# Considerations for Leadership Teams Notetaker

## Terminology

Mission Statement:

Practices:

Sustainability:

Systems:

## Tiered Fidelity Inventory

### Fill in the Blank:

PBIS is a       approach. The Leadership Team will       the work      .

Notes for TFI 1.1 and 1.2:

## Team Composition

### Fill in the Blank:

A Leadership Team must build       and       among staff, support the       of a wide variety of practices, and review       to make informed decisions for enhancing or modifying Tier 1 supports.

Notes

## Who should be on the Leadership Team?

### Fill in the Blank:

It’s important to have the right       at the table. The PBIS Leadership Team has an       to create lasting and meaningful       for schools.

Notes:

Activity: Write it down!

Write down the members (or potential members) of the Leadership Team. Next to each name, write down what criteria they fulfill from TFI 1.1. Consider who else can support implementation and should be on the team. Consider those with specific expertise but also those with diverse perspectives.

## What are the Leadership Team’s responsibilities?

### Fill in the blank

When teams use a shared       approach, all members feel       and       for the work.

Notes for What are the Leadership Team’s Responsibilities:

Question: Which members of the Leadership Team should be trained formally?

Question: What will be your onboarding process for new members?

Question: Are there any initiatives and teams that could be integrated in order to leverage resources?

## Best Practices: Mission Statement

Question: What will this team do?

Question: How will you do what you want to do?

Question: Why does your PBIS Leadership Team even exist?

Question: What is your Mission Statement?

Question: How will the Mission Statement be used by the Team?

How will the Team share the Mission Statement with faculty, staff, and families and get feedback?

Question: How will the Leadership Team work?

### Fill in the Blank

Consistency is       for a PBIS Leadership Team. Teams must       on a       basis and each meeting should operate in a similar manner.

Notes:

Question: How will the team document meeting information?

Are there systems in place for sharing information covered in meetings?

Where is all of the PBIS documentation stored?

Notes:

Activity: Write it down!

First, having a meeting template encourages efficiency and promotes effective teamwork. Does the Leadership Team currently use a meeting template?

Next, consider the current agenda template used by your Leadership Team. Think about how your template meets the evidence for TFI Features 1.1 and 1.2. Write down what works and what does not work with your current template. What information from the example agenda templates could be incorporated to improve your team’s agenda?

## How will the Leadership Team make progress?

### Fill in the Blank:

The       plan is the driving       behind your monthly meetings.

Question:

What data will you use to establish your action plan and goals?

Question:

 How will you prioritize different areas for improvement that could be included in your action plan?

Question:

It is recommended that the team choose a maximum of 3 action steps to focus on at a time. Do you have any current action steps that the Team is working on? If there are more than three, prioritize using guiding questions from the module.

Notes:

## Tiered Fidelity Inventory Features 1.1 and 1.2: Data-Based Decision-Making Activity

Question:

After reviewing the case study information, answer the following questions:

Has each required role attended at least 80% of the Leadership Team meetings?

Question:

Is the Leadership Team working effectively to address implementation needs of all adults?

Notes:

## Key Points to Remember

### Fill in the Blank:

Implementing the PBIS       requires a       team capable of supporting       change and able to navigate      -based      -making.

Notes: