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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
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| * 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
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| * 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
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| * 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
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