



PBIS Tier 1 Leadership Team: Year-at-a-Glance

Month	Information (Data)	Planning (Systems)	Implementation (Practices)	Communication with Staff
Before School Begins	<ul style="list-style-type: none"> Review all available data sources (SWIS, SAS, TFI, attendance, academic data, etc.) Evaluate progress on previous Action Plan goals 	<ul style="list-style-type: none"> Determine Team membership Set monthly meeting schedule for the year Develop new Action Plan goals Revise/create needed procedures/lessons or policies Plan for staff, student, and parent kick-offs Update Leadership Team Roster and send copy to KDE 	<ul style="list-style-type: none"> Conduct staff kick-off Train new PBIS Team Members 	<ul style="list-style-type: none"> Staff kick-off Present synopsis of PBIS data Get consensus, if needed, for any revised or new policies, procedures, or lesson plans
1st Week of School		<ul style="list-style-type: none"> Ensure that your School-wide Reinforcement System is multi-layered and provides reinforcement to all students by all staff 	<ul style="list-style-type: none"> Conduct student kick-off Acknowledge appropriate student behavior Conduct school-wide celebration 	<ul style="list-style-type: none"> Ensure that all staff have necessary materials for student and parent kick-offs Acknowledge effort of staff to kick-off PBIS
August	<ul style="list-style-type: none"> Evaluate staff kick-off Review ODR graphs and any other relevant data 	<ul style="list-style-type: none"> Conduct Team meeting Update Action Plan Develop strategies for all staff to address minor low-level misbehaviors, including a continuum of consequences Obtain TFI Training New Coaches and New Administrators should attend new Admin/Coaches sessions 	<ul style="list-style-type: none"> Conduct parent kick-off Continue to implement and monitor school-wide procedures Acknowledge appropriate student behavior Conduct student celebrations 	<ul style="list-style-type: none"> Provide staff with evaluation summary of staff kick-off Acknowledge effort of staff to monitor school-wide procedures Celebrate a success
September	<ul style="list-style-type: none"> Conduct non-classroom area observations/ checklists Review ODR graphs and any other relevant data 	<ul style="list-style-type: none"> Conduct Team meeting Update Action Plan Plan for Fall Booster, including creating any needed lesson plans Plan for Initial TFI Walkthrough and TFI Assessment-Fall Window 	<ul style="list-style-type: none"> Continue to implement and monitor school-wide procedures Acknowledge appropriate student behavior 	<ul style="list-style-type: none"> Get consensus for Fall Booster plan Provide staff with summary of ODR and/or other relevant data

	<ul style="list-style-type: none"> Evaluate success of parent kick-off 		<ul style="list-style-type: none"> Conduct student celebrations 	<ul style="list-style-type: none"> Acknowledge effort of staff to monitor school-wide procedures Celebrate a success
October	<ul style="list-style-type: none"> Review non-classroom area observations/checklists Review ODR graphs and any other relevant data 	<ul style="list-style-type: none"> Conduct Team meeting Update Action Plan Invite Implementation Specialist and/or District Coach to attend a team meeting Utilize TIPS (or similar format) for data-based decision making with the team 	<ul style="list-style-type: none"> Conduct Fall Booster and continue to monitor school-wide procedures Acknowledge appropriate student behavior Conduct student celebrations 	<ul style="list-style-type: none"> Provide staff with summary of ODR and/or other relevant data Provide staff with summary of non-classroom area observations/ checklists Acknowledge effort of staff to monitor school-wide procedures Celebrate a success
November	<ul style="list-style-type: none"> Conduct non-classroom area observations/ checklists Review ODR graphs and any other relevant data 	<ul style="list-style-type: none"> Conduct Team meeting Update Action Plan Fall TFI Window will close Nov.30th 	<ul style="list-style-type: none"> Continue to implement and monitor school-wide procedures Acknowledge appropriate student behavior Conduct student celebrations 	<ul style="list-style-type: none"> Provide staff with summary of ODR and/or other relevant data Acknowledge effort of staff to monitor school-wide procedures Celebrate a success
December	<ul style="list-style-type: none"> Review non-classroom area observations/checklists Review ODR graphs and any other relevant data Gather and submit data for Mid-Year Data Reporting Form 	<ul style="list-style-type: none"> Conduct Team meeting Update Action Plan Plan for Winter Booster, including creating any needed lesson plans Winter TFI Window will open for progress monitoring 	<ul style="list-style-type: none"> Continue to implement and monitor school-wide procedures Acknowledge appropriate student behavior Conduct student celebrations 	<ul style="list-style-type: none"> Provide staff with summary of ODR and/or other relevant data Provide staff with summary of non-classroom area observations/ checklists Acknowledge effort of staff to monitor school-wide procedures Celebrate a success
January	<ul style="list-style-type: none"> Review ODR graphs and any other relevant data 	<ul style="list-style-type: none"> Conduct Team meeting Update Action Plan PBIS Walkthroughs should be conducted by trained personnel 	<ul style="list-style-type: none"> Conduct Winter Booster and continue to monitor school-wide procedures Acknowledge appropriate student behavior Conduct student celebrations 	<ul style="list-style-type: none"> Provide staff with summary of ODR and/or other relevant data Acknowledge effort of staff to monitor school-wide procedures Celebrate a success

