



# EC PBIS Leadership Team Leadership Team Coach Session

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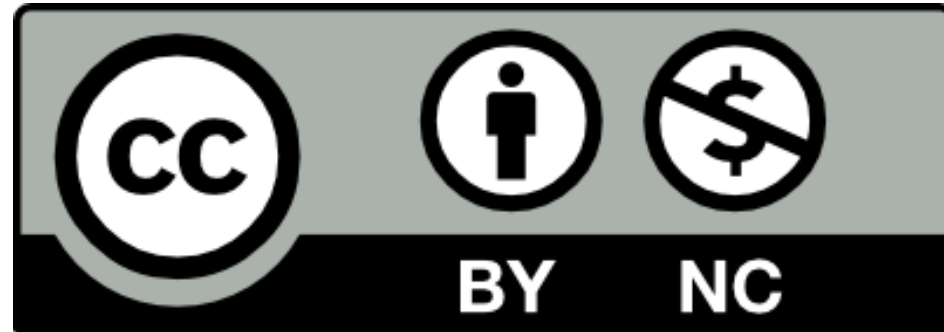
# Acknowledgments

The content for this training day was developed based on the work of:

- National Center for Pyramid Model Innovations
- Great Lakes Equity Center

Thank you to all of our Michigan preschools who contributed examples to the content!

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# Group Agreements

## We are Responsible

- Return on time from breaks
- Take care of our needs

## We are Engaged

- Share “air time”
- Plan to participate in multiple ways
  - Chat, breakout rooms, polls, reactions, unmute
  - Ask questions

# Purpose

The Leadership Team Strategic Planning Session will provide leadership team coaches with resources to support leadership teams with the sustainable implementation of EC PBIS, leading to improved outcomes for ALL children, families, providers, and programs.

**This session is designed for Coaches providing support to EC PBIS Leadership Teams.**

## Intended Outcomes

- Explain the role and responsibilities of a Leadership Team Coach
- Explore resources to support implementation of EC PBIS and deepen your own learning
- Identify next steps to prepare for the administration of the Benchmarks of Quality with your Leadership Team

