

Burns Middle School Leadership Structure

Team/Agenda	Purpose	Who (* lead)	Meeting
<p><i>The MTSSLT will analyze student level and school-wide data to drive curriculum and instruction decisions. The MTSSLT will make data driven recommendations to the SIT involving policy and/or procedure affecting instruction and behavior, as needed. When individual student problem solving is needed for students not making progress, MTSSLT will serve as the problem solving team in addition to the student's core teachers.</i></p>			
<p><i>The IPS will drill down to individual student needs using the following steps: (1) identify the student problem in specific, measurable, observable terms; (2) analyze the student problem to uncover underlying functions or reasons to explain why the problem is occurring; (3) implement an evidence-based intervention plan whose elements are logically selected to assist the student; and (4) evaluate the plan on an ongoing basis to determine if it does in fact help the student to reach academic or behavioral goals. The PST will closely monitor students on tier 2 and 3 plan (Wright, 2010).</i></p>			
MTSS Leadership Team	Student level <ul style="list-style-type: none"> · Individual student concerns from teams · Monitor intervention progress and fidelity, update as necessary after collaborating with core and intervention teacher Whole school/Core instruction <ul style="list-style-type: none"> · T2 and T3 data reflection · Tracker Discussion · Progress monitoring practices · Office discipline data · Motivation and attendance obstacles 	<ul style="list-style-type: none"> · Alvarado, Counselor · Owens, Counselor · Administration · Lawter, School Psych · Davis, Social Worker · Cole, ECCM · Mackall, MTSS Coordinator · Team teachers (for IPS) 	Wednesdays
Individual Problem Solving Team Agenda	<ul style="list-style-type: none"> · FBA/BIP · Meet with teachers after individual student problem solving · Review tier plans 		
<p><i>The interventionist meetings discuss progress of intervention groups, assess intervention implementation and fidelity, identify obstacles of fidelity that need to be addressed, and discuss individual student data and instructional needs.</i></p>			
Interventionists	<ul style="list-style-type: none"> · Collect & discuss progress monitoring data · Discuss strategies being used in intervention 	<ul style="list-style-type: none"> · Administration · Mackall, MTSS Coordinator * · Lawter, School Psych · Interventionists 	Quarterly
<p><i>The ILT will facilitate school-wide content area curriculum and instruction discussions. Decisions will be communicated with the MTSSLT and SIT.</i></p>			
Instructional Leadership Team	<ul style="list-style-type: none"> · MTSS implementation and progress · School-wide restructuring (grading practices, core behavior, Accelerated Reader/independent reading plan, etc) 	<ul style="list-style-type: none"> · McKee, 6th Grade Teacher # · Alston, 7th Grade Teacher · Smith, 8th Grade Teacher · Willis, 8th Grade teacher # · Olsen, EC Teacher # 	As needed
Subteam: # literacy leadership team			

- Mackall, MTSS coordinator * #
- Lawter, school psych * #
- Administration * (clb) #
- Cole, ECCM
- Wright, Behavior Liaison
- Davis, SSW
- Alvarado, Counselor
- By invite, depending on need

Professional Learning Communities are academic content area teachers discussing student progress with subject and grade-level standard material.

Professional Learning Communities

- Curriculum
- Instruction
- Common assessments
- Benchmarking
- Data collection & analysis
- Co-teaching plans

- Administration
- Content area teachers
- SMackall, MTSS coordinator
- EC teachers

Weekly

Teams engage primarily in tier one conversations regarding curriculum and behaviors. As necessary, tier two intervention strategies will be discussed. An agenda and minutes will document discussions and will be shared.

Academic Teams

- Student level data and concerns
- Attendance and behavior data
- Parent contacts
- Intervention follow up

- Administration
- SMackall, MTSS coordinator *
- Team teachers
- EC co-teacher
- Counselor*

Fridays - alternating with MTSSC and grade level counselor

Rewards Team

- Incentives and interventions
- Train staff on discipline policy

- Administration *
- Grade reps
- Counselor
- SRO
- ISS coordinator

As needed

Grade Level Teams

- Review SIT minutes
- Updates for grade levels

- Grade level admin & counselor
- Grade level teachers (chair *)

Quarterly

Administrative decision making bodies of the school. Representatives are elected by peers. Agenda based upon needs of the school and minutes are reported to the staff following each meeting.

School Improvement Team

- School improvement plan
- Budget
- Grade/department concerns

- Administration
- Grade level reps (chair *)
- Counselor

Mondays – 330p
Monthly

- Policy
- Mandatory workdays

- Technology
- MTSS coordinator
- Teacher assistant
- Parents

Student Advisory Team

- Incorporate student perspective into operations of school

- Student reps *
- Bennett

Periodically
Lunch