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PBIS – Tier I
New Team Professional Learning

TFI 1.2 Team Operating Procedures

Virtual Norms

Expectations	What does that look like?
Be Engaged	• Unmute to share ideas/questions. • Participate in virtual activities.
Be Respectful	• Eliminate distractions like cell phones, email, social media, and background noise. • Give others time to talk and share. • Be committed to attend all three days.
Be Prepared	• Download materials prior to the session. • Set dates/times with your team to continue action planning after professional learning.

Professional Learning Roadmap

Where We've Been

- 1.1 Team Composition

Our Focus in this Module

- 1.2 Team Operating Procedures

Feature	Possible Data Sources	2 Points Fully Implemented	1 Point Partially Implemented	0 Points Not Implemented
1.2 Team Operating Procedures: Tier I team meets at least monthly and has (a) regular meeting format/agenda, (b) minutes, (c) defined meeting roles, and (d) a current action plan.	• Tier I team meeting agendas and minutes • Tier I meeting roles and descriptions • Tier I action plan	Tear I team meets at least monthly and uses regular meeting format/agenda, minutes, defined roles, AND has a current action plan	Tier I team has at least 2 but not all 4 features	Tier I team does not use regular meeting format/agenda, minutes, defined roles, or a current action plan

What will we know and do?

- Understand and communicate the importance of a vision for implementing VTSS
- Establish a relevant and clear mission statement that includes input and feedback from all stakeholders
- Develop effective and efficient meeting foundations with roles and responsibilities

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What is the most generous act you're seen recently?