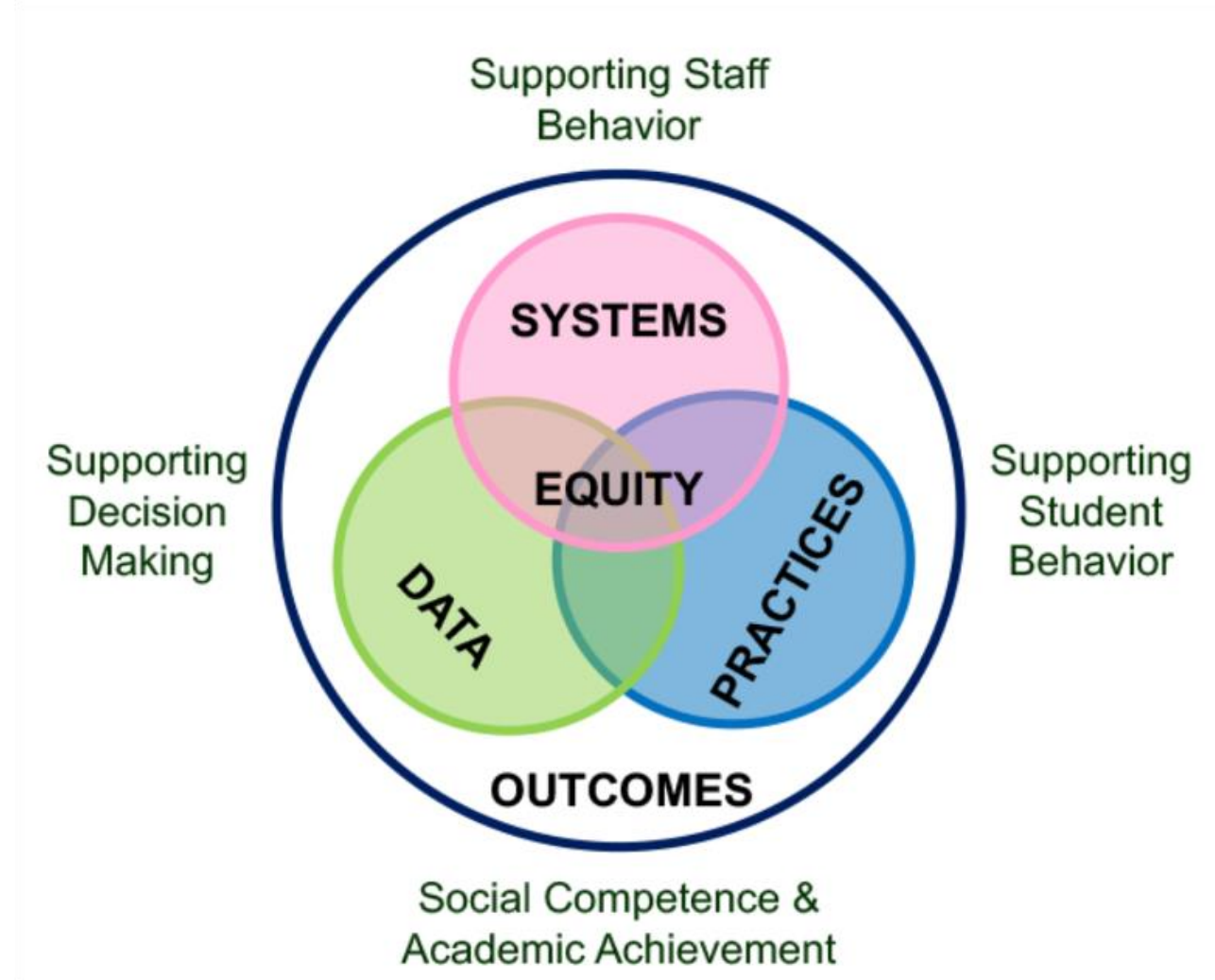
# Agenda

- 1.0 Role of the EC PBIS Leadership Team Coach
- 2.0 Supporting Implementation of EC PBIS
- 3.0 Administration of the Benchmarks of Quality (EC-BoQ)
- 4.0 Sustaining Implementation Through Continuous Improvement
- 5.0 Deepening Knowledge and Ongoing Support
- 6.0 Wrap-up and Next Steps

# 1.0 Role of the EC PBIS Leadership Team Coach

# Multi-Tiered System of Support (MTSS)

Early Childhood  
Positive Behavioral  
Interventions and  
Supports (EC PBIS)  
is an MTSS  
framework for  
social, emotional,  
behavioral health





EC PBIS is guided by the Leadership Team and commits to working on 7 critical elements



