



School Leadership Team (SLT) Orientation

2022-23

mimtsstac.org



Group Expectations

Be Responsible

- Attend to the “Come back together” signal
- Active participation...Please ask questions

Be Respectful

- Please allow others to listen
 - Please turn off cell phones
 - Please limit sidebar conversations
- Share “air time”
- Please refrain from email and internet browsing

Be Safe

- Take care of your own needs

Group Expectations - Virtual

Be Responsible

- Return from breaks on time
- Active Participation
 - Use participant features of raise hand, thumbs up, etc.
 - Type short answer or questions in chat box
 - Respond to poll questions, if provided

Be Respectful

- Limit use of chat box to essential communication
- Please refrain from email and internet browsing
- Place your phone and other devices on mute and out-of-sight

Training Effectiveness

- At the end of the session you will be asked to provide feedback on today's training
- Results will be used to make improvements to professional learning and for reporting to TA Center stakeholders
- One of the feedback questions you will see is related to promoting and positively portraying diversity among educators and learners (e.g., focus on asset-based language, positive representation of multiple identities)

Team Roles

- Facilitator: lead discussions and activities to keep the team moving forward
- Recorder: keep written documentation of key discussion points, decisions, and next steps
- Time Keeper: keep track of time and bring the team back together



Intended Outcomes

- Outline the district's efforts to date to support MTSS
- Define the role of the SLT in supporting MTSS
- Make decisions and collectively agree upon SLT operating procedures using guidance provided by the district
- Review training dates and get set up in the MiMTSS Data System
- Accurately outline the Snow Day Policy for training

Agenda

- 1.0 MTSS Work in Our District
- 2.0 Role of the School Leadership Team (SLT)
- 3.0 Role of the Coach
- 4.0 School Leadership Team Operating Procedures
- 5.0 School Leadership Team Trainings

Introductions

Implementation
Specialist from TA
Center:

District Coordinator:

School-Level
Coach(es):

Introductions (continued)

- Each School Leadership Team (SLT) has an assigned systems level coach
- Coaches, please stand up and be recognized

1.0 MTSS Work in Our District

Multi-Tiered Systems of Support (MTSS)

- Teaming structures to support implementation efforts (e.g., school, grade, department, individual)
- Explicit, Systematic Instruction
- Use of reliable and valid assessments (e.g., screening, progress monitoring)
- Data-based decision making across the school, grade, individual student levels
- **Behavior Components:** Positive Behavioral Intervention and Supports (PBIS) and Social-emotional behavioral supports
- **Reading Components:** Scientifically-Based Reading instruction aligned with the Big Ideas of Reading/Adolescent Reading