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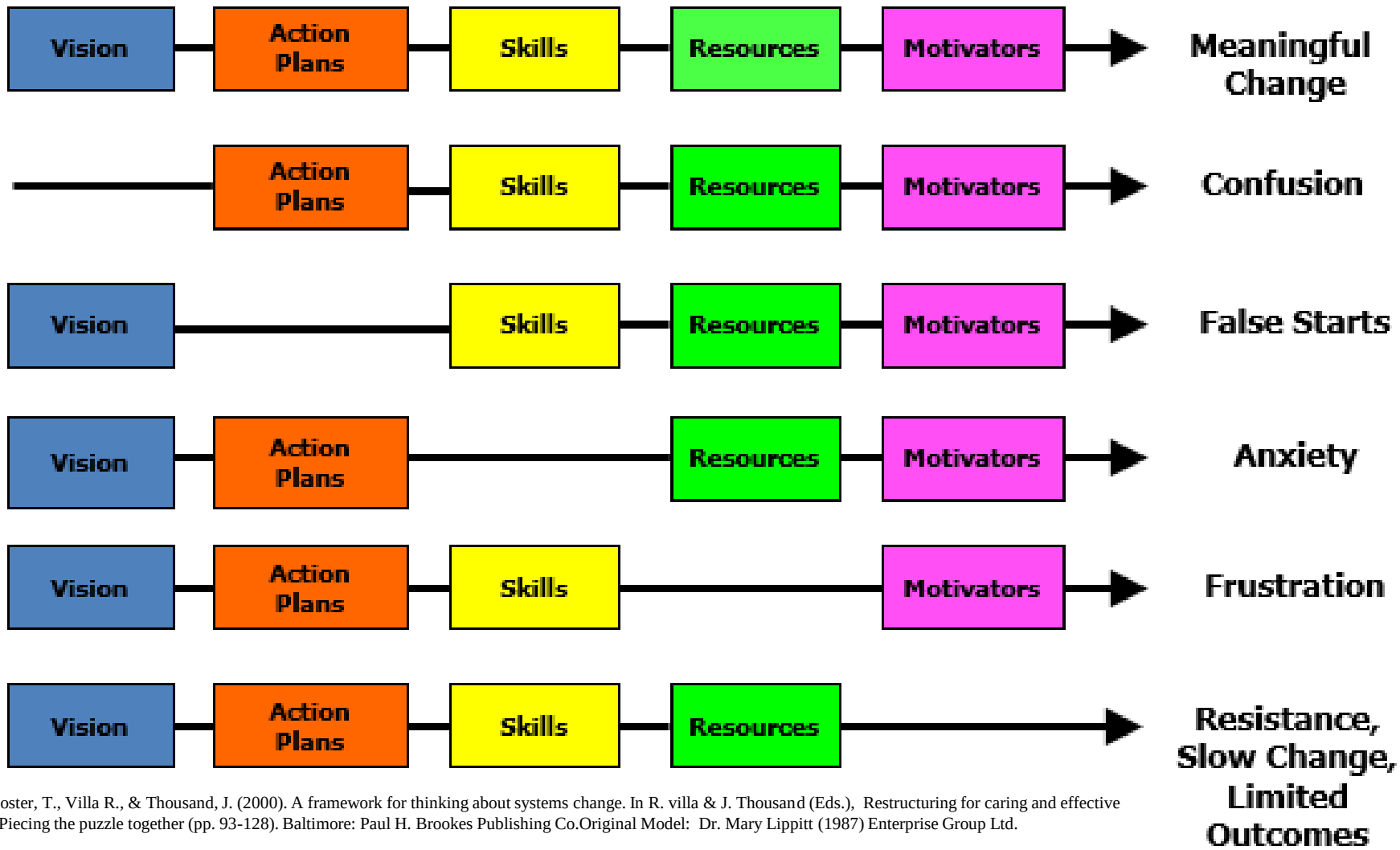
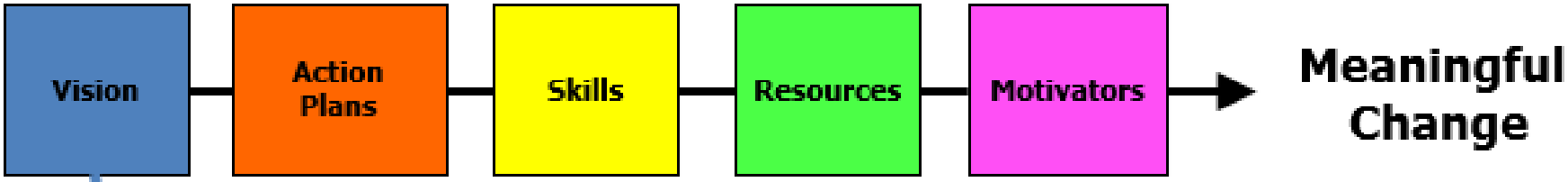
The Trouble with Change

The Team's Work is Managing Change



Source: Knoster, T., Villa R., & Thousand, J. (2000). A framework for thinking about systems change. In R. villa & J. Thousand (Eds.), Restructuring for caring and effective education: Piecing the puzzle together (pp. 93-128). Baltimore: Paul H. Brookes Publishing Co.Original Model: Dr. Mary Lippitt (1987) Enterprise Group Ltd.

The Team's Work is Managing Change



Let's start here!
Remember…without a clear vision…people are confused!

Source: Knoster, T., Villa R., & Thousand, J. (2000). A framework for thinking about systems change. In R. villa & J. Thousand (Eds.), Restructuring for caring and effective education: Piecing the puzzle together (pp. 93-128). Baltimore: Paul H. Brookes Publishing Co.Original Model: Dr. Mary Lippitt (1987) Enterprise Group Ltd.

