

Sample School Team Meeting Agenda

As per the CA RCSD model, School Team meetings are the access point for rehabilitation service options. This includes decision making regarding Individual Partnership referrals.

- Meetings are to be timely and focused
- Each team member is responsible to bring needs and student concerns they are aware of forward for discussion at the meeting
- Questions or concerns with the RCSD model should be brought to the respective system's RCSD representative (i.e. for Education staff - their School Division representative and for AHS staff - their Area Lead)
- It may be a good idea to schedule all meetings at the beginning of the year
- Before you begin, establish duration of the meeting and collectively prioritize agenda items

Chair: Specialty Teacher (also takes notes)

Agenda:

1. Review student needs and consider the following:

- Determine which Universal strategies have been tried by the teacher
- Decide if additional Universal and Targeted services are needed
- Decide which students need a referral for Individual Partnership
- Monitor and discuss the effectiveness of services in place for students receiving Universal, Targeted or Individual Partnerships
- Decide which students can be discharged

2. Collaboratively develop a framework and timeline for program delivery

- Which groups will run and when, roles and responsibilities, prioritize services as the year progresses

3. Celebrate successes

4. Discuss challenges/and possible solutions