

Who

When

Monthly Tasks to Accomplish

- Create and distribute schedule of Tier 1 PBIS team meetings for school year.
- Establish schedule for communicating regularly with staff throughout year.
- Plan for and deliver staff kick-off.
- Review and finalize plans for student kick-off.
- Plan for parent kick-off. Parent kick-off can be accomplished in a number of ways; at minimum, a letter should be sent home describing PBIS, the school-wide expectations, and how parents can contact the school for more information.
- Create binder of all PBIS artifacts, including annual plan, behavior matrix, T-chart, acknowledgement system, cool tools, ODR data, and meeting minutes. As implementation progresses throughout year, add all new works to binder.

Monthly Team Meeting Planning

Prior to Meeting

- Gather and analyze prior year’s data using precision statements.
- Reserve meeting room, projector, etc.
- Contact team members for agenda item requests.
- Create and distribute meeting agenda.

During Meeting

- Establish and agree upon team meeting norms.
- Determine roles for all team members (e.g. facilitator, data analyst, minute taker).
- Establish sub-committees as appropriate to share monthly responsibilities for development and delivery of resources and assistance.
- Make final preparations for student and staff kick-off.
- Review data with precision statements and determine action needed.
- Summarize meeting discussions and decisions, and evaluate meeting.

After Meeting

- Complete meeting minutes and problem-solving action plan.
- Distribute meeting minutes and problem-solving action plan to all team members within 24 hours.
- Communicate team decisions with staff as appropriate.



Who

When

Monthly Tasks to Accomplish

- Contact PBS Surveys coordinator to open Team Implementation Checklist window for October. Notify internal coach of window and provide technical assistance as needed for giving directions to staff members.
- Plan to attend school PBIS team meetings at each school you coach. Schedule and distribute to internal coaches which meetings you plan to attend throughout year.
- Schedule and distribute quarterly district team meetings.
- Review prior year's data with internal coach/data analyst to develop precision statements for this year's planning.
- Update school lists and coach contact information.
- Remind schools to input SWIS school data (enrollment, number of days per month, etc.).
- Provide technical assistance to orient new team members.
- Meet with district RtI coordinator/coaches to insure consistency and look for ways to streamline meetings.
- Plan for training and technical assistance needs for teams for current year.
- Notify regional technical assistance coordinator of anticipated training needs.
- Plan to attend trainings with teams.



Who

When

Monthly Tasks to Accomplish

- Deliver student kick-off.
- Create and send kick-off feedback survey to staff.
- Collaborate with staff to plan grade level celebrations.

Monthly Team Meeting Planning

Prior to Meeting

- Gather and analyze prior year's data using precision statements.
- Reserve meeting room, projector, etc.
- Contact team members for agenda item requests.
- Create and distribute meeting agenda.

During Meeting

- Review team meeting norms.
- Document meeting minutes and problem-solving action planning.
- Review staff and student kick-off surveys. Discuss potential changes for next year.
- Complete Team Implementation Checklist and begin prioritizing and action planning based on results.
- Review current and previous year data with precision statements and determine action needed.
- Summarize meeting discussions and decisions, and evaluate meeting.

After Meeting

- Complete meeting minutes and problem-solving action plan.
- Distribute meeting minutes and problem-solving action plan to all team members within 24 hours.
- Communicate team decisions with staff as appropriate.



Who

When

Monthly Tasks to Accomplish

- Contact PBS Surveys coordinator to open Self-Assessment Survey (SAS) window for two weeks in October. Notify internal coach of window and provide technical assistance as needed for giving directions to staff members.
- Prompt internal coaches to plan for and complete Team Implementation Checklist during monthly team meeting.
- Plan for district leadership meeting. Prepare and distribute agenda. Agenda should include completion of SAS. Action planning for district team should be directed by results of SAS.
- Meet with district RtI coordinator/coaches to insure consistency and look for ways to streamline meetings.