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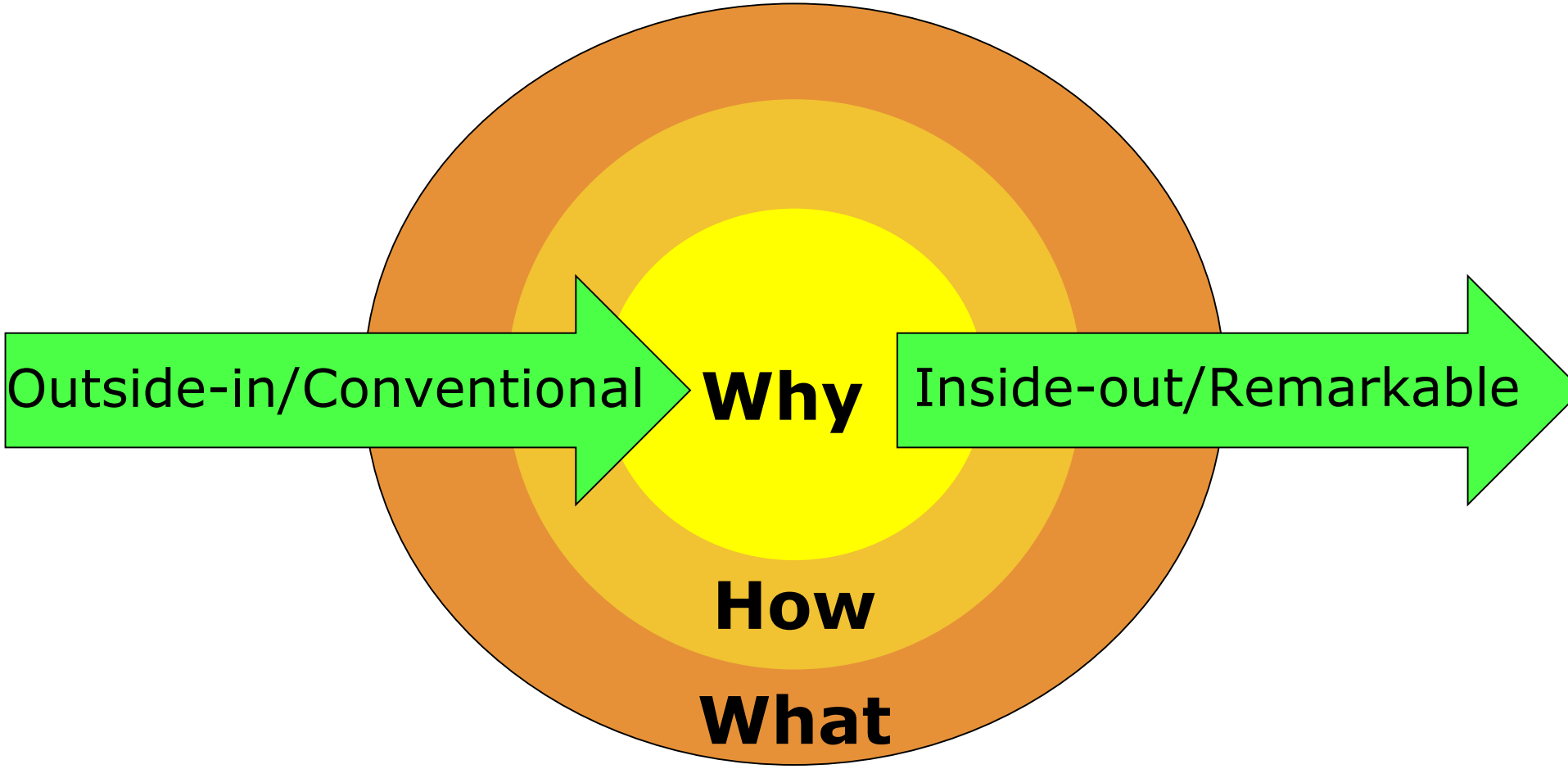
The Value of Why

Please contact your VTSS State Coach for this video.

