

TIER I Readiness: TEAMS

Team Composition and Team Operating Procedures

Tiered Fidelity Inventory: Tier I Features	
<u>1.1 Team Composition:</u>	Tier I team includes a Tier I systems coordinator, a school administrator, a family member, and individuals able to provide (a) applied behavioral expertise, (b) coaching expertise, (c) knowledge of student academic and behavior patterns, (d) knowledge about the operations of the school across grade levels and programs, and for high schools, (e) student representation.
<u>1.2 Team Operating Procedures:</u>	Tier I team meets at least monthly and has (a) regular meeting format/agenda, (b) minutes, (c) defined meeting roles, and (d) a current action plan

Action Items

TFI	Action Item <i>(Not In Place; Partially; Fully In Place ->)</i>	NI	PI	FI
1.1	Team has administrative support and represents school community			
1.1	Back-up members are identified for all team functions (coach, data-analyst, recorder, data-entry, etc.)			
1.2	Team has established a clear mission/purpose and current action plan.			
1.2	Team runs efficient and effective regular meetings (at least monthly) with agenda and meeting minutes			
1.2	<i>School administrator is an active participant in 90% of meetings, protects meeting time, disseminates information during grade level/department meetings, faculty meetings, and parent/family meetings.</i>			
1.2	<i>Working Smarter Teaming Alignment document is completed</i>			
1.2	<i>Quick "Audit" or Resource Map of current practices, programs, initiatives is completed</i>			
1.2	<i>TIPS meeting procedure checklist complete</i>			

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Optional Activity: Aligning Teaming Structures = Working Smarter, Not Harder

Use the Working Smarter worksheet to complete the next two steps:

Step 1: Identify Current Teams (discipline, instruction, climate, school improvement, parent support, etc.) and Initiatives (Second Step, Character Counts, Spirit Committee, etc.)

Step 2: Complete the Working Smarter Table

Step 3: Based on your results, what committees or initiatives can you eliminate; combine; provide more support? How can you infuse PBIS into your current committees/teams?

Initiative/ Committee/ Team	Purpose and Strategic Goal Supported	Measurable Outcome(s) – Data Based	Target Group	Staff Involved	Overlap? Modify? Eliminate?

Teams 1.1 Activity 1: Team Composition

Take time to review some of the team roles below.

Sample Team Roles	Name(s)
<p>The administrator encourages and supports PBIS Leadership Team efforts by creating an environment conducive for successful PBIS implementation. The administrator will:</p> <ul style="list-style-type: none"> • Serve as the School District point of contact • Attend District PBIS trainings • Oversee the school’s PBIS assessment and SWIS accounts • Complete and collect data required for PBIS school evaluation and reports (TFI, SAS, EOY reports, etc.) • Ensure accuracy and consistency of SWIS data entry • Secure resources for PBIS planning and implementation 	Administrator
<p>The coach is the go-to person for school-wide PBIS implementation by guiding efforts with fidelity. The coach will:</p> <ul style="list-style-type: none"> • Ensure equal distribution of roles and responsibilities across all team members for PBIS implementation • Assist with school walkthroughs • Manage the development of the PBIS product book • Oversee the development of the School-wide PBIS Action Plan as well as the distribution of action items • Collaborate with School District Coordinator for external support • Attend District PBIS trainings and coaches’ meetings • Obtain access to PBIS assessments and SWIS accounts 	Coach
<p>The team leader/facilitator facilitates the PBIS Leadership Team Meeting’s process and progress. The Team Facilitator will:</p> <ul style="list-style-type: none"> • Develop meeting agenda and disseminate prior to the meeting • Set meeting goals and objectives • Facilitate the PBIS Leadership Team Meetings • Ensure the PBIS Leadership Team meets monthly • Ensure team norms are followed • Maintain Sign-In sheets 	Team Leader/Facilitator

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<p>The recorder keeps the notes of the PBIS team. The recorder will:</p> <ul style="list-style-type: none"> • Update the Action Plan during each meeting • Take minutes of each meeting 	<p>Recorder</p>
<p>The reporter or communicator can be several or all team members. The communicator will:</p> <ul style="list-style-type: none"> • Report back the work of the PBIS Team to the entire staff • Report back the work of the PBIS Team to their grade level or content team • Update communication systems that the school utilizes to communicate with parents and community members 	<p>Reporter/Communicator</p>
<p>The data analyst leads the PBIS Leadership Team through the data and problem-solving processes. The data specialist will:</p> <ul style="list-style-type: none"> • Analyze data and lead data discussions to formulate problem solving for PBIS Leadership Team Meetings • Develop precision statement(s) for PBIS Leadership Team Meetings • Prepare behavior/SWIS data for additional meetings as requested • Attend SWIS and problem-solving trainings • Ensure accuracy and consistency of SWIS data entry 	<p>Data Analyst</p>
<p>The behavior specialists should have a basic understanding of functions of behavior. The behavior specialists will:</p> <ul style="list-style-type: none"> • Ensure a focus on the root cause of behavior • Ensure that the team is focused on proactive strategies • Ensure the team is using evidence-based strategies and interventions 	<p>Behavior Specialist</p>
<p>All team members are responsible for being active supporters, implementers and leaders of PBIS in the school. All team members will:</p> <ul style="list-style-type: none"> • Attend PBIS school meetings monthly • Participate in the PBIS action planning process and complete assigned tasks • Follow meeting norms • Work to gain more knowledge and understanding of behavior • Become knowledgeable about PBIS outcome data and EOY reporting 	<p>All Team Members</p>

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<ul style="list-style-type: none"> • Set positive tone and lead by example – encouraging, teaching, prompting and providing practice and modeling for PBIS • Organize and promote professional learning activities • Communicate with students, families, and staff about PBIS implementation and use of the framework throughout the school 	
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Identify your team members:

Step 1: Complete the following chart to ensure that your team includes a Tier I school-based coach, a school administrator, a family member/student(optional), and individuals able to provide: behavioral expertise, coaching expertise, knowledge of student academic and behavioral patterns, and knowledge about the operations of the school across grade levels.

Step 2: Identify who will be the Coach, Data Entry person, the Data Analyst, the Team Leader, and Minute Taker etc. and consider Identifying back-ups for each role if not already completed.

Step 3: Determine dates to meet (at least monthly) and dates to present to the faculty (share data at least quarterly).

Name	Role	Back-Up	Email	Phone #
Day to meet:			Time:	
Location:				
Dates to present to faculty:				

Teams 1.2 Activity 1: Effective Meetings: Agenda and structure during team meetings

Step 1: Review the sample [Meeting Agenda](#) from the GaDOE PBIS website found on the Coaches' Clipboard.

Step 2: Identify and discuss key sections of the agenda

- Member Names
- Agenda Items
- Data
- 4-step Problem Solving Process
- Evaluation of Meeting

Step 3: Plan for the format/content of your team meetings.

Teams 1.2 Activity 2: Working Agreements = Norms

Reflect on the professional behaviors that characterize efficient and effective meetings you have attended. What working agreements will support your team's work and heighten your productivity? Sample Agreements/Norms:

- Start on time, end on time
- Listen to understand, not reply
- Use the team meeting process
- Actively participate
- Assume best intentions
- Schedule meeting dates for the year

Proposed Norms for Your Team