

## Sample Calendar for MTSS Core Team - Elementary Schools

<p style="text-align: center;"><b>July</b></p> <ul style="list-style-type: none"> <li>• <b><i>Create calendar dates for:</i></b></li> <li>• <u>(BOY Meeting #1 – full day)</u> Review EWS report. Identify Tier 1 effectiveness. Plan for Tier 1 &amp; 2 interventions</li> <li>• <u>(MOY Meeting #2 – ½ day meeting)</u> Pulling EWS report &amp; making adjustments to add students to interventions that are new to the report</li> <li>• <u>(EOY Meeting #3 – ½ day meeting)</u> Pulling EWS report to measure student progress/growth &amp; to guide master schedule planning for next year</li> <li>• <u>(Quarterly meetings - 2 hours minimum)</u> To review Tier 2 intervention effectiveness</li> <li>• <u>MTSS Action Plan Follow-up meetings</u></li> <li>• Schedule Students needing follow-up TST meetings from last SY (should be done in BOY)</li> <li>• Identify funding for Data Dig Days</li> </ul>	<p style="text-align: center;"><b>January</b></p> <ul style="list-style-type: none"> <li>• 1/5/26: First day back - Data Review Day (can include some/all of the following)</li> <li>• (MOY Meeting #2- ½ day meeting) Pulling EWS report &amp; make adjustments to students in interventions/add new students who have shown up on EWS since BOY</li> <li>• (Meeting 2 of 4) Review of Tier 2 intervention effectiveness</li> <li>• <a href="#">MOY Data Dig (Grade Level Teams)</a></li> </ul>
<p style="text-align: center;"><b>August</b></p> <p>8/31 – MTSS Action Plan is due</p>	<p style="text-align: center;"><b>February</b></p>
<p style="text-align: center;"><b>September (late)</b></p> <ul style="list-style-type: none"> <li>• (BOY Meeting #1- full-day meeting) Pulling EWS report &amp; assigning interventions to Tier 2 students (may need 2 meeting dates)</li> <li>• <a href="#">BOY Data Dig (Grade Level Teams)</a></li> </ul>	<p style="text-align: center;"><b>March</b></p> <ul style="list-style-type: none"> <li>• Complete SAM assessment</li> </ul>
<p style="text-align: center;"><b>October</b></p>	<p style="text-align: center;"><b>April</b></p> <ul style="list-style-type: none"> <li>• (Meeting 3 of 4) Review of Tier 2 intervention effectiveness</li> </ul>
<p style="text-align: center;"><b>November</b></p> <ul style="list-style-type: none"> <li>• (Meeting 1 of 4) Review of Tier 2 intervention effectiveness</li> </ul>	<p style="text-align: center;"><b>May</b></p> <ul style="list-style-type: none"> <li>• (EOY Meeting #3) Pulling EWS report to measure student progress/growth &amp; to guide master schedule planning for next SY</li> <li>• Begin development of MTSS Action plan for next school year</li> <li>• <a href="#">EOY Data Dig (Grade Level Teams)</a></li> </ul>
<p style="text-align: center;"><b>December</b></p>	<p style="text-align: center;"><b>June</b></p> <ul style="list-style-type: none"> <li>• (Meeting 4 of 4) Review of Tier 2 intervention effectiveness</li> </ul>

<p style="text-align: center;"><b>Ongoing</b></p> <ul style="list-style-type: none"> <li>• Core Team (Tier 2) (also serves as the PBIS Tier 2 Team) - bi-weekly meetings <ul style="list-style-type: none"> <li>• Tier 3 TST meetings for individual students - as needed <ul style="list-style-type: none"> <li>• Intervention implementation &amp; monitoring</li> </ul> </li> <li>• Monitor students with significant behaviors needing an FBA/BIP</li> </ul> </li> </ul>
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***“Do’s and Don’ts”***

**Do:**

- Have a cross-disciplinary team (limit to 6-8 people) for the data review meetings
  - Make an agenda for the meetings to stay on track
    - Have a designated day for TST meetings
    - Come prepared to problem-solve

**Don’t:**

- Try to combine meetings (e.g. Threat Assessment & MTSS)
- Get “stuck” discussing individual students for too long during the data review meetings (this should be done in separate meetings - such as Core team meetings, TST meetings, etc.).