





PBIS for Young Learners

A Team Lead Guide



ohioeducationstation.org







PBIS for Young Learners

A Team Lead Guide

Designed to accompany Ohio's Early Childhood PBIS modules

Table of Contents

My View as a Team Lead
TFI 2.1
Tier 1 Action Plan
Module Summary
Team To-Do List5
Team Activity 1: Team Discussion
Team Activity 2: Leadership Team Roster
Team Activity 3: Family Connection Tool
Family/Community Connection 8
Team Activity 4: Create an agenda format
Team Activity 5: Mission Statement
Wrap Up
Data Checkpoint:
References and Resources

My View as a Team Lead

At the heart of PBIS is all about building positive relationships. The "work" allows us to be intentional and consistent. It also allows a school system or district to ensure that we are all moving in the same direction with common goals in mind. When this happens, powerful change can occur. I have joked that when you get started with PBIS implementation it can feel like drinking from a fire hose. That is why these modules and guides are so helpful to break down implementation step by step.

When I started this process, I wanted to jump to Tier 3 immediately because we had students that needed that level of support, and I wanted to solve that first. I quickly learned that it simply will not work. We would have exhausted all our resources and staff without a firm foundation to build on. My PBIS coach would always say "go slow to go fast." This advice has held true!

One of our greatest successes happened at the very beginning over nine years ago. We met as a team and carefully and critically scored Tier 1 of the TFI. Our initial score was extremely low, 33% Tier 1. I work in a great school, and we had been doing wonderful things for many years, but we were missing some critical features of PBIS that could make our jobs easier and support students better. This was very eye opening for all of us. Our leadership team quickly began working on each item of the TFI step by step to create a system that worked for us. Currently our data shows all three tiers of PBIS at 90% or higher implementation fidelity. Implementation at this level meant a reduction in the number of students that need support at Tier 2 and Tier 3. Additionally, each year we are seeing a reduction in the number of students that have multiple office referrals over the course of the year. While we still see behaviors occur our system now allows us to systematically respond and determine if intervention is working based on data.

The impact of PBIS has spread to area preschools and camps in our district and includes the local support of businesses and our city hall. PBIS helped my school and district build clear and common expectations, acknowledge students for both academic and behavioral successes, and use data to make decisions on improvement. All of this systematically supports the goal of building positive relationships with all students and creates schools of which both students and staff are proud.

Sincerely,

Erica Bauer

School Counselor/ District PBIS Coordinator



TFI 2.1

One of the first tasks for the team is to score the TFI. Make sure the entire team is part of the scoring process. Do not be discouraged if your initial score is low. That means there is plenty of room to improve! By the time you have completed this guide, you will have greatly improved your score. Your team will score the TFI at least annually moving forward. (link TFI)

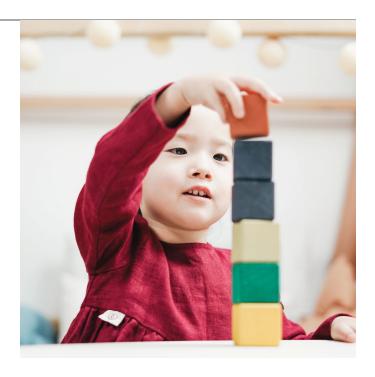
Tier 1 Action Plan

The action plan is an organizational tool that your team will use year after year to organize and track items that still need to be completed, to implement with fidelity. You will log action steps, the person responsible for those action steps, and a timeline for completion. This will be updated at least annually after scoring the TFI. (Action plan) It may be helpful to create a PBIS folder that can be shared with your team to house all the documents you will create. The action plan is important to include in your folder. This will be referenced throughout the modules.