Who

When

Monthly Tasks to Accomplish

- Notify all school staff of Self-Assessment Survey (SAS) window and provide directions for entering SAS responses. Participation may be increased by pairing survey completion with a faculty meeting (in the last few minutes of faculty meeting, staff go into computer lab and complete SAS) or providing an incentive for participation.
- Think about student acknowledgements. Areas of focus should be based on Cool Tool focus/fading for previously taught behaviors.
- Think about a reward/acknowledgement/motivator to keep the staff using PBIS.
- Develop system for informing new students and guest teachers/substitutes about PBIS practices.
- Provide information to parents in newsletters, at conferences, through PTA, etc.
- Share data with staff at faculty meeting and celebrate successes.

Monthly Team Meeting Planning

Prior to Meeting

- Gather and analyze current data using precision statements.
- Reserve meeting room, projector, etc.
- Contact team members for agenda item requests.
- Create and distribute meeting agenda.

During Meeting

- Review team meeting norms.
- Document meeting minutes and problem-solving action planning.
- Review current and previous year data with precision statements and determine action needed.
- Continue and/or complete action planning using TIC results.
- Use data to review previous month's problem-solving action plan(s).
- Plan Cool Tool development and booster teaching based on current and prior year data.
- Summarize meeting discussions and decisions and evaluate meeting.

After Meeting

- Complete meeting minutes and problem-solving action plan.
- Distribute meeting minutes and problem-solving action plan to all team members within 24 hours.
- Communicate team decisions with staff as appropriate.



Who

When

Monthly Tasks to Accomplish

- Send reminder to internal coach(es) if Team Implementation Checklist was not completed in September.
- Send reminder to internal coach(es) for Self-Assessment Survey (SAS) completion.
- Participate in district PBIS meeting. Complete SAS. Action planning for district team should be directed by results of SAS.

October
External Coach



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Who	When	Monthly Tasks to Accomplish
		<ul style="list-style-type: none"> If the Self-Assessment Survey (SAS) was not completed in October, notify all school staff of SAS window and provide directions for entering SAS responses. Participation may be increased by pairing survey completion with a faculty meeting (in the last few minutes of faculty meeting, staff go into computer lab and complete SAS) or providing an incentive for participation.
		<ul style="list-style-type: none"> Plan for school board presentation. Plan to include teacher, student, and parent in presentation.
		<ul style="list-style-type: none"> Plan for and conduct school-wide celebration of success.
		<ul style="list-style-type: none"> Share data and celebrate successes at faculty meeting.
		<h2 style="text-align: center;">Monthly Team Meeting Planning</h2> <p><i>Prior to Meeting</i></p> <ul style="list-style-type: none"> Gather and analyze current data using precision statements. Reserve meeting room, projector, etc. Contact team members for agenda item requests. Create and distribute meeting agenda. <p><i>During Meeting</i></p> <ul style="list-style-type: none"> Review team meeting norms. Document meeting minutes and problem-solving action planning. Review current and previous year data with precision statements and determine action needed. Review TIC Action Plan to see if still on target; revise as needed. Review SAS results and create action plan based on needs. Use data to review previous month's problem-solving action plan(s). Schedule time for teaching Cool Tools and conducting school-wide celebration. Review plan for school board presentation and ways to include teachers, students, and parents. Use data to review previous month's problem-solving action plan(s); revise if needed. Summarize meeting discussions and decisions and evaluate meeting. <p><i>After Meeting</i></p> <ul style="list-style-type: none"> Complete meeting minutes and problem-solving action plan. Distribute meeting minutes and problem-solving action plan to all team members within 24 hours. Communicate team decisions with staff as appropriate.

Who

When

Monthly Tasks to Accomplish

- Meet with internal coach to review Self-Assessment Survey results. Provide technical assistance for action planning.
- Review current and previous year data with precision statements and determine action needed.
- Provide technical assistance to internal coach for planning school board presentation.



