

Example of Notes Taken at a Team Meeting

John Q. Citizen's Team Meeting at Ourtown Middle School 2/30/00

Present: Mr. & Mrs. Q. Citizen (parents), John (child), Mr. Uncle (uncle), Ima Therapist (therapist), Mr. Schoolboss (principal), Ms. Ima Friend (family advocate), Ms. Coordinator (service coordinator), Ms. Literacy (family literacy program), Mr. Mentor (John's mentor)

Agenda:

- Family/Team Member Update
- Review Sections of Plan of Care (School, Family)
- Schedule Next Team Meeting

1. Family/Team Member Update

- The family updated the team on their summer vacation to Canada. The get-away strengthened family relationships – the family would like to plan a vacation again next year.
- Mr. Mentor shared that on their last mentoring outing, he and John went fishing on Crystal Lake in his boat. John caught a big bass and his family had it for dinner that evening.

2. Review School Section of Plan

- Team reviewed the school section of John's Plan of Care as developed last school year and made updates where necessary.
- Homework Club: Ms. Literacy shared that John regularly attended the "homework club" at Family Literacy last school year where he received help with homework. John's teacher offered to communicate homework assignments in writing via John's assignment notebook every day so Ms. Literacy knows what to help John with each night at homework club.
- School Crisis Response Plan: There is currently not a school Crisis Response plan in place. The team agreed to make this a top priority on next meeting's agenda. Prior to leaving today, Mr. Schoolboss and the family will confirm that the school's emergency contact list is up to date.

3. Review of Family Section of Plan

- Team reviewed the family section of John's Plan of Care.
- The behavior plan has been working well. Ms. Imafriend helped put together "grab bags" full of goodies that Mr. & Mrs. Q Citizen have been using to reward John for good behavior.

4. Next Team Meeting: Wednesday, September 20th, 2001 at Ourtown School

Agenda will include:

- Family/Team member update
- Develop School Crisis Response Plan
- Schedule next team meeting