## Activity 1.1

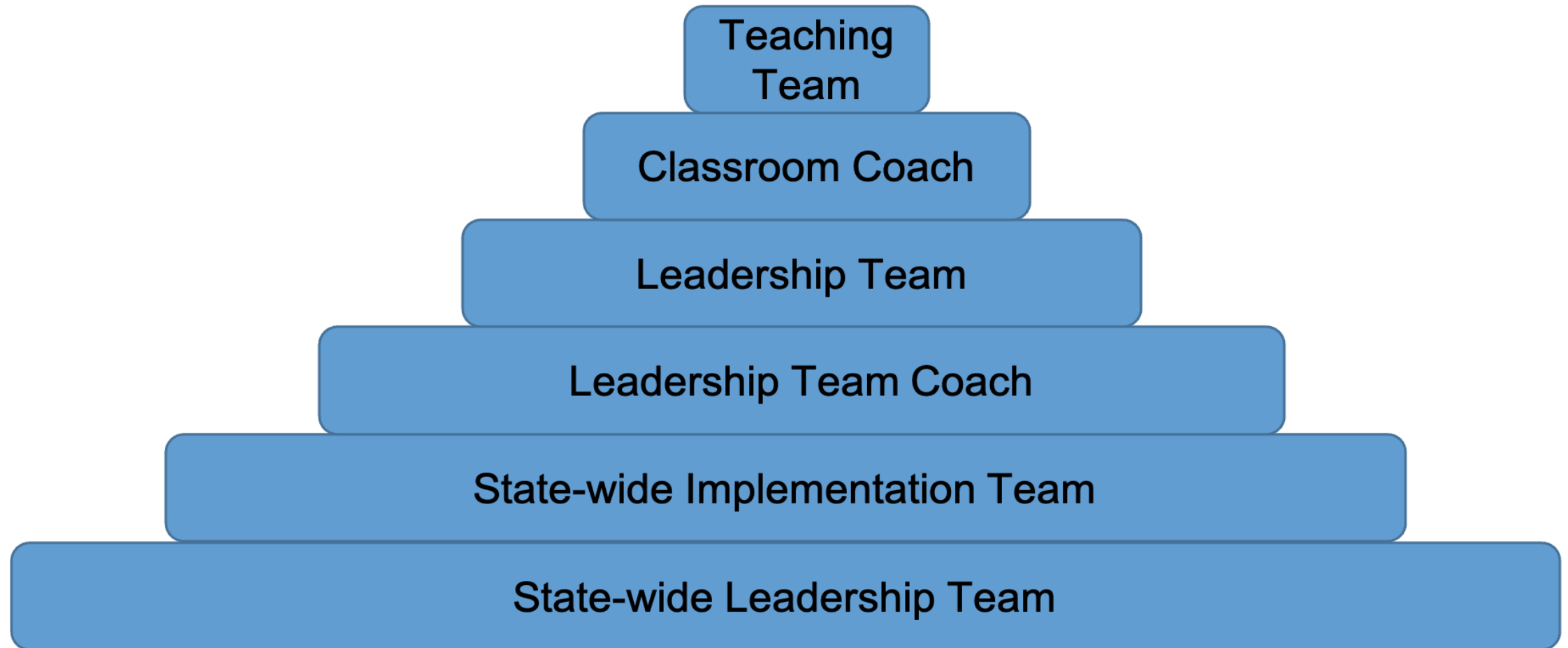
What is the purpose of the EC PBIS Leadership Team?

- Take a minute to write 1-2 sentences describing the role of the **Leadership Team** in the work of implementing EC PBIS
- When prompted, read your sentence(s) aloud to the group
- As you listen to others' responses, write down any new or different words or phrases that resonate with you

# What is Leadership Team Coaching?

The EC PBIS Leadership Team Coach focuses on developing a Leadership Team's capacity to effectively install, implement and sustain the use of Early Childhood Positive Behavioral Interventions and Supports (EC PBIS)

# Supports from the Capital to the Classroom



# Distinguishing Between Coaching Types

## **Systems Coaching** (Leadership Team Coach)

Coaching to develop the capacity to effectively use or support the use of a program, practice, or approach to enhance child outcomes

## **Instructional Coaching** (Pyramid Classroom Coach)

Content or practice-level coaching to help teachers improve instruction in a discipline using a particular strategy, practice, or program to improve child outcomes



## Activity 1.2

- **Instructional or systems coaching:**
  - Work with the team facilitator to create a meeting agenda
  - Provide feedback to a teacher on their response to challenging behavior
  - Support the organization of a Google Drive for documents created by the Leadership Team
  - Work with a classroom teacher to develop a goal for Pyramid Practices
  - Prompt team members to complete their action items
  - Support the Leadership Team in seeking input and meaningful participation with staff and families

# Who Are You Coaching?

## Leadership Team Members

- Administrator
- Teacher(s)
- Classroom Coach
- Professional who facilitates behavior support planning
- Family member
- Data Coordinator