Who

When

Monthly Tasks to Accomplish

- Present SWPBIS implementation information and data to school board. Include teacher, student, and parent in presentation.
- Plan for mid-year booster teaching.
- Provide information to parents in newsletters, at conferences, through PTA, etc.
- Share data and celebrate successes at faculty meeting.
- Enjoy your vacation! You've earned it!

Monthly Team Meeting Planning

Prior to Meeting

- Gather and analyze current data using precision statements.
- Reserve meeting room, projector, etc.
- Contact team members for agenda item requests.
- Create and distribute meeting agenda.

During Meeting

- Review team meeting norms.
- Document meeting minutes and problem-solving action planning.
- Review current and previous year data with precision statements and determine action needed.
- Schedule time for teaching Cool Tools and conducting mid-year booster teaching.
- Use data to review previous month's problem-solving action plan(s); revise if needed.
- Summarize meeting discussions and decisions, and evaluate meeting.

After Meeting

- Complete meeting minutes and problem-solving action plan.
- Distribute meeting minutes and problem-solving action plan to all team members within 24 hours.
- Communicate team decisions with staff as appropriate.



Who

When

Monthly Tasks to Accomplish

- Review current and previous year data with precision statements and determine action needed.
- Plan for district leadership meeting. Prepare and distribute agenda. Action planning for district team should be directed by results of Self-Assessment Survey.
- Contact PBS Surveys coordinator to open Team Implementation Checklist window for January team meeting.



Who

When

Monthly Tasks to Accomplish

- Deliver planned student booster teaching school-wide.
- Share data and celebrate successes at faculty meeting.
- Evaluate school-wide acknowledgement system; revise as necessary.
- Schedule time to develop new Cool Tools needed based on data.

Monthly Team Meeting Planning

Prior to Meeting

- Gather and analyze current data using precision statements.
- Reserve meeting room, projector, etc.
- Contact team members for agenda item requests.
- Create and distribute meeting agenda.

During Meeting

- Review team meeting norms.
- Document meeting minutes and problem-solving action planning.
- Complete Team Implementation Checklist and begin prioritizing and action planning based on results.
- Review current and previous year data with precision statements and determine action needed.
- Use data to review previous month's problem-solving action plan(s); revise if needed.
- Summarize meeting discussions and decisions, and evaluate meeting.

After Meeting

- Complete meeting minutes and problem-solving action plan.
- Distribute meeting minutes and problem-solving action plan to all team members within 24 hours.
- Communicate team decisions with staff as appropriate.



Who

When

Monthly Tasks to Accomplish

- Prompt internal coaches to plan for and complete Team Implementation Checklist (TIC) during monthly team meeting.
- Participate in district PBIS leadership team meeting. Review current implementation of each school, based on TIC and Self-Assessment Survey (SAS) data. Plan for necessary professional development and technical assistance. Review and revise action plan based on results of SAS. Guidance for action-planning can be viewed [here](#)
- Meet with district RtI coordinator/coaches to insure consistency and look for ways to streamline meetings.



Who

When

Monthly Tasks to Accomplish

- Provide information to parents in newsletters, at conferences, through PTA, etc.
- Share data with staff at faculty meeting and celebrate successes.
- Meet with administrator to discuss PBIS budget needs for next school year for training, support, time, and celebrations.
- Consider applying for grants to support PBIS in your school.
- Plan and conduct school-wide or grade-level celebrations of success.

Monthly Team Meeting Planning

Prior to Meeting

- Gather and analyze current data using precision statements.
- Reserve meeting room, projector, etc.
- Contact team members for agenda item requests.
- Create and distribute meeting agenda.

During Meeting

- Review team meeting norms.
- Document meeting minutes and problem-solving action planning.
- Review current and previous year data with precision statements and determine action needed.
- Plan Cool Tool development and booster teaching based on current and prior year data.
- Use data to review previous month's problem-solving action plan(s); revise if needed.
- Summarize meeting discussions and decisions, and evaluate meeting.