The Golden Circle



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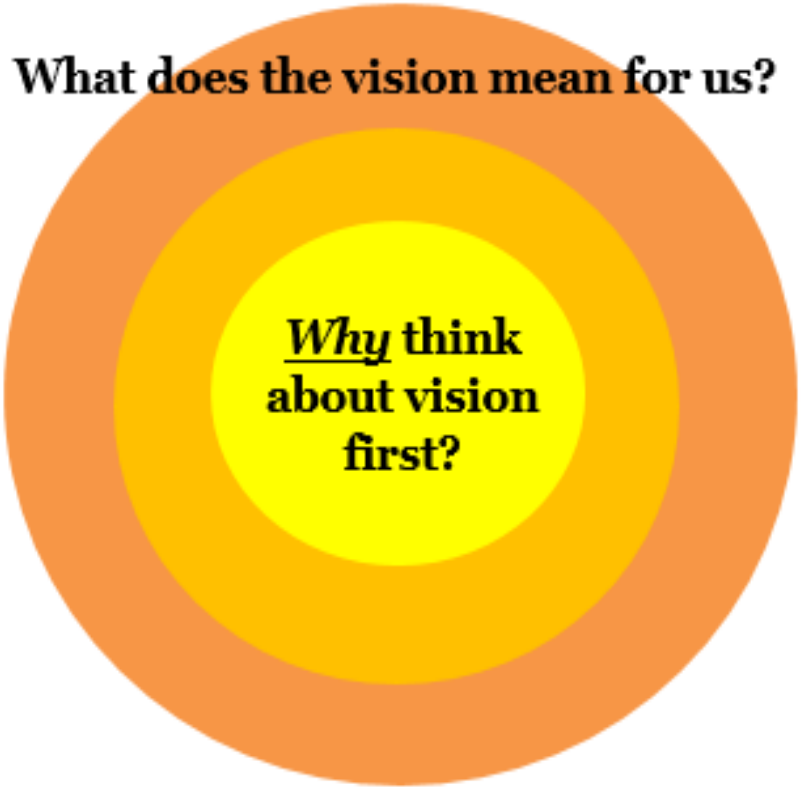
Implications for the Team

Does your current vision/mission statement align with VTSS?



Teams must have a clear understanding of "why" in order to:

- share information with the school community
- coach professional learning
- articulate the value to school climate and student success

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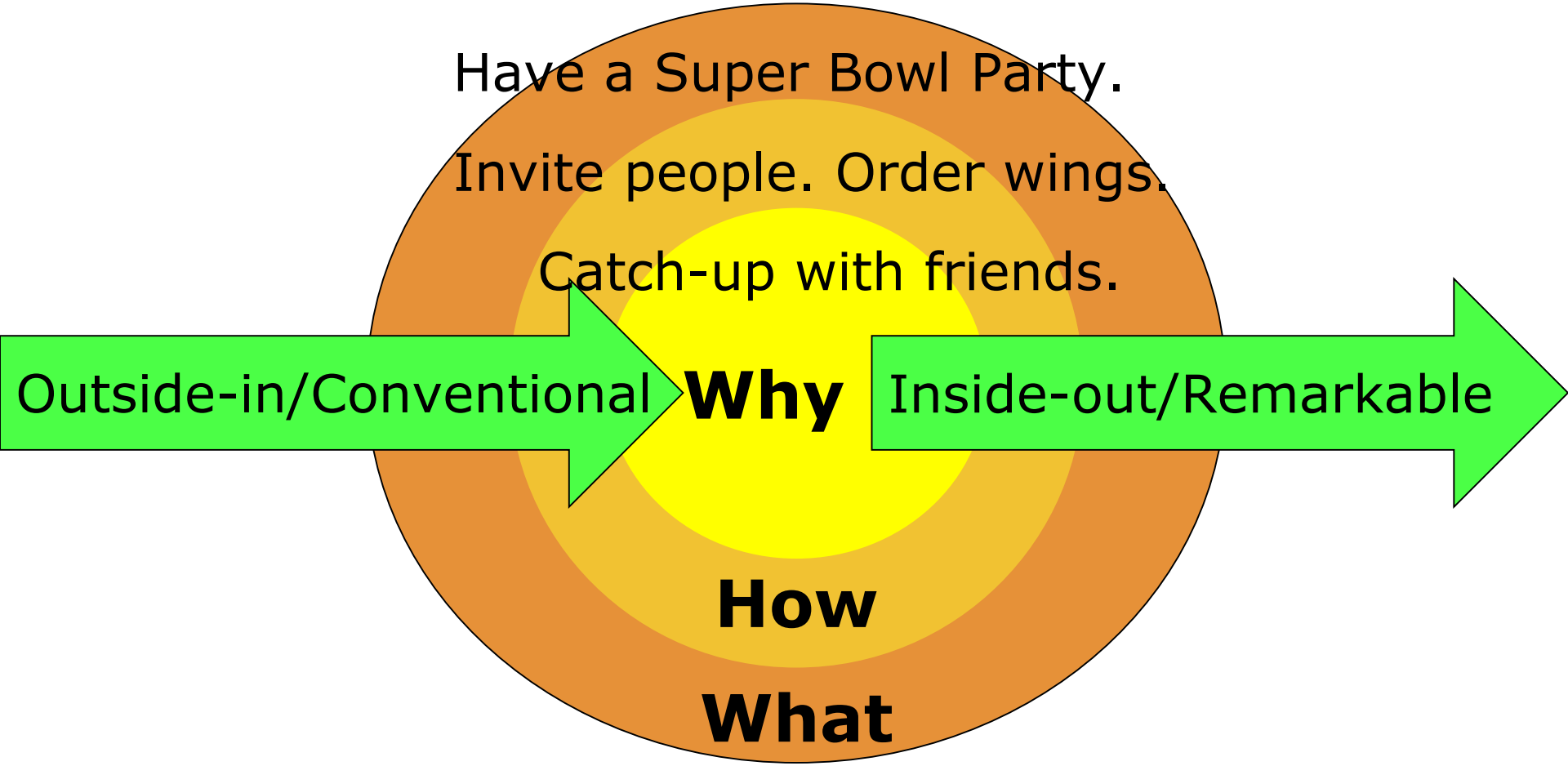
The Golden Circle Example