# What Are You Coaching?

The seven critical elements of EC PBIS outlined on the EC Benchmarks of Quality (EC-BoQ):

- Establish a leadership team
- Staff buy-in
- Family engagement
- Program-wide expectations
- Professional development and staff support plan
- Procedures for responding to challenging behavior
- Monitoring implementation outcomes

# How Leadership Team Coaches Support Implementation

- **Prompting:** Cue the team to use EC PBIS tools and routines when needed
- **Fluency Building:** Provide opportunities to practice leadership team routines
- **Performance Feedback:** Provide specific feedback on team processes and products
- **Adaptations:** Help the team fit EC PBIS structures to their local context while maintaining critical features



## Activity 1.3

- Locate the **Key Roles for Implementing EC PBIS** in your materials and find the section on Leadership Team Coaches (pg. 2)
- Scroll down to the section titled “Responsibilities”
- Highlight the responsibilities you already knew were part of this role
- Bold the responsibilities that are new to you, or you are unsure of
- What questions do you have?

## 2.0 Supporting Implementation of EC PBIS

# Reminder: Key Documents

## Team Operating Procedures

- Introduced during Leadership Team Session 1
- Used to record the initial team decisions (e.g., membership, meeting dates, team norms)
- Will be revisited at least annually to ensure a strong team

## Implementation Plan

- Completed during the Leadership Team sessions
- Guides the work of the team as they install EC PBIS
- Action items will be added throughout the year during monthly meetings



## Activity 2.1

- Take a moment to locate the **Team Operating Procedures** and **Implementation Plan** for the team you are supporting
- Are they stored in a location that is easy to find?
- Are they shared with all team members?
- Are they complete and updated?
- What are your next steps for using these documents?

# The Data Coordinator Role

## Monthly:

Attend the leadership team meeting

- Prepare data displays and summaries before the meeting
- Complete accuracy checks before data is shared with the team

## Twice a year:

- Gather all data sources and completes a full accuracy check to support the Continuous Improvement Cycle

# Supporting the Data Coordinator

## **Before the monthly meeting:**

- Check in to confirm data summaries are prepared
- Ask what patterns they are seeing
- Complete accuracy checks before data is shared with the team

## **During the monthly meeting:**

- Ensure BIR data review is on the agenda at every meeting
- Support the coordinator if the team is not engaging with the data

## **Between monthly meetings:**

- Connect the data coordinator to resources when they get stuck
- Flag data accuracy concerns before they become bigger problems

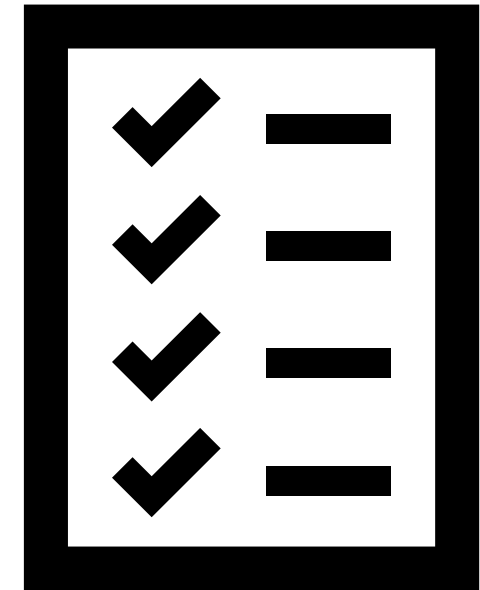
# Monthly Leadership Team Meetings

## Leadership Team Coach should:

- Prompt team meetings to be scheduled monthly for at least 1 hour
- Schedule at least 30 minutes with the Team Facilitator to develop the agenda in advance
- Work with the Team Facilitator to create the meeting agenda
  - Broad agenda topics should be standardized month-to-month
  - Agenda items within each topic area will be contextualized
- Attend the monthly team meetings to provide resources and support