After Meeting

- Complete meeting minutes and problem-solving action plan.
- Distribute meeting minutes and problem-solving action plan to all team members within 24 hours.
- Communicate team decisions with staff as appropriate.



Who

When

Monthly Tasks to Accomplish

- Send reminder to internal coach(es) if Team Implementation Checklist (TIC) was not completed in January.
- Meet with internal coach to review TIC results. Provide technical assistance for action planning.

February
External Coach



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Who

When

Monthly Tasks to Accomplish

- Plan for spring booster teaching.
- Provide information to parents in newsletters, at conferences, through PTA, etc.
- Share data and celebrate successes at faculty meeting.
- Conduct school-wide or grade-level celebrations of success if not done in February.
- Begin planning for spring Benchmarks of Quality self-assessment.

Monthly Team Meeting Planning

Prior to Meeting

- Gather and analyze current data using precision statements.
- Reserve meeting room, projector, etc.
- Contact team members for agenda item requests.
- Create and distribute meeting agenda.

During Meeting

- Review team meeting norms.
- Document meeting minutes and problem-solving action planning.
- Review current and previous year data with precision statements and determine action needed.
- Review TIC action plan; revise as needed.
- Schedule time for teaching Cool Tools and conducting spring booster teaching.
- Use data to review previous month's problem-solving action plan(s); revise if needed.
- Summarize meeting discussions and decisions, and evaluate meeting.

After Meeting

- Complete meeting minutes and problem-solving action plan.
- Distribute meeting minutes and problem-solving action plan to all team members within 24 hours.
- Communicate team decisions with staff as appropriate.



Who

When

Monthly Tasks to Accomplish

- Review current and previous year data with precision statements and determine action needed.
- Plan for district leadership meeting. Prepare and distribute agenda. Action planning for district team should be directed by results of Self-Assessment Survey.
- Contact PBS Surveys coordinator to open Benchmarks of Quality window for April.

March
External Coach



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Who

When

Monthly Tasks to Accomplish

- Deliver planned student booster teaching school-wide.
- Share data and celebrate successes at faculty meeting.
- Evaluate school-wide acknowledgement system; revise as necessary.
- Review Wisconsin PBIS Network application for recognition and determine whether your school should apply for recognition.
- Complete Benchmarks of Quality (BoQ) and submit to PBS Surveys coordinator to be entered into PBS Surveys website.

Monthly Team Meeting Planning

Prior to Meeting

- Gather and analyze prior year’s data using precision statements.
- Reserve meeting room, projector, etc.
- Contact team members for agenda item requests.
- Create and distribute meeting agenda.

During Meeting

- Review team meeting norms.
- Document meeting minutes and problem-solving action planning.
- Complete BoQ and begin prioritizing and action planning for next year based on results. (If your team reaches a score of 70 on the BoQ, congratulations, you’ve reached fidelity! You do not need to complete the Team Implementation Checklist next year!)
- Review current and previous year data with precision statements and determine action needed.
- Use data to review previous month’s problem-solving action plan(s); revise if needed.
- Summarize meeting discussions and decisions, and evaluate meeting.

After Meeting

- Complete meeting minutes and problem-solving action plan.
- Distribute meeting minutes and problem-solving action plan to all team members within 24 hours.
- Communicate team decisions with staff as appropriate.



Who

When

Monthly Tasks to Accomplish

- Prompt internal coaches to plan for and complete Benchmarks of Quality (BoQ) during monthly team meeting.
- Prompt internal coaches to submit BoQ to PBS Surveys coordinator to enter into PBS Surveys website.
- Participate in district PBIS leadership team meeting. Review current implementation of each school, based on BoQ, Team Implementation Checklist, and Self-Assessment Survey (SAS) data. Plan for necessary professional development and technical assistance. Review and revise action plan based on results of SAS.
- Meet with district RtI coordinator/coaches to insure consistency and look for ways to streamline meetings.