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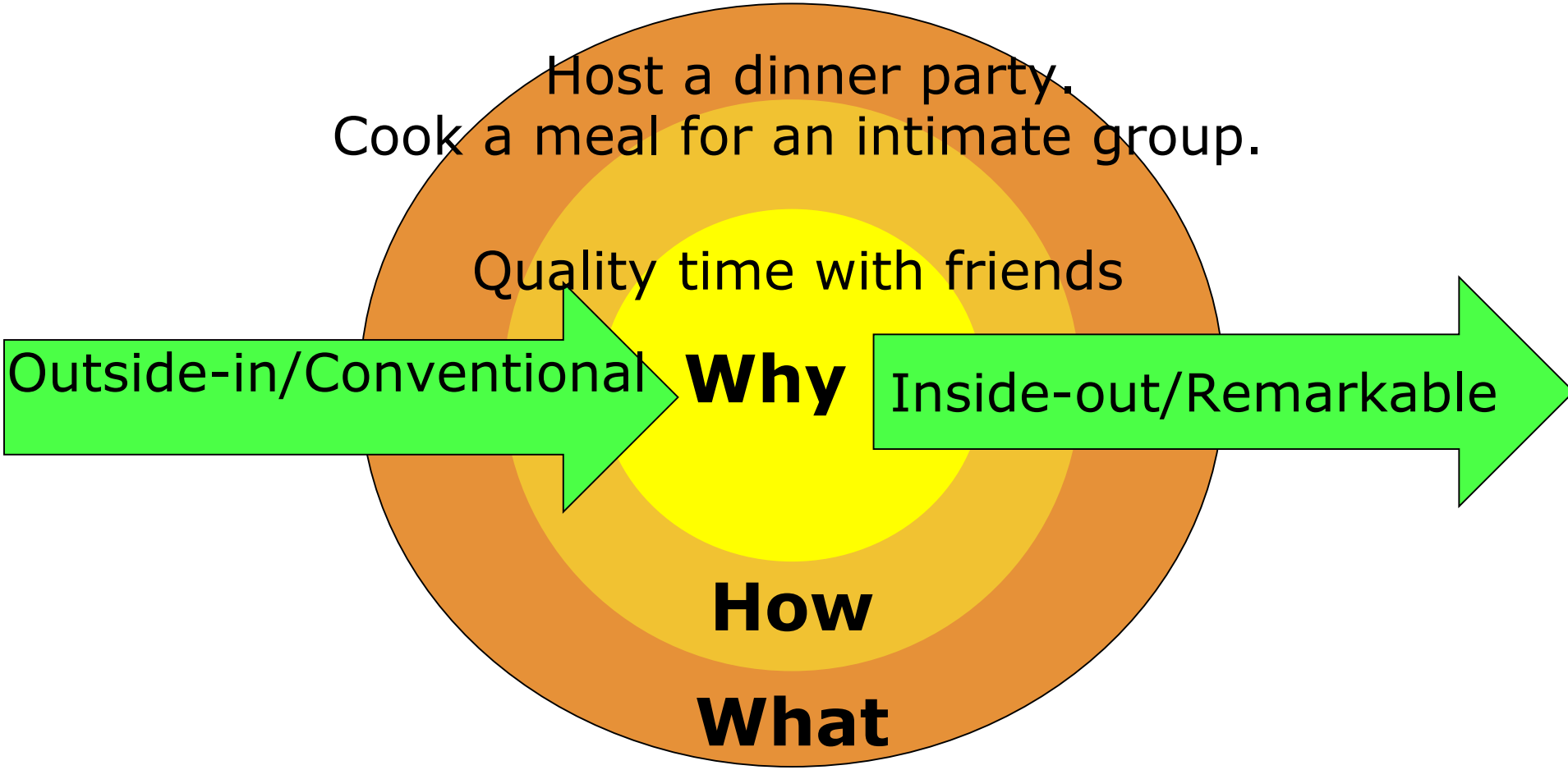
The Golden Circle (cont.)



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Envision Possibilities

Dream School

Looks like: What will we see?

Sounds like: What will we hear?

Feels like: What will we feel?

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Thinking about our Team Vision, what does your Dream School...

Look like...What will we see?

Sound like...What will we hear?

Outcomes

What are the intended OUTCOMES for your school?

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Where do you want to go?

Please contact your VTSS State Coach for this video.

What does alignment look like?

As teams:

- **Review** Mission Statement Examples: PBIS Teams, Schools or Divisions (workbook pg. 16)
- **Choose** one to read based on grade level context OR most intriguing.
- **Answer** Analysis Questions (workbook pg. 17)

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Align YOUR Vision

Mission & Vision Statements + **Your Vision** + **School Improvement Plan**

Workbook page 15

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Now, Let's Think About Effective Meetings

- Team members are present and on time
- Roles and responsibilities are defined
- Honor all working agreements
- Produce agenda, notes/minutes, and data
- Team meeting information is shared with all stakeholders

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Define Roles for Effective Meetings

Core roles during team meetings

- Facilitator (typically not the administrator)
- Minute taker (typically not the administrator)
- Data Planner/Analyst (typically not the administrator)
- Additional team member(s)
- Administrator
- Meeting Observer
- Encourager

- *Assign backup for each role.*
- *Can one person serve multiple roles?*
- *Are other roles needed?*

Activity #2 Workbook pg. 20

Roles and Responsibilities Defined

Coach	✓ Creates team agenda ✓ Sends agenda to team members before meeting (minimally 3 days prior)
Facilitator (if not the coach)	✓ Reviews the agenda to prepare for facilitation ✓ Clarifies any questions with coach
Recorder	✓ Collects agenda items from Facilitator ✓ Prepares TIPS Meeting Minutes agenda form, including content from Data Analyst's report, as appropriate ✓ Prints copies of the Meeting Minutes form for each team member, or is prepared to project agenda
Data Planner/Analyst	✓ Describes potential new problems with precision (What, Who, Where, When, Why) ✓ Provides data (e.g., SWIS Big 5, Custom Reports) concerning the frequency/rate of precisely-defined new problems ✓ Provides update on previously-defined problems (i.e., precise problem statement, goal & timeline, frequency/rate for most recently-completed calendar month, direction of change in rate since last report, relationship to change goal) ✓ Distributes Data Analyst's Report to team members ✓ Asks Coach to add potential new problems to agenda for meeting

Workbook pg. 18 & 19

What is your role and responsibility on the team?

