Peasley Middle Teaming Organizational Structure 2021-2022

Principal: Dr. Craig Reed   *Asst. Principal: Ms. Cathy Balderson*

TEAM Meeting	Purpose & Responsibilities	Data Reviewed	Forms Needed	Who Should Attend? Annually update Names of Team Members	Avg. length of meeting	Frequency / Timing
VTSS/ Leadership School Team	• To align school-wide systems, practices and data-informed decisions within the VTSS framework • To lead development and monitor progress of school vision and mission • To advise admin team • To provide input re: school initiatives • To create and progress monitor the Effective School Plan • To direct work of various school teams • To support first year teachers	School-wide overall data: • behavioral • academic • attendance • grades • content trends • walk through data	• Shared Agenda • Meeting minutes • Data protocol	• Dr. Reed, Principal • Ms. Balderson, AP • VTSS Chair(s) • Instructional Specialists • Interventionists • Teacher reps (Core (Content Lead), Grade Chairs, Elective, Spec. Ed., etc.) • School Counselor(s) • PBIS Team Lead • Division coach (Acad.) • School Psych (Div. Coach)	~1 hour Need time(s) of day on this column	1-2 x per month Need to put specific meeting days of mo. on this column

PBIS School Team	• To promote positive academic and behavioral outcomes for all students, and make PBIS part of the culture and fabric of Peasley Middle School
	• To implement specific PBIS initiatives
	  ○ Student of the Month
	  ○ Teacher of the Month
	  ○ Referral vs. Classroom managed behavior flow chart
	  ○ Advisory Lessons
	• Creation and monitoring of the PBIS section in the effective school plan
		• SWIS
		• ODRs
		• DESSA
		• Attendance
		• ??Climate Data??
			• Shared Agenda
			• Meeting minutes
			• Data protocol for SWIS data
				• PBIS Chair
				• Admin
				• School Counselors
				• School psych
				• Teacher reps (core, elective, Spec. ed., etc.)
				• Interventionist(s)
					~ 1 hour	1-2 x per month

TEAM Meeting	Purpose & Responsibilities	Data Reviewed	Forms Needed	Who Should Attend? Annually update Names of Team Members	Avg. length of meeting	Frequency / Timing
Department Mtg *English Math Science History Exploratory*	• To discuss content-specific information relevant to all grade levels • To implement consistency within the department in instruction and assessment • To plan lessons and instructional strategies guided by vertical alignment that are cohesive and connect to previous and future standards and skills • To review status of initiatives in the ESP for respective departments • To determine how school-wide initiatives fit into content areas	• Determined by admin or Instructional Specialists	• Shared Agenda • Meeting minutes • Data protocol	• Dept Lead • Admin • Content Teachers (general and spec. ed.) • Div. Instructional Specialists • Interventionist	~1 hour	1x per month
Grade-level Mtg *6th Grade 7th Grade 8th Grade*	• To discuss regular grade-level business • To review Specific Grade Level Data • To build positive learning communities by developing specific activities to reinforce PBIS prevention and responsive practices at the classroom level	• Determined by admin or Instructional Specialists	• Shared Agenda • Meeting minutes • Data protocol	• Grade Level Lead • Admin • Grade Level Teachers (general and spec. ed) • Interventionists	~1 hour	1x per month
Grade Level Subjects *(e.g. Math 6, Math 7, Math 8)* **Common Assessment Mtg**	Determine students' mastery of specific standards/ content 1. To implement instructional strategies and pedagogy to support students for specific grade level subjects 2. To design and plan lessons collaboratively. 3. To analyze summative and formative student achievement and implement next steps.	• Common assessment data • Grades	• Shared Agenda • Meeting minutes Secondary Data Reflection Protocol (with Unit Assessment Sample) Secondary Data Reflection Protocol (with Universal Screening Sample)	Grade/Content level teachers Interventionists Instructional Specialists	~1 hour	Minimum 1x per month following common assessments (unit tests)

TEAM Meeting	Purpose & Responsibilities	Data Reviewed	Forms Needed	Who Should Attend? Annually update Names of Team Members	Avg. length of meeting	Frequency / Timing
Universal Screening Review	• Review progress for all students to determine strengths/weaknesses of Tier I instruction	• Academic U.S. data • Behavioral U.S. data	• Shared Agenda • Meeting minutes Secondary Data Reflection Protocol (with Unit Assessment Sample) Secondary Data Reflection Protocol (with Universal Screening Sample)	• Admin, • Grade level • Content teachers • Interventionists • School Counselor(s) • School Psychologist	~1 hour	3 x per year following Fall, Winter, & Spring US

Tier II Data Mtg	• Review outcome data of intervention groups
	  ○ Effectiveness of Interventions - is intervention working for 80%
	  ○ Quick look at progress of students within intervention
	
	• Secondary- Review current EIB placements
		• Progress Monitoring of intervention effectiveness
		• Student growth data
			• Shared Agenda
			
			• Meeting minutes
			
			Elem Math Data Reflection Protocol
			
			Elem Reading Data Reflection Protocol
			
			Secondary Data Reflection Protocol (with Unit Assessment Sample)
			
			Secondary Data Reflection Protocol (with Universal Screening Sample)
				• Admin.
				• Grade Level content teachers
				• Interventionists
				• School counselor
					~1 hour	1x per month, common planning time

Individual Student Problem Solving Mtg (~5% of students)	• Problem-solving for individual students who are not making progress	• Progress monitoring data • Grades • Behavior plans • Running records • Intervention assessments • Any other data pertinent to student progress	Individual Problem-Solving Meeting Minutes Form	• Admin. • Interventionists • Teacher • Parent/Guardian • Counselor • Others, as appropriate	~30 min	As determined by individual student needs