Module Summary

Establishing a strong leadership team is the foundation of the work to come. The team will be the voice and catalyst for change in your building. This module will help guide you to ensure that you have a team that represents your building make-up and that the logistics for having a successful team are addressed. In this module, you will learn the following about building leadership teams:

- Why the PBIS Leadership Team is important
- Who should be on the Leadership Team including required members and Early Childhood considerations for recommended members
- What the responsibilities of the Leadership Team include
- How the Leadership Team will work effectively and efficiently using operating procedures and defined roles
- How the Leadership Team will make progress



PBIS is a team approach. The leadership team will drive the work forward. A "leadership team must build consensus and capacity among staff, support the implementation of a wide variety of practices, and review data to make informed decisions for enhancing or modifying Tier 1 support. It is important to have the right people at the table. The PBIS Leadership Team has an opportunity to create lasting and meaningful change for schools. When teams use a shared leadership approach, all members feel valued and responsible for the work."

~ Considerations for Leadership Teams

Team To-Do List

This to-do list is broken into the key items that need to be completed for this module. In addition to referencing the TFI, these considerations can be key discussion points with your team. They can be used to help build a new team or as fidelity checkpoints for an existing team. Notes can be taken to create a record of what needs to be done.

To learn more about Early Childhood PBIS coaching contact <u>your regional State Support</u> Team consultant

Key Items	Considerations	Notes	Reviewed
	Are all roles in TFI represented?		
Identify members.	Who still needs to be invited?		
	Is your staff represented well?		
Ensure the leadership team is trained or are being trained in Tier 1 PBIS	Will team members work through the modules individually or as a group? What are the expectations of team members?		
What is our mission statement? What is	Did the team have a voice in the mission statement?		
our overall purpose and goal for building?	What are the key priority points to include?		
Create a schedule for the school year	What is an easy way for all staff to be invited to meetings?		
of regular monthly meetings.	Calendar invites and reminders can be helpful.		
Create an agenda	Does your district have an agenda format that could be used for PBIS?		
format that includes roles, attendance, data collection, and a running record of meeting notes.	Check that your agenda meets the requirements of the TFI.		
	Is there a spot for data collection and action planning on your agenda?		



Team Discussion



In the module, you completed a case study examining the essential roles within a team. As a team, discuss the various roles that may be needed, consider these roles, and jot down who may be a good fit. Are there other roles that your team feels are important? Are there additional talents in the team that could be utilized?

Each meeting you will need:



Systems Coordinator



Administrator



Family Member



Applied Behavioral Expertise



Coaching Expertise



Academic Behavior Patterns



Operations Across Classes/Settings

You may also want to consider who would be willing to:



Take meeting notes



Share updates to the building



Build community relationships



Organize meeting dates



Design materials and visuals for building



Data manager

Team Activity 2:

Leadership Team Roster

On the sample team roster, list each team member, their position and any talents or interests they have. This will help divide the workload and establish shared leadership.

Building	School Year
· · J	

Team Member Name	Title and/or PBIS Team Role	Special Interests/ Talents
E.g. Mr. Smith	Gym Teacher, Team Lead	Great at organizing a team
E.g. Miss Jones	School Counselor	Interested in partnering with local businesses

Team Activity 3:

Family Connection Tool



Family/Community Connection

Are there community members who should be included on the team?

Possibly a counseling center that the school contracts with, PTA, local business partners? These partnerships can really help promote the goals of PBIS and ensure that all voices are heard.

How will family members be represented on your team?

Create a list of potential family/community members to be invited. Start small and invite a few to get started.

Member	Type (Family, Community, PTA, etc.)	Contact Info	Who will invite them?

Team Activity 4:

Create an agenda format

In the module, you saw samples of team agendas. You can use an agenda that your building is familiar with, or you can select one of the sample agendas from the module or this guide and adapt it to your building's needs.

Your agenda should include defined roles, meeting norms, minutes (notes), and data review with clear action steps related to data. In addition, it may be helpful to link your action plan to your agenda to reference during the meeting. In the module, it is recommended that the team only focus on up to three action steps at a time.

As a team look at the sample agendas, your current agenda, and or a familiar building agenda. Create a format that works for your team.

Team Activity 5:

Mission Statement



Here are some guiding questions reviewed in the online module. These are great discussion points for your team to work through. These questions will lead to your mission statement. Your mission statement should be concise and clear.

