



## RTI Problem-Solving Team: Initial Meeting: Introductory Talking Points

<p><i>Welcome to this initial RTI Problem-Solving Team meeting.</i></p> <p><i>We are meeting today to develop a customized intervention plan.</i></p> <p><i>This plan will build on the strengths of our student, [Student Name], to help him/her to be more successful in school.</i></p>	<p><b>Statement of Purpose.</b> The opening segment clearly presents the purpose of the meeting, reminding participants that the single goal is to create an intervention plan to be implemented immediately to promote student success.</p>
<p><i>I am the facilitator for today's meeting.</i></p> <p><i>The person taking meeting notes will be _____.</i></p> <p><i>The case manager for this student is _____.</i></p> <p><i>The time-keeper for the meeting is _____.</i></p> <p><i>[If appropriate, have remaining team members introduce themselves.]</i></p>	<p><b>Introductions.</b> Participants are told which team members are assigned formal roles for the meeting, information that will help them to better understand the interactions and conversations that follow.</p>
<p><i>This meeting will last about 30 minutes.</i></p>	<p><b>Time Constraints.</b> Team members are reminded that the RTI Problem-Solving Team has only limited time within which to work--a prompt to remain on-topic and refrain from side-bar conversations.</p>
<p><i>Our team has much to do. To work efficiently, we will follow a structured problem-solving agenda. During today's meeting, we will:</i></p> <ul style="list-style-type: none"> <li><i>• stay focused on issues that are within our ability to change.</i></li> <li><i>• identify the top 1 or 2 intervention targets that we will work on.</i></li> <li><i>• design a written intervention plan with strategies to help our student to be successful.</i></li> <li><i>• set specific goals for improvement and choose ways to collect student data to track progress.</i></li> <li><i>• schedule a follow-up meeting in no more than 8 weeks to see how the intervention is going.</i></li> </ul>	<p><b>Agenda.</b> Briefly reviewing the meeting agenda informs those who are new to the RTI process of what to expect.</p> <p>The agenda review also reinforces the point that the RTI Team is expected to conclude the meeting with a viable intervention plan.</p>
<p><i>Everyone attending this meeting is a part of our RTI Team. So as we develop the intervention plan, you should all feel free to offer your ideas and to ask questions.</i></p> <p><i>Are there any questions at this time? If not, let's begin!</i></p>	<p><b>Rules of Engagement.</b> Participants are explicitly encouraged to be active participants in the discussion. This 'talking point' is especially important for participants who are new to the RTI Team process or who tend to be passive observers.</p>