MTSS Meeting Agenda Templates

MTSS District Level Meeting Agenda *TEMPLATE*

Team Norms	Resources
- Start and end on time - Be prepared with data and materials - Stay on topic and focus on solutions - Celebrate wins - Communicate with stakeholders - Meeting Agenda sent out	- Campus MTSS Handbook link - Shared Drive link - MTSS Platform link - MTSS Core Workout Worksheet

The goal of the MTSS District Level Meeting is to:

1. Examine infrastructural readiness and alignment.
2. Evaluate core curriculum health, benchmark growth, and tier movement.
3. Examine school-level trends and performance.
4. Examine the distribution of resources.
5. Determine professional development and curricular needs.
6. Problem-solve for system-level improvement.

Meeting Date/Time: **Time of Year:** BOY ▾

In Attendance:

Meeting Roles
Facilitator: **Note-taker:**   **Time-keeper:**

Opening (5 minutes):
- ☐ **Review Action Items** from previous meeting (add items here)**:**
    - ☐
    - ☐

Agenda: MTSS Problem-Solving Process (35 minutes)
1. **IDENTIFY: What are we trying to improve? What evidence do we have?**
   - ☐ **Data Analysis: (**Indicate what data will be reviewed: Screener, other assessment, EWI, behavior/discipline, survey, or other data to be reviewed)
   - ☐
2. **ANALYZE: What patterns or possible causes do we find in the evidence?**
   - ☐ Root Cause Analysis:
   - ☐
3. **PLAN: What are we going to do about it?**
   - ☐
   - ☐
4. **IMPLEMENT: How will the plan be carried out and monitored?**
   - ☐ Complete a District Action Plan

BRANCHING MINDS

5. EVALUATE: Was Our Plan Successful?
☐ When will we follow up?_____
☐ What data will we review?

Determine Stakeholder Communication (10 minutes)
☐ Add items here

Closing (10 minutes):
☐
☐

Task	Assignee	Due

Parking lot of topics for other meetings:
☐ Add Items here

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MTSS School Level Meeting Agenda *TEMPLATE*

Team Norms	Resources
• Start and end on time • Be prepared with data and materials • Stay on topic and focus on solutions • Celebrate wins • Communicate with stakeholders • Meeting Agenda sent	• Campus MTSS Handbook link • Shared Drive link • MTSS Platform link • MTSS Core Workout Worksheet

The goal of the MTSS School LevelTeam Meeting is to:

1. **Check for health of core instruction to identify where the core needs to be strengthened -- looking by topic, grade, demographic, skills and subskills.**
2. **Check for health of tier-level supports and practice by monitoring tier movement.**
3. **Monitor the deployment of support to determine if students who need plans are receiving them, if the interventions are being delivered with fidelity.**
4. **Determine whether there are any other system needs that need to be deployed in order to empower teachers to effect positive change.**

Meeting Date/Time: Time of Year: BOY ▾

Members in Attendance:

Meeting Roles
Facilitator: Note-taker: Time-keeper:

Opening (5 minutes):
- ☐ **Review Action Items** from previous meeting (add items here)**:**
  - ☐
  - ☐
  - ☐

Agenda: MTSS Problem-Solving Cycle   (35 minutes)
1. **IDENTIFY: What are we trying to improve? What evidence do we have?**
- ☐ **Data Analysis: (**Indicate what data will be reviewed: Screener, other assessment, EWI, behavior/discipline, survey, or other data to be reviewed)
- ☐

2. **ANALYZE: What patterns or possible causes do we find in the evidence?**
- ☐ Complete the MTSS Core Workout Worksheet
- ☐ Root Cause Analysis:
- ☐

3. **PLAN: What are we going to do about it?**
- ☐ Determine what trends need to be addressed, resources to secure, etc.
- ☐ Complete an action plan

4. IMPLEMENT: How will the plan be carried out and monitored?
- [ ]

5. EVALUATE: Was our plan successful?
- [ ] When will we follow up?_____
- [ ] What data will we review?
- [ ]

Stakeholder Communication (10 minutes):
- [ ] Add items here

Closing (10 minutes):
- [ ]
- [ ]

Task	Assignee	Due

Parking lot of topics for other meetings:
- [ ] Add Items here

- **Download copy: MTSS School Level Meeting Agenda Template**

MTSS Grade/Content Team Meeting Agenda Template

Team Norms	Resources
- Start and end on time - Be prepared with data and materials - Stay on topic and focus on solutions - Celebrate wins - Communicate with stakeholders - Meeting Agenda sent	- Campus MTSS Handbook link - Shared Drive link - MTSS Platform link - Best Questions for Data Analysis Worksheet

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The goal of the MTSS Grade/Content Team is to:

1. To create plans for students needing tier 2 level support

2. To monitor the progress of all students receiving tier 2 or 3 level support

3. To look for trends in support needs

4. To identify students in need of an individually focused problem-solving meeting

Meeting Date/Time:

Members in Attendance:

Meeting Roles
Facilitator: **Note-taker:**   **Time-keeper:**

Opening (5 minutes):
- ☐ **Review Action Items** from previous meeting (add items here)**:**
    - ☐
    - ☐
    - ☐