February	<ul style="list-style-type: none"> • Conduct non-classroom area observations/ checklists • Review ODR graphs and any other relevant data 	<ul style="list-style-type: none"> • Conduct Team meeting • Update Action Plan • Plan for Spring Booster, including creating any needed lesson plans 	<ul style="list-style-type: none"> • Continue to implement and monitor school-wide procedures • Acknowledge appropriate student behavior • Conduct student celebrations 	<ul style="list-style-type: none"> • Provide staff with summary of ODR and/or other relevant data • Acknowledge effort of staff to monitor school-wide procedures • Celebrate a success
March	<ul style="list-style-type: none"> • Review non-classroom area observations/checklists • Review ODR graphs and any other relevant data 	<ul style="list-style-type: none"> • Conduct Team meeting • Update Action Plan • Plan any needed lesson for state assessment system • Spring TFI will open March 1st for progress monitoring 	<ul style="list-style-type: none"> • Conduct Spring Booster and continue to monitor school-wide procedures • Acknowledge appropriate student behavior • Conduct student celebrations 	<ul style="list-style-type: none"> • Provide staff with summary of ODR and/or other relevant data • Provide staff with summary of non-classroom area observations/ checklists • Acknowledge effort of staff to monitor school-wide procedures • Celebrate a success
April	<ul style="list-style-type: none"> • Review ODR graphs and any other relevant data 	<ul style="list-style-type: none"> • Conduct Team meeting • Update Action Plan • Plan year-end celebration to acknowledge student and staff effort • Complete online the annual, anonymous Self-Assessment Survey (Certified and Classified Staff) at www.pbisassessment.org by April 30th 	<ul style="list-style-type: none"> • Implement lessons on how to behave during K-Prep testing • Continue to implement and monitor school-wide procedures • Acknowledge appropriate student behavior • Conduct student celebrations 	<ul style="list-style-type: none"> • Provide staff with summary of ODR and/or other relevant data • Acknowledge effort of staff to monitor school-wide procedures • Celebrate a success
May	<ul style="list-style-type: none"> • Review ODR graphs and any other relevant data, including SWIS Year-End Report 	<ul style="list-style-type: none"> • Conduct Team meeting • Update Action Plan • Register to attend KY PBIS Network Conference • Non-SWIS schools send Year End Data Report form from to KDE Director by June 1st • Contact Implementation Specialist for any summer updates/trainings 	<ul style="list-style-type: none"> • Continue to implement and monitor school-wide procedures • Acknowledge appropriate student behavior • Conduct year-end celebration to acknowledge student and staff effort 	<ul style="list-style-type: none"> • Provide staff with summary of ODR and/or other relevant data • Acknowledge effort of staff to monitor school-wide procedures • Celebrate a successful year!