

FCC Leadership Team Meeting Minutes & Action Plan

Date: _____ Time: _____ Location: _____

Purpose of Meeting:			
People Present	Role for Today	Absentees	Guests

AGENDA TOPICS	Time Allotted
1. _____	_____
2. _____	_____
3. _____	_____

Critical Element	What is the task to be addressed	Action Step/Activity	Person Responsible	Follow-up or Completion Date
Establish and Maintain a Plan for Implementation				
Family Involvement				
Behavioral Expectations				
Strategies for Teaching and Acknowledging the Behavioral Expectations				

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Implementation of the Pyramid Model is Demonstrated in All Environments				
Procedures for Responding to Challenging Behavior				
Professional Development				
Monitoring Implementation and Outcomes				

Additional Comments: