**CETA Visual Organizer**

Visual Organizers are used with the START Effective Teaming and Meeting Mechanics process guide. This CETA Visual Organizer is designed to help teams establish classroom priorities after completing the CETA. It can be used as a note-taking tool during the CETA review meeting, and visually displayed to the team through a projector, chart paper, or a whiteboard. As part of the process, team members can write strengths and priorities on post-it notes and place them in the appropriate section. The team can then cluster the items, and based on top clusters, discuss priorities and action steps for each section. The meeting should include follow up review of progress.

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| **Section** | **Items of Strength** | **Items of Priority** | **Action Steps** | **Follow-Up** |
| **Classroom Environment** |  |  |  |  |
| **Visual and**  **Organization Supports** |  |  |  |  |
| **Positive Behavioral Interventions and Supports** |  |  |  |  |
| **Instruction and Academic Engagement** |  |  |  |  |
| **Communication**  **Systems and Supports** |  |  |  |  |
| **Social Interaction and Peer to Peer Support** |  |  |  |  |
| **Adult Support and Interactions** |  |  |  |  |