

VTPBiS Calendar of Activities for SU/District Coordinators, School Coordinators and Implementation Coaches

Building and sustaining PBIS implementation requires support at all levels! The chart below describes Vermont's structure of technical assistance, coaching and coordination for VTPBiS schools. Attached is a calendar summarizing monthly activities to guide coordinators, and implementation coaches in their work. For a complete description of the roles and responsibilities within the VTPBiS structure of supports go to <http://www.pbisvermont.org/resources/coaches-a-coordinators>.

VTPBiS Structure of Supports

Level	How is support provided?	Who is supported?
State Technical Assistance (State TAs)	<ul style="list-style-type: none"> •Info Dissemination •Funding •TA/Coaching to SU' s •Regional Meetings •Trainings 	SU/District Coordinators & SU/District Leadership Teams
Implementation Coaches (for some schools)	<ul style="list-style-type: none"> •Coaching to SU' s and Schools •Trainings 	SU/District Coordinators, School Coordinator & Building Teams
SU/District Coordinator	<ul style="list-style-type: none"> •Coaching to schools •Visibility and political support •Resources 	School Coordinator & Building Teams
School Coordinator & School Leadership Teams	<ul style="list-style-type: none"> •Implementation of evidence-based practices 	Staff, Students and Families

Month:	Activities:
July - September	<p>School/SU/District Coordinators:</p> <ul style="list-style-type: none"> • Complete VTPBiS Action Plan for Sustainability VTPBiS Action Plan for Sustainability (doc) • Rollout (Staff, Students, Families) • Update contact information at http://www.pbisvermont.org/schools/how-to-update-contact-info • SU/District PBIS Coordinator attends PBIS school-based leadership team meetings <p>Implementation Coaches:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Initial Contact with Schools. FOR NEW SCHOOLS: Attend one of the first school leadership team meetings; FOR EXISTING SCHOOLS: <input type="checkbox"/> Make contact with SU/District Coordinator and School Coordinator. <input type="checkbox"/> Schedule 2 on-site meetings and 2 web-based meetings with school leadership teams.
October	<p>School/SU/District Coordinators:</p> <ul style="list-style-type: none"> • Attend Regional Coordinators' Mtg. Receive annual PBIS school acknowledgements and share with SU/District/School/Community. • Review September ODR data (SWIS) • Receive SWIS Invoices and process for payment (if applicable) • Send new team members and staff to PBIS Intro Forum • Use Team Implementation Checklist at http://www.pbisvermont.org/resources/evaluation-tools/tic (recommended as a useful planning tool for new schools) <p>Implementation Coaches:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Facilitate scheduling of post-implementation SETs (for new schools only) <input type="checkbox"/> Review schools' data and provide observations and feedback
November	<p>School/SU/District Coordinators:</p> <ul style="list-style-type: none"> • Publicize and celebrate annual state level PBIS acknowledgements • Re-Teach Expectations, if needed • Review ODR data (SWIS) • Plan/conduct post-implementation SET (new schools only) • Conduct Benchmarks of Quality (BoQ) with school leadership team. • Conduct SU/District Leadership Team Mtg <p>Implementation Coaches:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Participate in School Leadership Team completion of BoQ or review completed tool at www.pbisassessment.org and provide observation and feedback to coordinators.
December	<p>School/SU/District Coordinators:</p> <ul style="list-style-type: none"> • Run SWIS Data Integrity Report • Review November ODR data (SWIS) <p>Implementation Coaches:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Prompt schools to complete action steps for January Data Day

