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| **Attend Meetings** | **Prepare for Meetings** | **Complete Assigned Activities** | **Deepen Personal Knowledge** |
| * Year 1: at least twice per month (more or less time might need to be allocated depending on the amount of work needing to be accomplished) | * Review the agenda | * The type of activities assigned depend on several factors:   + MTSS tier and content area   + Implementing schools needs based on their specific training scheduled and activities they are working to implement   + Depth of knowledge and skillset of team members: if one person is knowledgeable in MTSS implementation then there is a risk that many activities are assigned to that person by default | * Take the MTSS Practices Self-Assessment for the particular focus area the district will be targeted implementation |
| * Consistently attend meetings | * Review the minutes from the previous meeting to review discussion and decisions that were made/proposed | * Activities will need to be completed within the specified timeline | * Identify areas to deepen personal knowledge by accessing the on-line modules and/or suggested readings |
| * Arrive on time | * Review the necessary materials requested of team members prior to attending the meeting | * Some of the identified activities (especially at the end of year 1 and in years 2-3) will be to support the schools that are working to implement. | Examples of Areas to Deepen Personal Knowledge:   * Behavior Science 101 * Big Ideas of PBIS * Why and How of Acknowledgements * Defining 3-5 Schoolwide Expectations * Defining Behaviors Within a Matrix * Defining Major Behaviors vs. Minor Behaviors * Correcting Misbehavior Fluently * How to Generate and Analyze SWIS Reports * Problem-Solving the Big 5 SWIS Reports * How to Generate and Analyze Benchmark of Quality Reports * Overview of the Student Risk Screening Scale * Understanding the Big Ideas of Reading * Understanding the Big Ideas of Adolescent Literacy * Cueing Systems * Aligning the Text to the Purpose * Understanding the Different Purposes of Assessment |
| * Be a solution-focused contributor | * Communicate with the individual(s) providing MTSS coordination prior to the meeting to determine if anything is needed to make the meeting more productive | Example Year 1 Activity List:   * Reviewing district data to understand the need for a deeper level of MTSS implementation * Deepening knowledge by accessing on-line modules, reading articles or book chapters, or attending conferences * Braiding the Implementation Team with the work being generated by other district teams/committees * Attend the monthly District Implementation Team sessions hosted by the ISD |  |