# Resources to Support Monthly Agenda Planning

- Team Implementation Plan
- EC PBIS Installation Checklist
- Benchmarks of Quality (EC-BoQ) scores
- EC PBIS Data Decision-Making Tools
- Ongoing EC PBIS Assessment Schedule  
(typical assessment schedule beginning in Year 2)





## Activity 2.2

- Locate the following resources in your materials:
  - **Installation Checklist**
  - **EC PBIS Data Decision-Making Tools**
  - **Ongoing EC PBIS Assessment Schedule**
- As you scan each resource, identify:
  - What is this used for?
  - When would a Leadership Team Coach reference it?
  - What specific questions do you have?
- We will debrief as a whole group



## Activity 2.3

Let's draft your next team meeting agenda together!

- Locate the **Meeting Agenda Template** in your materials
- Look at your Implementation Plan and Installation Checklist
- Draft 2-3 agenda items within each topic area
- Keep items short and aligned with your team's current needs

### Discussion

- What other resources might be helpful as you build the monthly meeting agenda?

## 3.0 Administration of the Early Childhood Benchmarks of Quality (EC-BoQ)

## Recall: Early Childhood Benchmarks of Quality

- Team self-assessment
- Critical features associated with EC PBIS
- Determines current status to improve implementation
- The **Leadership Team Coach** facilitates the administration!
  - Should be scheduled within the next few weeks, if possible
  - This will be your team's baseline administration, so scores will likely be low, and that's okay!

## Facilitating the EC-BoQ

- Full Leadership Team present
- Teams complete it biannually to reflect and plan
- Set aside one hour for scoring only; action planning comes later
- Important roles in the EC-BoQ administration
  - Facilitator
  - Notetaker
  - Data Coordinator
- Coaches are **non-voting** members of the team
- Team uses simultaneous and public voting process

# Simultaneous and Public Voting Process

- Facilitator reads the item
- Team has time to think
- Facilitator calls “Ready. Set. Vote.”
- Everyone displays their score at the same time
- Facilitator records the score if there is agreement
- If there is disagreement, leads the discussion



# What Happens When Scores Differ?

- Facilitator leads discussion
- Ask members to share their rationale, with evidence
- Call for a re-vote
- If consensus does not emerge, record the majority score
- Keep the process moving forward

## Avoid Action Planning

- If the team starts action planning, stop the conversation
- Encourage them to record their thoughts for future use
- Remind them there will be an action planning session to update the Implementation Plan
- Direct the conversation to the next EC-BoQ item



## Activity 3.1

Let's do a quick role play!

- Locate the **EC-BoQ items** in your materials
- Prepare to be a “team member” as the EC-BoQ is facilitated for you
- Feel free to make up your scores – we're just practicing the process!

# Troubleshooting

- What if....?
  - A team wants to complete the EC-BoQ individually because they have limited time
    - Clarify why individual scoring isn't used
  - A team member answers verbally instead of waiting for the vote
    - Remind them about the voting process
  - A team scores an item a '0' and moves right into action planning
    - Pause and redirect



## Activity 3.2

- Review the **Early Childhood EC-BoQ Administration Tip Sheet**, focusing on the sections titled “Administration Logistics” and “Facilitating the EC-the BoQ”
- What questions do you have about administering the EC-BoQ?
- What do you need to do to prepare?



## Activity 3.3

### EC-BoQ Data Entry Preview

- Locate the **Early Childhood Benchmarks of Quality Data Entry and Use** resource
- Review what information is needed before entering EC-BoQ data in the MiMTSS Data System
- Notice where scores, comments, and reports are located in the MiMTSS Data System
- Bring questions with you to the data system training

## 4.0 Sustaining Implementation Through Continuous Improvement

# Formal Continuous Improvement Sessions

- Leadership Teams engage in formal Continuous Improvement sessions twice a year to:
  - Review fidelity data (EC-BoQ, TPOT)
  - Review outcome data (BIR, surveys)
  - Celebrate implementation progress
  - Update the Implementation Plan
  - Set priorities for the next implementation cycle

