Building Coach—"Year at a Glance"

Month	INFORMATION (DATA)	PLANNING (SYSTEMS)	IMPLEMENTATION (PRACTICES)	COMMUNICATION WITH STAFF, PARENTS and COMMUNITY
Before Students Return	- Review prior year's ODR graphs, suspension, equity, attendance, & academic data	- Establish monthly PBIS Tier 1 Team meetings - Establish schedule for reporting to & celebrating with staff - Plan for staff, student, parent, and bus driver kick-offs - Plan for how School-wide Team will provide data/coordinate with team/staff managing secondary/ tier 2 & tertiary/ tier 3 Interventions	- Conduct staff kick-off - Conduct parent kick-off	- Staff kick-off
1st Week of School		- Familiarize yourself with pbisassessment.org website for completing Tiered Fidelity Inventory (TFI), Self-Assessment Survey (SAS), Climate Surveys or Feedback and Input Surveys. Contact your District PBIS Coordinator (or in absence of District Coordinator email eval@midwestpbis.org)with questions. -Familiarize yourself with the application/format used to record behavioral infractions.	- Conduct student kick-off - Administer kick-off evaluation survey - Conduct welcome back school-wide celebration	-Send out good news stories to media
September	- Review ODR graphs, suspension, ethnicity, attendance, & academic data - Review results of kick-off evaluation survey	- Conduct PBIS Tier 1 Team meeting(s) -Team completes TFI during meeting - Develop needed Cool Tool lesson(s) & schedule time to teach - Utilize TIPS (Team Initiated Problem Solving) process and Meeting Minute Agenda during team meetings -Use ODR data to develop precision problem statements, decision-making and action planning	- Conduct bus driver kick-off - Administer PBIS SAS to staff - Conduct grade level celebrations	- Present results of kick-off evaluation survey - Parent/Community Newsletters -Send out good news stories to media
October	- Review ODR graphs, suspension, ethnicity, attendance, academic data - Review results TFI - Send Select questions from Feeback and Input Survey (Parents, Students, Staff) -	- Conduct PBIS Tier 1 Team meeting(s) -Utilize TIPS (Team Initiated Problem Solving) process and Meeting Minute Agenda during team meetings -Review Fidelity and Outcome data from previous problem statement/action plan - Action plan around TFI data - Develop needed Cool Tool lesson(s) & schedule time to teach - Plan for fall booster	- Teach scheduled Cool Tool(s) - Conduct grade level celebrations -Reward all staff (include bus drivers and other support staff)	- Present school-wide data update AND decide which behaviors/procedures need to be taught/retaught/acknowledged at higher rate - Parent/Community Newsletters -Send out good news stories to media

November	- Review ODR graphs, suspension, equity, attendance, & academic data	- Conduct PBIS Tier 1 Team meeting(s) -Utilize TIPS (Team Initiated Problem Solving) process and Meeting Minute Agenda during team meetings -Review Fidelity and Outcome data from previous problem statement/action plan - Develop needed Cool Tool lesson(s) & schedule time to teach - Plan for fall school board presentation	- Teach scheduled Cool Tool(s) - Conduct grade level celebrations - Conduct fall booster - Check with new students, staff and parents to see if they understand expectations & reward system	- Present school-wide data update AND decide which behaviors/procedures need to be taught/retaught/acknowledged at higher rate - Parent/Community Newsletters -Send out good news stories to media

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Month	INFORMATION (DATA)	PLANNING (SYSTEMS)	IMPLEMENTATION (PRACTICES)	COMMUNICATION WITH STAFF, PARENTS and COMMUNITY
December	- Review ODR graphs, suspension, equity, attendance, & academic data - Capture Education Environment (EE) data from your school (Use Data Audit Tool) - Review results of PoI	- Conduct PBIS Tier 1 Team meeting(s) -Utilize TIPS (Team Initiated Problem Solving) process and Meeting Minute Agenda during team meetings -Review Fidelity and Outcome data from previous problem statement/action plan - Develop needed Cool Tool lesson(s) & schedule time to teach - Plan motivator to keep staff using PBIS - Plan for re-teaching of expectations 1st day back from break	- Teach scheduled Cool Tool(s) - Conduct grade level celebrations - Present to school board using data - Reinforce all staff	- Present school-wide data update AND decide which behaviors/procedures need to be taught/retaught/acknowledged at higher rate -Send out good news stories to media