Who

When

Monthly Tasks to Accomplish

- Deliver planned student booster teaching school-wide.
- Share data and celebrate successes at faculty meeting.
- Begin planning for next year’s staff and student kick-offs.
- Submit Benchmarks of Quality (BoQ) to PBS Surveys coordinator to enter into PBS Surveys website, if not already done.
- Review criteria for and, if applicable, apply for school recognition with the Wisconsin PBIS Network.
- Plan for and begin annual data collection for end of year submission to Wisconsin PBIS Network.

Monthly Team Meeting Planning

Prior to Meeting

- Gather and analyze current data using precision statements.
- Reserve meeting room, projector, etc.
- Contact team members for agenda item requests.
- Plan and conduct end-of-year school-wide celebration.
- Create and distribute meeting agenda.

During Meeting

- Review team meeting norms.
- Document meeting minutes and problem-solving action planning.
- If not completed last month, complete BoQ and begin prioritizing and action planning for next year based on results. (If your team reaches a score of 70 on the BoQ, congratulations, you’ve reached fidelity! You do not need to complete the Team Implementation Checklist next year!)
- Begin planning for next year’s student and staff kick-offs.
- Review current and previous year data with precision statements and determine action needed.
- Schedule time for teaching Cool Tools and conducting end-of-year school-wide celebration of success.
- Summarize meeting discussions and decisions, and evaluate meeting.

After Meeting

- Complete meeting minutes and problem-solving action plan.
- Distribute meeting minutes and problem-solving action plan to all team members within 24 hours.
- Communicate team decisions with staff as appropriate.



Who	When	Monthly Tasks to Accomplish
		<ul style="list-style-type: none"> • Prompt internal coaches to plan for and complete Benchmarks of Quality (BoQ) during monthly team meeting, if not completed last month.
		<ul style="list-style-type: none"> • Prompt internal coaches to submit BoQ to PBS Surveys coordinator to enter into PBS Surveys website, if not already completed.
		<ul style="list-style-type: none"> • Meet with internal coach to begin data collection for end-of-year submission to Wisconsin PBIS Network.
		<ul style="list-style-type: none"> • Review criteria for and, if applicable, apply for school recognition with the Wisconsin PBIS Network.



Who	When	Monthly Tasks to Accomplish
		<ul style="list-style-type: none"> Review year-end data and present to staff. Celebrate successes!
		<ul style="list-style-type: none"> Conduct end-of-year celebration if not done in May.
		<ul style="list-style-type: none"> Continue planning for next year's staff and student kick-offs.
		<ul style="list-style-type: none"> Complete annual data collection for end-of-year submission to Wisconsin PBIS Network and submit to external coach.
		<ul style="list-style-type: none"> Review PBIS binder and be sure all information is in place for reference next year.
		<ul style="list-style-type: none"> Meet with administrator to review progress and outcomes for year and discuss needs/changes for next year.
		<h3>Monthly Team Meeting Planning</h3> <p><i>Prior to Meeting</i></p> <ul style="list-style-type: none"> Gather and analyze current data using precision statements. Reserve meeting room, projector, etc. Contact team members for agenda item requests. Create and distribute meeting agenda. <p><i>During Meeting</i></p> <ul style="list-style-type: none"> Review team meeting norms. Document meeting minutes and problem-solving action planning. Finalize planning for next year's student and staff kick-offs. Summarize meeting discussions and decisions, and evaluate meeting. Celebrate the great work you did this year! <p><i>After Meeting</i></p> <ul style="list-style-type: none"> Complete meeting minutes and problem-solving action plan. Distribute meeting minutes and problem-solving action plan to all team members within 24 hours. Communicate team decisions with staff as appropriate.



Who

When

Monthly Tasks to Accomplish

- Submit end of year data to Wisconsin PBIS Network. (Submit to: info@wisconsinpbisnetwork.org)
- Meet with internal coaches to review progress and outcomes for year and discuss needs/changes for next year.

June
External Coach



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