December	<p>School/SU/District Coordinators:</p> <ul style="list-style-type: none"> • Run SWIS Data Integrity Report • Review November ODR data (SWIS) <p>Implementation Coaches:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Prompt schools to complete action steps for January Data Day <input type="checkbox"/> Review school data and provide observations and feedback. <input type="checkbox"/> Complete Coaches Log and send to State TA.
January	<p>School/SU/District Coordinators:</p> <ul style="list-style-type: none"> • Attend Regional Data Day with School Leadership Team • Review December ODR data (SWIS) • Re-Teach Expectations, if needed • SU/District Coordinator meets with all school leadership teams <p>Implementation Coaches:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Participate in or facilitate Regional Data Day.
February	<p>School/SU/District Coordinators:</p> <ul style="list-style-type: none"> • Review January ODR data (SWIS) • Review Working Smarter, Not Harder Matrix with School Leadership Team to streamline, coordinate, eliminate. • Help plan booster or refresher trainings for before or after school vacation. <p>Implementation Coaches:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Prompt schools to complete action steps for VTPBiS Training in March (if applicable) (based on BDA) <input type="checkbox"/> Prompt schools to complete the SAS in March <input type="checkbox"/> Review school data and provide observations and feedback.
March	<p>School/SU/District Coordinators:</p> <ul style="list-style-type: none"> • Review February ODR data (SWIS) • Complete Self-Assessment Survey (SAS) • SU/District Coordinator attends School Leadership Team meetings • Attend Regional Coordinators' Mtg <p>Implementation Coaches:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Attend Regional Coordinators Meeting <input type="checkbox"/> Attend or facilitate March VTPBiS training (if applicable) (based on BDA) <input type="checkbox"/> Facilitate completion of the SAS and provide feedback using SAS Summary Form <input type="checkbox"/> Prompt schools to complete BoQ in April
April	<p>School/SU/District Coordinators:</p> <ul style="list-style-type: none"> • Review March ODR data (SWIS) • Complete Benchmarks of Quality (BOQ) • Conduct SU/District Leadership Team Mtg <p>Implementation Coaches:</p>

<p>May</p>	<p>School/SU/District Coordinators:</p> <ul style="list-style-type: none"> • Review April ODR data (SWIS) • Attend Regional Coordinators' Mtg • Plan/Administer annual SET, if needed • Participate in Regional Data Day <p>Implementation Coaches:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Coordinate completion of SETs, if needed <input type="checkbox"/> Complete Coaches Log and send to State TA <input type="checkbox"/> Participate in or facilitate Regional Data Day <input type="checkbox"/> Prompt schools to determine PD for next year based on needs identified at Data Days <input type="checkbox"/> Prompt schools to complete steps needed to attend training at Summer Institute (if applicable)
<p>June</p>	<p>School/SU/District Coordinators:</p> <ul style="list-style-type: none"> • Review May ODR data (SWIS) • Print "Year End Report" (SWIS) • Share successes with stakeholders • Celebrate with Staff • Schedule Pre-Service and In-Service Meetings for next year • Plan and Submit BEST/Act 230 Grant Application <p>Implementation Coaches:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Review School Implementation Plan and facilitate action steps for next year <input type="checkbox"/> Attend Implementation Coaches PD Day and orientation for next school year. <input type="checkbox"/> Participate as Implementation Coach and/or Trainer at Summer Institute.

Ongoing Activities for Implementation Coaches:

- Submit invoices monthly
- Review school data regularly and provide written feedback to schools
- Participate in PBIS training as per discussion with TA
- Participate in State Team designated professional development activities
- Participate in State Team workgroups
- Facilitate TIPS Meeting with school teams at the Universal Level, and others, if needed
- Train SU/District Coordinator in SET, if need

Elements necessary to sustain PBIS:

- 1) Data: Complete annual assessments (SAS and Annual BoQ) as well as discipline data for use in problem-solving and to develop an annual PBIS action plan.
- 2) Communication: Maintain contact with the Implementation Coach or State TA. Communicate regularly with the Supervisory Union/District Coordinator. Send progress reports to the Superintendent at least twice a year
- 3) Participation: Coordinator participates in at Regional Coordinators meetings.
- 4) Training/Information Sharing: The school actively works toward fidelity of implementation at all tiers.