Meetings

## STANDARD AGENDA ITEMS

- TEAMS SHOULD CONSIST OF
- ADMIN
  - CSP
  - LST
  - RSP
  - COUNSELOR
  - PSYCHOLOGIST
  - CLASSROOM TEACHER
  - OTHER STAFF

### CELEBRATIONS



Take time to celebrate the successes of individuals & groups.

### ANNOUNCEMENTS



Share information about upcoming activities involving students.

### DATA DISCUSSION



- Discuss Tier II and Tier III students' progress in all areas
- Review progress & newly implemented supports.
- Bring recent RFI data if occurring after a block ended
- Calculate % of Tier II & III students & discuss proportionality (are we within the % we should be based on population?)

### ANALYZE ADDITIONAL DATA



Areas to consider:

- Findings
- Trends
- Cause/Reasons
- Responses

### REFLECTION



Reflect on proactive steps that can be taken in Tier I to decrease the need for Tier II and III supports.

### NEXT STEPS



Identify next steps before ending the meeting.

Ensure that minutes are taken at every meeting & share minutes with staff after completion.