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Plan for Roles and Responsibilities

Tier 1 Team Information Form

School Name: ***Division:*** ***School Year:***

Principal		**Email**	
Address		**Phone #**	
Team Norms			

Team Member Composition

Areas of Expertise Key	**Applied Behavior (AB)**	**Coaching (C)**	**Academic/Behavior Patterns (ABP)**	**School Operations (SO)**

Team Members	**Name**		**Areas of Expertise**				**Email**	**Phone #**	**School Position/Title**
	First	**Last**	**AB**	**C**	**ABP**	**SO**			
Team Leader									
School Administrator									
Additional Team Members									
Family Member									
Student Representation									

Mission and Vision Statements

Mission Statement
Vision Statement

Team Member Composition document from TFI 1.1

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The Importance of Meeting Roles

Coach

Before
- Creates and shares agenda

During
- Provides PBIS tech support

After
- Monitors action steps

Minute Taker

Before
- Receives agenda and sets up computer

During
- Takes minutes on projected agenda

After
- Stores and distributes minutes

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Care Values

SAFETY

EMPOWERMENT

COLLABORATION

TRUST

CHOICE

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Creating Team Agreements/Norms

Sample Agreements/Norms:

- Start on time, end on time
- Listen to understand, not reply
- Use the team meeting process
- Actively participate
- Assume best intentions

Working Team Agreements/Norms

- *Each person takes 5 post-it notes.*
- *Record ideal behaviors for a group on each post-it note.*
- *Put all of the notes together.*
- *Read each aloud.*
- *Group similar ideas together.*
- *Write a norm for each group of sorted cards.*
- *What norms did your group identify?*
- *Star the one that is most useful for your team.*

Activity 3, Workbook pg. 20

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Example: Care Values

SAFETY

Norm: Assume Good Intentions

Operating Procedure: Agenda ahead of time

EMPOWERMENT

Norm: We will support the team with our individual strengths

Operating Procedure: We will select team members based on their individual expertise and validate work

COLLABORATION

Norm: We encourage building positive team relationships and support those who are experiencing trauma

Operating Procedure: Roles/Responsibilities are assigned and adhered to

Example: Care Values Continued

TRUST

Norm: Start and end on time
Operating Procedure: Action items are completed prior to meeting

CHOICE

Norm: We value each other's input
Operating Procedure: Selecting a meeting time that is convenient for team members

A Blended Model

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Activity

Using the care value handout, match your norm to the care value that best describes the norm.

Do you need to develop a norm that supports a care value?

Team Meeting Agenda Template

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Team Meeting and Problem-Solving Action Planning Form

Today's Meeting:	Time:	Location:	Facilitator:	Minute Taker:
Next Meeting:	Time:	Location:	Facilitator:	Minute Taker:

Team Members (bold are present today):

Today's Agenda Items	Next Meeting Agenda Items
	1.

Potential Problems Raised
•

Administrative/General Information and Issues

Information for Team, or Issue for Team to Address	Discussion/Decision/Task (if applicable)	Who? / When ?
Celebrations/ Communications		

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Scope of Practice

Please contact your VTSS State Coach for this video.

Teamwork Time

Activity 1: Creating a Vision and Mission
Step 1: Envision Possibilities
Step 2: Collaborate
Step 3: Align

Activity 2: Plan for Roles and REsponsibilities

Activity 3: Working Agreements = Norms

- Everyone share your ideas.
- Write a norm for each group of sorted cards.
- Star the one that is most useful for your team.

**** Develop a Meeting Agenda Template****

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Complete your Action Plan

Identify:

- What needs to be completed?
- What resources are needed?
- Who is responsible for leading it?
- When is it to be completed?

Workbook p. 70