



## Minutes PBIS Advisory Committee

Meeting Date: June 14, 2013

Time: 10 AM - 4 PM

Location: 424 S. 2<sup>nd</sup> Street, Suite 105, Phoenix, AZ 85004

PURPOSE: Approve/finalize documents drafted for PBISaz Goals #6-10 and develop strategies for SWPBIS Implementation Blueprint action plan.

PRESENT: Daniel Gulchak, Angel Jannasch-Pennell, Dan Davidson, Michael Remus, Tyrone Peterson, Jim Walker, Susan Benjamin, Karen Sanders, Katie Jebraail, Linda Mosteller, Oran Tkatchov.

ABSENT: Jean Ajamie, Angela Denning, Gail Jacobs, Ildi Laczko-Kerr, Andrew Morril, Janna Murrell, Miriam Podrazik.

Item Short title	Discussion Include facts, key points, ideas, process, and decisions	Action Items Include person accountable and timeline	Person Responsible & Due Date Include completion date
Welcome and Introduction	<ul style="list-style-type: none"> <li>Gulchak led introductions and reviewed purpose of the meeting</li> </ul>		
Teaming Process Review team roles Review meeting norms Review past/present agenda	<ul style="list-style-type: none"> <li>Gulchak reviewed team roles, norms, expectations and past/present agenda.</li> <li>Walker volunteered to be our timekeeper for today.</li> <li>No changes or updates to agenda or minutes.</li> </ul>		<ul style="list-style-type: none"> <li>N/A</li> </ul>



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PBIS-AZ Goals	<p>1. Meetings: Discussion on future meeting frequency for the coming year.</p> <p>2. Parent Training: Davidson completed six separate training for over 300 parents in six different regions of the state.</p> <p>3. State Training: Reminder to review the state reports in our PBISaz binder and Horners presentation to our group from Feb 2013 on the PBISaz.org website.</p> <p>4. Member Training: Benjamin recounted her experience at APBS conference. Committee discussed the continuing value and priority of sending committee members to PBIS conferences annually.</p> <p>5. Blueprint: See next agenda item.</p> <p>6. Method for LEA's to obtain approved PBIS training: -A draft of the PBISaz Application, District/School Readiness Agreement, and SIS DAD was shared by Gulchak. It was created from our Google Doc input and May meeting suggestions.</p> <p>- identify which items are "not to be turned in with application" on Application Process section. -Add "Go to PBIS AZ" for list of providers -Add Service providers go to PBISaz.org for provider criteria</p>	<p>1. Every other month, 8AM-12PM. Webinars will be used as needed between months.</p> <p>2. Complete.</p> <p>3. Complete.</p> <p>4. Complete</p> <p>5. See next agenda item.</p> <p>6. Many modifications to the drafts were discussed.</p> <p>-Aim for diversity of public &amp; charter schools from different regions of AZ -Criteria based on Readiness doc -Add to paragraph and narrative "district or charter schools" -remove reference to need for board approval in Readiness doc -August 30th deadline set -September 27-schools notified no later than this date -Add "PBIS-AZ" to all document titles. -Add grant funding amount to info.</p>	<p>6. - Gulchak will make changes, share with committee, and post on PBISaz.org.</p> <p>- All members, please share PBISaz Application form with your constituents through email, list serves, newsletters, website, etc.</p>