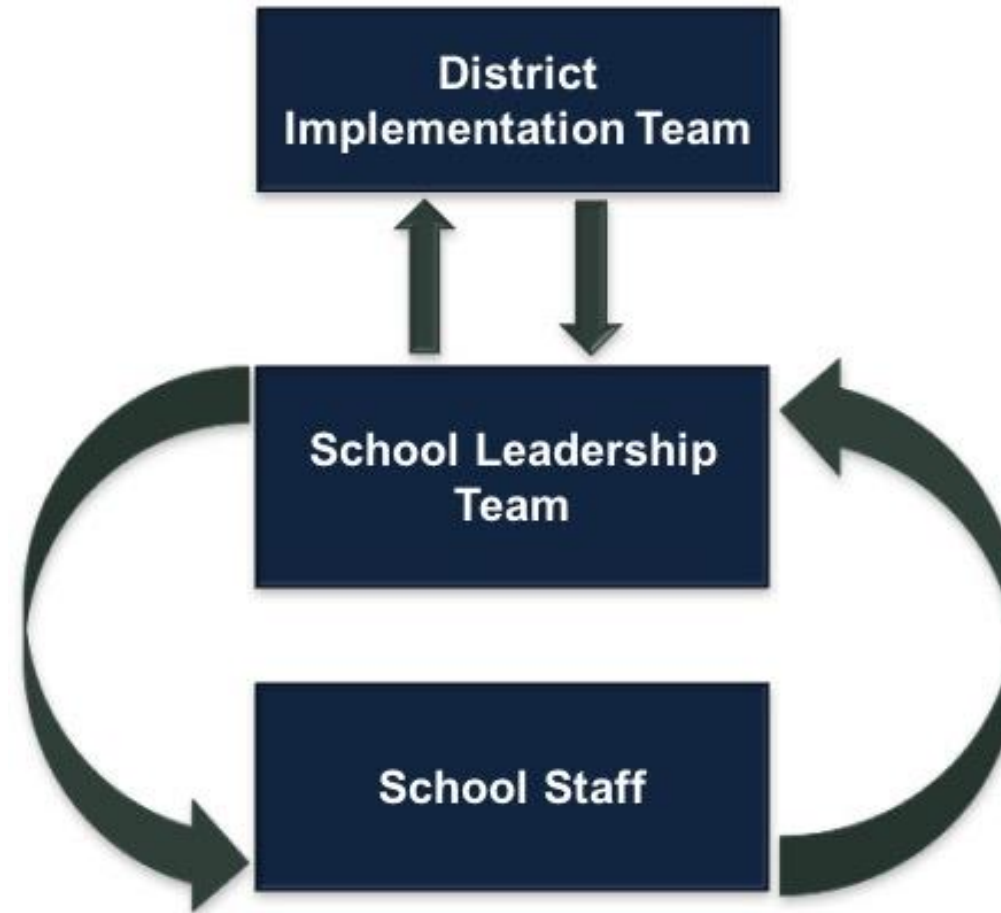
Role of the District Implementation Team (DIT)

- Support implementation of MTSS with fidelity to improve student outcomes
- Installing structures to support schools in implementation and sustainability
- Engages in district data analysis to support implementation
- Ensures communication amongst groups/teams across the district

SLT and Coach

- Each school has a School Leadership Team (SLT)
- SLT is representative of cross-departmental perspectives (e.g., lower/upper elementary grade, departments, general/special education)
- SLT works to include family, student and community perspectives
- Each SLT includes an administrator and school systems coach

DIT and SLT: Working Together



Structures to Support the Work

The DIT is developing:

- Communication and Barrier Removal Process
- Coaching System
- School Readiness
- Alignment, Review and Selection Process



Activity 1.1

- Individually, write down a few talking points related to the work of MTSS in your district, considering the following:
 - What are some of the key components of MTSS?
 - How will the District Implementation Team (DIT) and the School Leadership Team work together?
- Be ready to share out your talking points with your team

2.0 Role of the School Leadership Team (SLT)

What Have We Learned?

- There is a District Implementation Team (DIT) that is overseeing the development of our district implementation infrastructure for MTSS
- Each school has a School Leadership Team (SLT) that includes a systems coach
- The DIT and SLT work together to use the district implementation infrastructure to support the use of the MTSS framework for behavior and reading in our district

Role of the School Leadership Team

- Build and maintain an implementation infrastructure to support staff in the use of MTSS
- Engage in school-wide data analysis and problem solving
- Create an implementation plan based on data and needs generated following team meetings and trainings
- Ensure communication among different groups/teams within the school and across the district intentionally occurs



Activity 2.1

- Individually review the *Critical Features and Functions of the School Leadership Team* document found in your binder
- Identify one thing you know about the SLT and one thing you wonder about the SLT
- Starting with your school's administrator take turns sharing one thing you know and one thing you wonder

3.0 Role of the School Leadership Team Coach

What is Systems Coaching?

