KYABRI
Multi-Tiered System of Supports

Sample Team Communication Plan

Team *What team is meeting?*	Information and Messages *What info/data needs to be communicated?* *Will the information change over time, is there an action plan?*	Target Audience *Who needs to be communicated with?*	Method of Communication *How is information communicated, (Presentations, Meetings, Webpages, Webcasts, Emails, etc.)?*	Frequency *How often and when?* *Is there a schedule for communication?*	Responsibility *Who is responsible for communication?* *What is their role?*	Indicator of Success *To determine the effectiveness of communication, what data is used and how often?* *Data Review date(s)*	Communication Cycle *Who is responsible for ensuring feedback to the team?* *The information gathered is used to inform, reduce barriers, celebrate successes, and for next steps.*
Board of Education		Community & District Stakeholders	Live and recorded Broadcasts	Monthly *See attached schedule*	Board Chair, Board Members, Superintendent		Board Chair, Board Members, Superintendent

Communication Pathway

Team	Information and Messages	Target Audience	Method of Communication	Frequency	Responsibility	Indicator of Success	Communication Cycle
District Leadership Team Superintendent Assistant Super DPP/FRC Director DOSE/DAC MTSS Coordinator Mental Health Coordinator	*See attached Strategic Action Plan*	Board of Education District, School, & Community Stakeholders	Presentations District Website School Website Newsletters Social Media Emails	Weekly Friday 8:30am *See attached schedule*	Superintendent to BOE and Building level Admin, All members	Strategic Action Plan	Superintendent Assistant Super DPP DOSE DLT Members
District MTSS/DIT Team Assistant Super DPP/FRC Director DOSE/DAC MTSS Coordinator Mental Health Coordinator Principals School Counselor Lead Psychologist Lead ___ **Integrated Mental Health Sub-committee** Assistant Super/DOSE/MTSS/Mental Health Coord. /Social Workers/Counselors/Psychologists	Academic: Universal Screener 3x/yr, Benchmark Assessment 3x/yr, intervention data Behavior: Monthly Office Discipline Referrals, R&S, Disproportionality, intervention data, universal screener, culture Mental Health: Monthly referrals to counselors, referrals to outside agencies, students in intervention, threat assessment, risk assessment *See attached Action Plan*	District, School, & Community Stakeholders	Presentations District Website School Website Newsletters Social Media Emails	Monthly 2nd Tuesday 10am *See attached schedule*	MTSS Coordinator to DLT, All members	Action Plan MTSS Fidelity Measures or Needs Assessments (SAM/ASA) PBIS Fidelity Data (TFI/ASA/SAS/DSSI) Intervention Data Tracking	MTSS Coordinator DOSE All team members
	Mental Health: Monthly referrals to counselors, referrals to outside agencies, students in intervention, threat assessment, risk assessment Community Data- TBD	District, School, & Community Stakeholders	Distributed through District MTSS Team	Monthly 2nd Thursday 1-3pm *See attached schedule*	MTSS Coordinator, All members	Action Plan ISF-II Fidelity	Assistant Super DOSE MTSS Coordinator

Adapted from https://nirn.fpg.unc.edu/resources/communication-plan-template

Team	Information and Messages	Target Audience	Method of Communication	Frequency	Responsibility	Indicator of Success	Communication Cycle
Academic Instruction Sub-committee Assistant Super/DAC/MTSS Coord. / Principals/Teachers	Evidence Based Intervention selection, training, and roll out for all tiers of integrated mental health supports Processes and Procedures for Integrated mental health action items from Action Plan E.g.: mental health tracking process, referral process, etc. *See attached Action Plan*						
	Academic: Universal Screener 3x/yr., Benchmark Assessment 3x/yr., intervention data Evidence Based Intervention selection, training, and roll out for all tiers of instruction *See attached Action Plan*	District, School, & Community Stakeholders	Distributed through District MTSS Team	Monthly 3rd Monday 10am *See attached schedule*	Assistant Super, All members	Action Plan MTSS Fidelity or Needs Assessment Data SAM/ASA Fidelity	Assistant Super DAC MTSS Coordinator
Building MTTS/BIT Team MTSS Coordinator/ Principal/Counselor/Psych/Social Worker/Teachers/Para/ Family Member/Bus Driver	Academic: Universal Screener 3x/yr., Benchmark Assessment 3x/yr., intervention data Behavior: Monthly Office Discipline Referrals, R&S, Disproportionality, intervention data,	District, School, & Community Stakeholders	Presentations School Website Newsletters Social Media Emails	Monthly School A 1st W 3:30-4:30pm School B 2nd W 3:30-4:30pm School C 3rd W 3:30-4:30pm *See attached schedule*	MTSS Coordinator, Building Level Admin, All members to grade/content level	Action Plan Building Level MTSS and PBIS Fidelity Data Building and Classroom walkthrough data	Building Admin MTSS Coordinator

Adapted from https://nirn.fpg.unc.edu/resources/communication-plan-template

Team	Information and Messages	Target Audience	Method of Communication	Frequency	Responsibility	Indicator of Success	Communication Cycle
	universal screener, culture Mental Health: Monthly referrals to counselors, referrals to outside agencies, students in intervention, threat assessment, risk assessment *See attached Action Plan*						
Grade/Content Level PLCs Principal/Counselor/ Teachers/Paras	Grade level screening, formative and summative assessment data, intervention selection and design for all tiers of instruction, data-based decisions for all students	Building level administrators, student support, families	School Website Newsletters Social Media Emails	Weekly *Schedules at building level*	Building Admin., Grade/Content level representative	Meeting minutes Universal Screening Data Intervention Data	Building Administrators School Counselors Building Level MTSS Coord.
Student Support Teams Counselor/Teachers/Int ervention Specialists/Para/Familie s	Universal Screening Data, Classroom assessment data, diagnostic assessment data, intervention selection, intervention tracking, progress monitoring, and data-based decisions for individual students with student and family voice *Individual Student Intervention Plan and schedule*	Building level administrators, student support, families	Meetings Parent Communication mailed home Emails	*Schedules at building level*	Counselor, Classroom teacher, families	Meeting Minutes Intervention Data Progress Monitoring Data	Building Administrators School Counselors Building Level MTSS Coord.

Adapted from https://nirn.fpg.unc.edu/resources/communication-plan-template

Team	Information and Messages	Target Audience	Method of Communication	Frequency	Responsibility	Indicator of Success	Communication Cycle