- 1. What will this team do?
- 2. How will you do what you want to do?
- 3. Why does the leadership team exist?
- 4. How will we know what we are doing is working?

Wrap Up

Congratulations!

You have completed leadership teams.

In this module you worked on:

- Establishing your team
- Creating a meeting schedule and agenda format
- Creating a mission statement

These are huge accomplishments that will help your team stay on track and be productive with the time you have.

Before you move on to the next module, remember to add any unfinished items to your action plan to be completed at a later date. Any missing or remaining items in regard to leadership teams can be tracked on the action plan. This is a working document. Items added to the action plan should include what needs to happen, who is responsible and a completion date. In addition, you can always reach out to your local State Support Team for additional support.

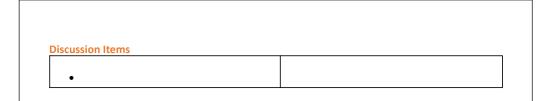
Data Checkpoint:

Collecting data is a critical job of the PBIS leadership team. It is a great idea to get in the habit of looking at data each step of the way as you are building your PBIS team and begin reimplementation. Your first data point could be your initial TFI score. Consider using PBISapps to input your initial data score and then discuss the results with your team. This program provides helpful graphs and reports that can be analyzed by the team. Remember, if this score is low or not what you hoped for this is okay. The modules and this guide will assist your team in the progress you are working towards.

Check with your district lead or State Support Team/Educational Support Center consultant to determine if you already have an account with PBISApps to enter your TFI scores.

Implementation of PBIS cannot be undertaken alone. Don't forget to utilize the variety of supports and resources available through your building, district, region and the Ohio Department of Education and Workforce. To learn more about Early Childhood PBIS coaching contact your regional State Support Team consultant.

References and Resources



1.

Tier 1 PBIS Leadership Team

PBIS Attendance

Team Members		Oct	Nov	Dec	Jan	Feb	Ma	Aprl	May
	Sept								

Location:	Date:
Facilitator:	Timekeeper:
Process Observer:	Recorder:

PBIS Meeting Norms

- Respectfully & actively listen to the ideas of others and keep their perspectives in mind. Have opportunities to share in an anonymous & public way.
- Limit side conversations. Solution oriented.
- Student focused.

- Serve as a voice for the group(s) you represent.
 Allow time for thoughtful decision-making.
 Consensus on shared/unified message to staff.
 Monitor and follow up on initiatives/plans.

Welcome and Good News

- Good News
- Review the Meeting Norms
- Assignment of Roles
- Agenda Review

Good	News

Young Learners
r

and support classroom teachers when they see that a child has had 3 or more BIRs in a week. Please feel free to reach out to them if you need any other help or support for a specific student or students.

PBIS COMMUNICATOR

October

The PBIS COMMUNICATOR is a summary of The PBIS Leadership Team's Monthly meetings.

NATIONAL PBIS LEADERSHIP FORUM

Team members will be traveling to Chicago this week to present at the National PBIS Leadership Forum. They will be sharing the great PBIS program that everyone has helped to develop and implement over the past few years. It has truly been a team effort! GREAT JOB!

PBIS GOLD

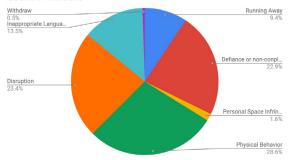
The Ohio PBIS Virtual Showcase will be held December 6th where we will officially receive the PBIS Gold Award. Congratulations!

DATA

Thank you to EVERYONE for doing such a great job of filling out the Behavior Incident Reports in September. September's BIR data showed that behavior incidents were up this year as compared to years past.

As you can see from the chart below, the biggest incident categories this month were Physical Behavior and Disruption with Defiance/Noncompliance close behind.





We have worked some of the kinks out this month and hope that this will help slow down Tier 1 behavior incidents during October. We will analyze the BIR data during their weekly TBT. Their goal is to check in with

oster has strategies to use with students

the students might need short Movement get the wiggles out and get the students

before whole group and/or transitions to

p resolving conflict/frustration with

share with staff.

or Incident Reports" with Staff









ohioeducationstation.org