

## School Letterhead

### AP 207-2 School Based Team Meeting Agenda

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Location: \_\_\_\_\_

Chairperson: \_\_\_\_\_ Note Taker: \_\_\_\_\_

Attendees: \_\_\_\_\_ Guests: \_\_\_\_\_

- I. Welcome and introductions
- II. Review of meeting norms
  - a. Attendees at this meeting will be:
    - Child centered
    - Solution focused
    - Positive
    - Professional
- III. Review of previous referrals
- IV. New referrals
- V. Regular review of high risk students
- VI. Referrals to district staff
- VII. Referrals to community agencies
- VIII. Need for resources or equipment
- IX. Budget
- X. Transitions of students
- XI. Support staff
- XII. Professional development
- XIII. Other business
- XIV. Adjournment time