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<p>PBIS-AC Goals ...continued</p>	<p>7. Evaluating PBIS Fidelity: Gulchak shared a PBISaz School Outcome Criteria form. The document lists all <u>fidelity</u> and <u>outcome</u> assessment measures and tools.</p> <p>8. Evaluating PBIS Outcomes: Outcomes are listed on the PBISaz School Outcome Criteria form.</p> <p>9. PBIS Provider Criteria: PBISaz will not recommend any vendor/agency, but will post 'PBISaz Service Provider Criteria' form. School are recommended to use the form to ask their prospective providers for proof of PBIS training/coaching/evaluation capabilities.</p> <p>-Agencies can request to be listed on the PBISaz site if they feel they meet criteria – districts encouraged to use 'PBISaz Service Provider Criteria' form to make their own decision about provider capacity and capability.</p>	<p>7. Add note that PBISapps (required) is at no cost to schools.</p> <ul style="list-style-type: none"> <li>-brand all docs as 'PBISaz' to identify them as statewide documents.</li> <li>-add info on decreasing Seclusion and Restraint as an outcome identifier</li> <li>-align DAT criteria to align with DAT tool</li> </ul> <p>8. Data Audit Tool (DAT) form:</p> <ul style="list-style-type: none"> <li>-Add Total Enrollment &amp; special ed enrollment to the seclusion and restraint row</li> <li>-Gulchak will add formulas to spread sheet so that 'percent' is automatically calculated using total school enrollment data provided.</li> </ul> <p>9. List providers who ask to be listed on websites.</p> <ul style="list-style-type: none"> <li>-Change to 8-10 members for school team (to align with Readiness doc)</li> <li>-change Multiple full-day trainings..... per academic year</li> <li>-School can hire multiple trainers.</li> </ul>	<p>7. Gulchak will make changes, share with committee, and post on PBISaz.org</p>



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<p>PBIS-AC Goals ...continued</p>	<p>10. LEA Representation: PBISaz will seek to fund min. 4 LEA's with at least 2 schools each in the first cohort.</p> <p>LEA's will be chosen based on completeness of submitted District and School Readiness Agreements and criteria in Goal #6. Regional/LEA diversity will also be sought when choosing grant winners. No rubric is necessary.</p> <p>PBISaz Application Review Committee volunteers: Ajamie (ADE), Davidson (NAU), Jebraail (ADBHS), Sanders (ASA), Murrell (RSK).</p> <p>11. Independent Evaluation: Lynne Tomasa will conduct interviews of some members and send surveys to all members this month to evaluate our progress and progress.</p> <p>12. Report to ADDPC: Davidson will report to ADDPC on PBIS Advisory Committee progress and ask for funds for grants.</p>	<p>10. Review committee will meet in Sept to review applications submitted on Aug.30th.</p> <p>11. Sonoran Center for Excellence in Developmental Disabilities will send a survey link to evaluate this process.</p> <p>12. Davidson will request continued funding and support from ADDPC for our committee to continue its work on behalf of our state.</p>	<p>10. Davidson will distribute applications after 8/8/13 to Review Committee. - Review Committee must decide on grant approval and respond to applicants by 9/27/13.</p> <p>11. All members, please respond to Sonoran Center Survey before June 30th.</p> <p>12. Davidson will report grant funding amount to Gulchak to include on PBISaz Application (item #6).</p>
<p>Work toward completing the SW-PBIS Implementation Blueprint</p>	<ul style="list-style-type: none"> <li>• Committee spit into subcommittees for strategic planning and to contribute action plan items to our 'Blueprint' Google Doc.</li> <li>• Funding Committee (Funding, visibility, political support and policy items) = Jannasch-Pennell, Remus, Jebraail, Sanders.</li> <li>• Training Committee (Training capacity, coaching capacity, evaluation capacity, behavioral expertise, demonstration sties) = Gulchak, Davidson, Benjamin, Tkatchov, Mosteller, Walker.</li> <li>• Subcommittees regrouped to share action plans and collaborate on joint items.</li> </ul>	<p>Email Gulchak if you would like the Google doc shared with an email address different then the one given on the PBIS-AC committee.</p>	<ul style="list-style-type: none"> <li>• All members, please see 'Blueprint' Google Doc to review action plan items and see how your organization can contribute.</li> </ul>



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NEXT MEETING	<ul style="list-style-type: none"><li>Monday, September 16, 2013</li><li>8 AM - 12 PM</li><li>KOI Education, 424 S. 2nd Street, Suite 105, Phoenix, AZ 85004.</li></ul>	Add agenda item to each meeting where a members can share/ present about what they do and how they fit into promoting PBIS capacity in our state.  <u>Monday meetings for upcoming year:</u> November 4, 2013 December 9, 2013 January 13, 2014 March 10, 2014 May 5, 2014	Gulchak will send agenda and meeting date reminders in September.