

## EC PBIS Leadership Team Operating Procedures

This document will assist EC PBIS Leadership Teams in establishing effective team structures and can be leveraged for orienting new members to the team.

### Team Roster

Insert information about team members below. Add additional rows as needed.

Name	Team Role	Email
	Administrator	
	Teacher	
	Preschool Classroom Coach	
	Behavior Support Person	
	Data Coordinator	
	Family Member	
	Leadership Team Coach	
	Other	

### Monthly Meetings

Meeting Location:

Meeting Time:

Record all meeting dates in the table below.

Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June

### Team Member Roles

Facilitator:

Recorder:

Time Keeper:

## Meeting Norms

Record your team's 3-5 agreed upon norms:

## Team Mission Statement

The EC PBIS Leadership Team meets to focus on the following:

## Communication Protocol

Record the communication designee for each of the following groups.

Executive/District Leadership:

Teaching Staff:

Other

## Leadership Team Document Storage

Record details regarding how Leadership Team documents will be organized and stored.

Link to Implementation Plan:

Location:

Individual(s) Responsible for Maintaining:

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