**KY-ABRI Annual Plan of Action**

**Sample District or School**

**Date: TEAM LEADER: E-mail of Team Leader:**

**ANNUAL MTSS GOALS:**

**1.**

**2.**

**3.**

**PROFESSIONAL DEVELOPMENT NEEDS:**

**1.**

**2.**

**3.**

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| **Monthly Meeting Dates and Times:** | | | |
| **July** | **October** | **January** | **April** |
| **August** | **November** | **February** | **May** |
| **September** | **December** | **March** | **June** |

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| **Team Member Roles:** | | | **Name:** | | **School Position:** | | | |
| **Team Lead/Chair:** | | |  | |  | | | |
| **Time Keeper:** | | |  | |  | | | |
| **Note Taker:** | | |  | |  | | | |
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| **July**  **Meeting Date:** | **August**  **Meeting Date:** | **September**  **Meeting Date:** | | **October**  **Meeting Date:** | | **November**  **Meeting Date:** | **December**  **Meeting Date:** |
|  | * Collect, Graph, Analyze & Plan to Share Academic & Behavioral Data * Implementation   Team Meeting | * Collect, Graph, Analyze & Plan to Share Academic &   Behavioral Data   * Implementation   Team Meeting | | * Collect, Graph,   Analyze & Plan to  Share Academic &  Behavioral Data   * Implementation   Team Meeting | | * Collect, Graph, Analyze & Plan to Share Academic &   Behavioral Data   * Implementation   Team Meeting | * Collect, Graph, Analyze & Plan to Share Academic & Behavioral Data * Implementation   Team Meeting |

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| **January**  **Meeting Date:** | **February**  **Meeting Date:** | **March**  **Meeting Date:** | **April**  **Meeting Date:** | **May**  **Meeting Date:** | **June**  **Meeting Date:** |
| * Collect, Graph,   Analyze & Plan to Share Academic &  Behavioral Data   * Implementation   Team Meeting | * Collect, Graph,   Analyze & Plan to Share Academic &  Behavioral Data   * Implementation   Team Meeting | * Collect, Graph,   Analyze & Plan to Share Academic &  Behavioral Data   * Implementation   Team Meeting | * Collect, Graph,   Analyze & Plan to Share Academic &  Behavioral Data   * Implementation   Team Meeting | * Collect, Graph,   Analyze & Plan to Share Academic &  Behavioral Data   * Implementation   Team Meeting | * Collect, Graph,   Analyze & Plan to Share Academic &  Behavioral Data   * Implementation   Team Meeting |

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| **MEETING NOTES**  **August 2019**  **Members in Attendance:**  **AGENDA:** |
| **NOTES:** |

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| **ACTION ITEMS** | **Who is responsible?** | **Date to be completed.** | **How will it be monitored?** |
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| **MEETING NOTES**  **September 2019**  **Members in Attendance:**  **AGENDA:** |
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| **ACTION ITEMS** | **Who is responsible?** | **Date to be completed.** | **How will it be monitored?** |
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| **MEETING NOTES**  **October 2019**  **Members in Attendance:**  **AGENDA:** |
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| **ACTION ITEMS** | **Who is responsible?** | **Date to be completed.** | **How will it be monitored?** |
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| **MEETING NOTES**  **November 2019**  **Members in Attendance:**  **AGENDA:** |
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| **ACTION ITEMS** | **Who is responsible?** | **Date to be completed.** | **How will it be monitored?** |
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| **MEETING NOTES**  **December 2019**  **Members in Attendance:**  **AGENDA:** |
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| **ACTION ITEMS** | **Who is responsible?** | **Date to be completed.** | **How will it be monitored?** |
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| **MEETING NOTES**  **January 2020**  **Members in Attendance:**  **AGENDA:** |
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| **ACTION ITEMS** | **Who is responsible?** | **Date to be completed.** | **How will it be monitored?** |
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| **MEETING NOTES**  **February 2020**  **Members in Attendance:**  **AGENDA:** |
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| **ACTION ITEMS** | **Who is responsible?** | **Date to be completed.** | **How will it be monitored?** |
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| **MEETING NOTES**  **March 2020**  **Members in Attendance:**  **AGENDA:** |
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| **ACTION ITEMS** | **Who is responsible?** | **Date to be completed.** | **How will it be monitored?** |
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| **MEETING NOTES**  **April 2020**  **Members in Attendance:**  **AGENDA:** |
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| **ACTION ITEMS** | **Who is responsible?** | **Date to be completed.** | **How will it be monitored?** |
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| **MEETING NOTES**  **May 2020**  **Members in Attendance:**  **AGENDA:** |
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| **ACTION ITEMS** | **Who is responsible?** | **Date to be completed.** | **How will it be monitored?** |
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| **MEETING NOTES**  **June 2020**  **Members in Attendance:**  **AGENDA:** |
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| **ACTION ITEMS** | **Who is responsible?** | **Date to be completed.** | **How will it be monitored?** |
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