Month	INFORMATION (DATA)	PLANNING (SYSTEMS)	IMPLEMENTATION (PRACTICES)	COMMUNICATION WITH STAFF, PARENTS and COMMUNITY
January	- Review ODR graphs, suspension, equity, attendance, & academic data	- Conduct PBIS Tier 1 Team meeting(s) -Utilize TIPS (Team Initiated Problem Solving) process and Meeting Minute Agenda during team meetings -Review Fidelity and Outcome data from previous problem statement/action plan -Team completes TFI - Develop needed Cool Tool lesson(s) & schedule time to teach - Plan reinforcement for indoor recess days	- Re-teach school-wide expectations 1st day back from break - Conduct grade level celebrations -Reinforce all staff	- Present school-wide data update AND decide which behaviors/procedures need to be taught/retaught/acknowledged at higher rate - Parent/Community Newsletters -Send out good news stories to media
February	- Review ODR graphs, suspension, equity, attendance, & academic data - Review results of TFI	- Conduct Tier 1 Team meeting(s) -Utilize TIPS (Team Initiated Problem Solving) process and Meeting Minute Agenda during team meetings -Review Fidelity and Outcome data from previous problem statement/action plan -Action plan around TFI data - Develop needed Cool Tool lesson(s) & schedule time to teach - Plan for spring booster	- Teach scheduled Cool Tool(s) - Conduct grade level celebrations	- Present school-wide data update AND decide which behaviors/procedures need to be taught/retaught/acknowledged at higher rate - Parent/Community Newsletters -Send out good news stories to media

Month	INFORMATION (DATA)	PLANNING (SYSTEMS)	IMPLEMENTATION (PRACTICES)	COMMUNICATION WITH STAFF, PARENTS and COMMUNITY
March	- Review ODR graphs, suspension, equity, attendance, & academic data	- Conduct PBIS Tier 1 Team meeting(s) -Utilize TIPS (Team Initiated Problem Solving) process and Meeting Minute Agenda during team meetings -Review Fidelity and Outcome data from previous problem statement/action plan - Develop needed Cool Tool lesson(s) & schedule time to teach - Begin to focus on goals/outcomes for next year - Administer SAS (on pbisapps.org) - Administer School Climate Surveys for students, staff and families	- Teach scheduled Cool Tool(s) - Conduct grade level celebrations - Conduct spring booster -Reinforce all staff	- Present school-wide data update AND decide which behaviors/procedures need to be taught/retaught/acknowledged at higher rate - Parent/Community Newsletters -Send out good news to media
April	- Review ODR graphs, suspension, equity, attendance, & academic data	- Conduct PBIS Tier 1 Team meeting(s) -Utilize TIPS (Team Initiated Problem Solving) process and Meeting Minute Agenda during team meetings -Review Fidelity and Outcome data from previous problem statement/action plan - Develop needed Cool Tool lesson(s) & schedule time to teach -Team completes TFI - Plan for the end-of-the-year school board presentation - Plan for team membership changes for next year - Review Action Plan and begin to set goals for next year - Plan for end-of-year celebration - Determine training and support needs based on SAS results -Determine training and support needs based on climate survey data	- Teach scheduled Cool Tool(s) - Conduct grade level celebrations	- Present school-wide data update AND decide which behaviors/procedures need to be taught/retaught/acknowledged at higher rate - Parent/Community Newsletters -Send out good news stories to media
May /June	- Review ODR graphs, suspension, equity attendance, & academic data summaries for year	- Conduct PBIS Tier 1 Team meeting(s) -Utilize TIPS (Team Initiated Problem Solving) process and Meeting Minute Agenda during team meetings -Review Fidelity and Outcome data from previous problem statement/action plan -Set Tier 1 team meeting dates for the upcoming school year -Develop action plan for upcoming school year based on all data collected this year	- Teach scheduled Cool Tool(s) - Conduct end of year school-wide celebrations - Present to school board- use pictures -Reinforce all staff	- Present school-wide data summary for year - Present a summary of PBIS interventions for the year – School-wide, secondary/ tier 2, and tertiary/ tier 3 - Parent/Community Newsletters -Send out good news stories to media

MIDWEST PBIS NETWORK YEAR-AT-A-GLANCE TRAINING GUIDE																	
	Team Meeting Dates		Fall Kick-Off		SAS Survey		TFI completion		Faculty Updates Activities/ Data		Boosters		Climate Surveys		Board Reports		Celebrations/ Intermittent Acknowledge	
AUGUST																	
SEPTEMBER																	
OCTOBER																	
NOVEMBER																	
DECEMBER																	
JANUARY																	
FEBRUARY																	
MARCH																	
APRIL																	
MAY																	
JUNE																	
JULY																	