Systems coaching focuses on developing a School Leadership Team's capacity to effectively install, implement and sustain the use of Multi-Tiered System of Supports (MTSS)

Your School Leadership Team Coach

- The DIT engaged in an intentional mutual selection process to identify your SLT Coach
 - Match to specific qualifications and skill sets
 - **Defined responsibilities**
 - Allocated time for coaching



Activity 3.1

- Take a few minutes to read through the document *School Leadership Team Coach Responsibilities*
- As a team, discuss your understanding of the role of your SLT Coach, capturing any questions your Principal or Coach cannot answer
- Be prepared to share out questions with your district's Coordinator

4.0 SLT Operating Procedures

Effective and Efficient SLT

- The work of the SLT related to installing and using an integrated behavior and reading MTSS framework is important
- The work is also connected to the DIT's work and to other teams, groups, and stakeholders in the school and district
- Your SLT needs to be operating as efficiently and effectively as possible

SLT Operating Procedures

- A strong SLT has well defined operating procedures, including:
 - Team Purpose
 - Defined meeting roles
 - Team norms
 - Decision-making protocols
 - Meeting templates
 - Communication plan
- Your DIT has made some decisions to set your SLT up for success



Activity 4.1

- Your SLT Coach and Principal will review the template for the SLT Operating Procedures provided by the DIT
- You will work as a team to shape and finalize your SLT Operating Procedures
- Your SLT Coach and Principal will also review the team meeting agenda template as well as the pre-meeting worksheet
- Be sure everyone on the SLT and the DIT can locate these documents electronically in your shared folder or drive

Communication

- A written plan for communication provides a sustainable, consistent, and effective system
- The **plan** provides the “big picture” for communication
- The **protocols** provide the specifics of who, when, what, and format

Activity 4.2

- Locate the Communication Plan Template table
- As a team, identify the school groups and teams you will need to be communicating with regarding the work of MTSS in your school
- For each group or team, identify what information you will need from each group or team and what information your SLT will need to share with each group or team
- Identify who on your SLT will be responsible for communicating to each group/team and consider who from each group/team will communicate back to the SLT
- Fill in the details of timeline and method for communication



Activity 4.3

- Here is your first opportunity to practice communicating around the MTSS work in your school
- Take a few moments to review your Communication Plan template you just drafted, and the information provided today
- Identify if any of the information from today's SLT orientation was identified as information to be disseminated to a specific group or team
- Make sure the identified SLT designee knows what to communicate, in what format, and the timeline for communication

5.0 School Leadership Team Trainings

Training Scope and Sequence

- There are specific training scope and sequences for Elementary and Secondary SLTs
 - Year 1 is the same for elementary and secondary)
- The dates for these trainings have been set with the DIT and MiMTSS Technical Assistance Center
- Registration will be handled by the MiMTSS Technical Assistance Center, but you will need to set up an account in the MiMTSS Data System

Year 1

- School-wide and Classroom PBIS is the focus of the training sessions
- An intentional focus on equity is prompted throughout
 - Ongoing feedback and participation from staff, students and families on the components
 - Consideration of your school's context and the community in which it is situated.
- Each session includes prework intended to build background knowledge prior to engaging in the live sessions



Activity 5.1

- Locate the appropriate Year 1 Scope and Sequence document for your school (Elementary or Secondary)
- As a team, review the document and capture any questions for your district's Coordinator
- Add the training dates and SLT Monthly meeting dates to your personal calendar and discuss with your Principal if there is a specific procedure for requesting a substitute for these dates

Snow Day Policy

- Your DIT, Coordinator, and Implementation Specialist from the MiMTSS TA Center have already considered what will happen if a training is scheduled and there is a snow day – better safe than sorry!
- We will review that policy now and answer any questions you may have to make sure we are all on the same page



Activity 5.2

- Follow the directions to register or verify your record in the MiMTSS Data System

What's Next?

- Tier 1 School-wide Positive Behavioral Interventions and Supports (SWPBIS)
 - Coaching Support Session (just coaches participate)
 - School Leadership Team trainings (everyone participates)
- Monthly School Leadership Team Meetings