## Role of the Leadership Team Coach

- The Leadership Team Coach supports the team by helping to:
- Ensure needed data are entered, organized, and ready for review
- Work with the Data Coordinator to prepare summary reports
- Help schedule formal Continuous Improvement sessions
- Support facilitation using Look-Think-Act guides
- Help the team translate data into prioritized action steps

# What the Team Brings to the Continuous Improvement Session

- Most recent and prior EC-BoQ scores
- TPOT aggregate summaries
- BIR program-level summaries
- Classroom Coaching Logs
- Family and Staff Survey data
- Current Implementation Plan



## Activity 4.1

- Take a few moments to scan the **LT Coach: Continuous Improvement Resources** folder
- As you scan, identify:
  - What resources are included?
  - Which resources would help you prepare your team for a formal Continuous Improvement Session?
- What questions do you have?
- Be ready to share out one resource you noticed

## 5.0 Deepening Knowledge and Ongoing Support

# Professional Learning for Coaches

- Coaching an EC PBIS Leadership Team requires a wide range of knowledge and skills.
- You are not expected to know everything right away
- Attend as many of the training sessions as you are able with the teams you are supporting, so you can hear the information at the same time
- Prioritize additional areas for deepening your own learning
- Resources are available!



## Activity 5.1

- Review the **Example Activities and Resources for EC PBIS Leadership Team Coaches** document
- Identify one or two areas in which you might want to prioritize your learning over the next few months
- Determine which activities within that section you will commit to doing

# MiMTSS TA Center Support for Leadership Team Coaches

- Attend the EC PBIS Leadership Team **Coach Community of Practice**
  - 1.5-hour meetings scheduled every other month
  - Review best practices
  - Share resources and network with other EC PBIS Leadership Team Coaches
- Participate in all the EC PBIS sessions with your team (as possible) or over time

## Additional Resource

### EC PBIS Leadership Team Coach Monthly Focus: Sustainability

- Provides month-by-month guidance once a team is beyond installation
- Includes links to supporting documents for Leadership Team Coaches, Classroom Coaches, and Data Coordinators
- Used during Community of Practice sessions to help keep Coaches on track

## 6.0 Wrap-Up and Next Steps



## Activity 6.1

- Consider all that we've discussed related to the role of the EC PBIS Leadership Team Coach
- In the chat box, record the following related to coaching:
  - One thing I will do as soon as possible
  - One thing I will be ready to support as we begin implementation
  - One thing I am looking forward to this school year

## Next Steps

- Determine when you will administer the EC-BoQ with your team (within the next month, if possible)
- Determine when and how often you will meet with the following team members moving forward
  - Classroom Coaches
  - Leadership Team Lead
  - Data Coordinator
- Register for EC PBIS Leadership Team Coach Community of Practices sessions

# Possible Next Trainings for EC PBIS

- Preschool Pyramid Model Practices
- Practice-Based Coaching & TPOT
- Prevent, Teach, Reinforce for Young Children (PTR-YC)

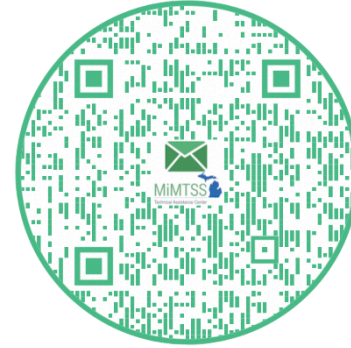


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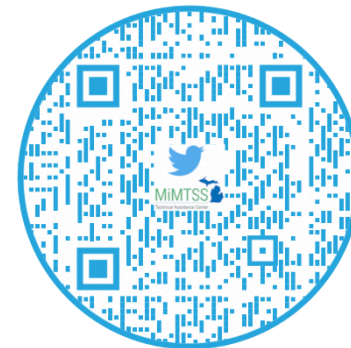
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