Agenda: MTSS Problem-Solving Cycle (35 minutes)
1. IDENTIFY: What are we trying to improve? What evidence do we have?
- ☐ **Data Analysis: (**Indicate what data will be reviewed: **BRM reports: Tier Level, Tier Movement,** Screener, other assessment, EWI, behavior/discipline, survey, or other data to be reviewed)
    - ☐ Use the Best Questions for Data Analysis Worksheet to capture trends
    - ☐
    - ☐

2. ANALYZE: What patterns or possible causes do we find in the evidence?
- ☐ Review BRM charts, Progress Monitoring data
- ☐

3. PLAN: What are we going to do about it?
- ☐ **Create plans for students needing tier 2 level support:**
    - ☐ Add students' names

☐

4. IMPLEMENT: How will the plan be carried out and monitored?

  ☐ **Monitor the progress of all students needing tier 2 or 3 level support:**
    ☐ (Add students' names)
    ☐
    ☐

5. EVALUATE: Was our plan successful?
  ☐ When will we follow up?
  ☐ What reports will we review?
  ☐ **Identify students in need of an individually focused problem-solving meeting:**
    ☐ (Add students' names)
    ☐

Stakeholder Communication (10 minutes): (Parent/Guardian, other staff, including celebrations of success)
  ☐ Add items here

Closing (10 minutes):
  ☐
  ☐

Task	Assignee	Due

Parking lot of topics for other meetings:

  ☐ Add Items here

▍ **Download copy: MTSS Grade/ Content Team Meeting Agenda Template**

MTSS Individual Student Support Team Meeting Agenda *TEMPLATE*

Team Norms	Resources
- Start and end on time - Be prepared with data and materials - Stay on topic and focus on solutions - Celebrate wins - Communicate with stakeholders - Meeting Agenda sent	- Campus MTSS Handbook link - Shared Drive link - MTSS Platform link

The goal of the MTSS Individual Student Support Team Meeting is to take a deeper dive problem-solving approach for students who are not making sufficient progress, and to create/revise their Intervention Plans. This meeting may also serve as the starting point for a referral process for further testing.

Meeting Date/Time:

In Attendance:

Meeting Roles
Facilitator: Note-taker: Time-keeper:

Opening (5 minutes):
- ☐ **Review Action Items** from previous meeting (add items here):
    - ☐
    - ☐
    - ☐

Agenda: MTSS Problem-Solving Cycle (35 minutes)
1. **IDENTIFY: What are we trying to improve? What evidence do we have?**
- ☐ **Add names of students to be discussed:**
    - ☐
    - ☐
    - ☐

2. **ANALYZE: What patterns or possible causes do we find in the evidence?**
- ☐ **Data Analysis:** Indicate what students' data will be reviewed: Screener, other assessment, EWI, behavior/discipline, survey, or other data to be reviewed)
- ☐

3. **PLAN: What are we going to do about it?**
- ☐ Document the meeting decisions in Branching Minds for each student

4. **IMPLEMENT: How will the plan(s) be carried out and monitored?**

☐ Indicate when the students' progress charts will be reviewed mid-cycle:

    ☐ Student and date

    ☐ Student and date

5. EVALUATE: Was Our Plan Successful?

☐ What are the outcomes?

    ☐ Student

    ☐ Student

Stakeholder Communication (10 minutes)

☐ Add items here

Closing (10 minutes):

☐

☐

Task	Assignee	Due

Parking lot of topics for other meetings:

☐ Add Items here

▌ **Download copy:** [MTSS Individual Student Support Team Meeting Agenda Template](#)

The Future of MTSS Meetings

Imagine a Student Support Team meeting where the agenda is automatically created using the most recent student data. Real-time note-taking captures every important detail, and follow-up actions are automatically generated.

This is no longer just a dream—it's the new reality with the **Branching Minds Meeting Assistant.**

This AI-powered feature **streamlines meeting preparation and progress tracking**, saving hours while ensuring your meetings are productive and student-centered.
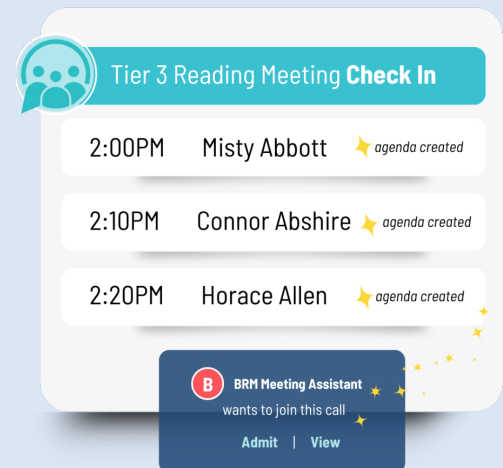
The Meeting Assistant provides:

➡ Automated agendas
➡ Meeting scheduling
➡ Real-time meeting summaries
➡ Next action steps

> "
>
> All my staff had to do was show up with a smile on their face and their device. To get the quality [preparation] you get from Branching Minds Meeting Assistant would take you at least an hour. This keeps us focused on the data.
>
> *— Heather Davis, Special Education Teacher*
> *Unadilla Valley Central School District, NY*

The Branching Minds Meeting Assistant

Tier 3 Reading Meeting **Check In**

2:00PM	Misty Abbott	⭐ agenda created
2:10PM	Connor Abshire	⭐ agenda created
2:20PM	Horace Allen	⭐ agenda created

B **BRM Meeting Assistant**
wants to join this call
Admit | View

See the Branching Minds MTSS platform in action.
Request a demo today!