**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](mailto: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 |
| **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 |
| **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 |
| **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 |
| **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.! |
| **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. |
| **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 |
| **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 |
| **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 |
| **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. |

**NOTES & OTHER IMPORTANT ACTIVITIES:**