**Calendar of Activities for**

**VTPBiS SU/SD Coordinators and School Coordinators**

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| **Month:** | **Activities:** |
| **July -September** | **School Coordinators:*** Complete VTPBiS Action Plan for Sustainability [VTPBiS Action Plan for Sustainability](http://www.uvm.edu/cdci/best/pbswebsite/UniversalExamples/VTPBiSActionPlanForSustainability.doc) (doc)
* Rollout (Staff, Students, Community and Families)
* Update contact information by contacting Anne Dubie at anne.dubie@uvm.edu
* Review the PBIS/BEST PD calendar and identify trainings for the upcoming year

**SU/SD Coordinators:*** Make contact with your School Coordinators
* Schedule 2 to 3 meetings with each school leadership teams
* Attend PBIS school-based leadership team meetings
* Establish SU/SD Team that meets 2 times per year
* Touch base with your State TA about resource and PD needs
* Review the PBIS/BEST PD Calendar and support your schools in determining what trainings they may need throughout the year
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| **October** | **School Coordinators:*** Review September ODR data (SWIS or other school-wide information system)
* Receive SWIS Invoices and process for payment (if applicable)
* Attend Annual PBIS Leadership Forum. Receive annual PBIS school acknowledgements and share with SU/District/School/Community
* Use Team Implementation Checklist at <http://www.pbisvermont.org/resources/evaluation-tools/tic> (recommended as an optional planning tool for new schools)

**SU/SD Coordinators:*** Schedule and conduct post-implementation SETs (for new schools only)
* Attend Annual PBIS Leadership Forum. Receive annual PBIS school acknowledgements and share with SU/District/School/Community
* Review schools’ data and provide observations and feedback
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| **November** | **School Coordinators:*** Publicize and celebrate annual state level PBIS acknowledgements
* Review ODR data (SWIS)
* Re-Teach Expectations, if needed
* Plan/conduct post-implementation SET (new schools only)

**SU/SD Coordinators:*** Conduct SU/SD Leadership Team Mtg.
* Review schools’ data and provide observations and feedback
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| **December** | **School Coordinators:*** Run SWIS Data Integrity Report
* Register for Coordinators Mtg. in January
* Review November ODR data (SWIS)

**SU/SD Coordinators:*** Review school data and provide observations and feedback.
* Attend Data Day with your school leadership teams
* Register for Coordinators Mtg. in January
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| **January** | **School Coordinators:*** Review December ODR data (SWIS)
* Re-Teach Expectations, if needed
* Complete Self-Assessment Survey (SAS) between January 1 and February 28 and Tiered Fidelity Inventory (TFI) between January 1 and March 31
* Attend Regional Coordinators Mtg.!

**SU/SD Coordinators:*** Attend PBIS school-based leadership team meetings
* Prompt schools to complete Self-Assessment Survey (SAS) between January 1 and February 28 and Tiered Fidelity Inventory (TFI) between January 1 and March 31
* Attend Regional Coordinators Mtg.!
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| **February** | **School Coordinators:*** Review January ODR data (SWIS)
* Review Working Smarter, Not Harder Matrix with School Leadership Team to streamline, coordinate, eliminate.
* Help plan a booster or refresher training before or after school vacation
* Complete Self-Assessment Survey (SAS), survey window opens January 1 and closes February 28
* Complete Tiered Fidelity Inventory (TFI) between January 1 and March 31
* **SU/SD Coordinators:**
* Prompt schools to complete the SAS between January 1 and February 28 and TFI between January 1 and March 31
* Review school data and provide observations and feedback.
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| **March** | **School Coordinators:*** Review February ODR data (SWIS)
* Complete Tiered Fidelity Inventory (TFI) between January 1 and March 31

**SU/SD Coordinators:*** Provide feedback on the SAS using SAS Summary Form
* Prompt schools to complete the TFI between January 1 and March 31
* Attend PBIS school-based leadership team meetings
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| **April**  | **School Coordinators:*** Review March ODR data (SWIS)
* Register for Coordinators Mtg. in May
* **SU/SD Coordinators:**
* Review completed TFI at www.pbisapps.org and provide observation and feedback to coordinators.
* Review school data and provide observations and feedback.
* Conduct SU/SD Leadership Team Mtg.
* Register for Coordinators Mtg. in May
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| **May** | **School Coordinators:*** Review April ODR data (SWIS)
* Attend Regional Coordinators Mtg.!
* Nominate your school for an Annual Acknowledgement

**SU/SD Coordinators:*** Prompt schools to determine PD needs for next year based on needs identified using data
* Attend Regional Coordinators Mtg.!
* Prompt schools to complete steps needed to attend training at Summer Institute (if applicable)
* Encourage your schools to nominate themselves for an Annual Acknowledgement
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| **June** | **School Coordinators:*** Review May ODR data (SWIS)
* Print “School Summary” report (SWIS)
* Share successes with stakeholders
* Celebrate with Staff
* Schedule Pre-Service and In-Service Meetings for next year

**SU/SD Coordinators:*** Review your school(s) Implementation Plan and facilitate action steps for next year
* Celebrate your school(s) successes
* Report highlights and successes at end of the year School Board Mtgs.
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**NOTES & OTHER IMPORTANT ACTIVITIES:**