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| COST Meeting Agenda Samples |  |

**Elementary School COST Agenda**

Date (first and third Tuesday of the month): October 7, 2014

Time: 9:00 am – 10:15 am

Roles

Facilitator:

Timekeeper:

Note Taker:

Outcomes

1. Review and formalize the COST referral process.
2. Review the COST rubric to be completed before the next meeting.
3. Identify and discuss new referrals for students requiring support.

Agenda

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| **Time** | **Topic** | **Action Required** |
| 9:00-9:05 | **Welcome (5 min)**   * Review agenda * Assign meeting roles | Information and decision on roles |
| 9:05-9:10 | **COST Referral Process (5 min)**   * Give feedback on the COST referral form and process for next year | Discussion and feedback |
| 9:10-9:25 | **COST Rubric (15 min)**   * Review and discuss COST rubric * Clarify the process for completion by next meeting | Discussion and feedback |
| 9:25-10:10 | **New Referrals (45 min)**   * Discuss and strategize new referrals * Clarify the next steps and assign a point person for each referral | Discuss strategies and assign point people |
| 10:10-10:15 | **Reflection and Closing (5 min)**   * Plus/delta * Identify any topics for the next meeting | Reflection |

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| **Team Agreements 2013-14** | | | |
| 1. Focus on services, not process or politics | 2. Assume positive intent | 3. Maintain confidentiality | 4. Collaborate, support each other, and celebrate success |

Middle School COST Agenda

Date (first and third Tuesday of the month): October 7, 2014

Time: 9:00 am – 10:15 am

Roles

Facilitator:

Timekeeper:

Note Taker:

Outcomes

1. Review expectations, norms, and roles for monthly COST meetings
2. Strategize supports for high priority students from across each member's caseload
3. Reflect on process and plan the next meeting

Agenda

1. **Welcome (15 min)**

Facilitator/Presenter: Assistant Principal

* Review meeting agenda
* Review of COST objective and expectations
* Revisit norms and roles

1. **Group Discussion of High Priority Students (50 min)**

Facilitator/Presenter: each COST member presents one student

* Present one student each from your respective caseloads that fall into either:
* Academics
* Attendance/absenteeism
* Behavioral or physical health concerns
* Sort by referral reason
* Strategize and determine next steps

1. **Closing (10 min)**

Facilitator/Presenter: Mental Health Clinician

* Review next steps
* Reflect on process
* Identify agenda items for the next meeting

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| **Team Agreements 2013-14** | | | |
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High School COST Agenda

Date (every Tuesday): October 7, 2014

Time: 9:00 am – 10:00 am

Roles

Facilitator:

Timekeeper:

Note Taker:

Outcomes

1. Review expectations, norms, and roles for monthly COST meetings

2. Strategize supports for high priority students from across each member's caseload

3. Reflect on process and plan the next meeting

Agenda

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| **Time** | **Topic** | **Presenter** |
| 9:00-9:05 | **Welcome (5 minutes)**   * Review agenda * Quick check-in | COST Coordinator |
| 9:05-9:45 | **New Referrals – 10 minutes per student (40 minutes)**  Four new referrals   * Present referral, previous interventions, and student response * Strategize possible supports and services * Decide on an action plan – student interventions and team coordination * Set point person and follow-up date | COST Coordinator |
| 9:45-9:55 | **Follow-Up on Prior Referrals (10 minutes)**   * Present original referral, COST interventions, current status, effectiveness of supports, and changing needs * Strategize and decide on an adjusted action plan * Close case or set next follow-up date | Point Person |
| 9:55-10:00 | **Closing (5 minutes)**   * Reflections or announcements * Identify any topics for the next meeting | COST Coordinator |

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