**MTSS Tier 1 Leadership Team**

**Directions:** Identify your team members

**Step 1:** Complete the following chart to ensure that your team includes a Tier 1 school-based coach, a school administrator, a family member, and individuals able to provide: behavioral expertise, coaching expertise, knowledge of student academic and behavioral patterns, knowledge about the operations of the school across grade levels, add student representation.

**Step 2:** *Identify who will be the Data Entry person, the Data Analyst, the Facilitator, and Minute Taker for the TIPS process. Identify back-ups for each role.*

**Step 3:***Identify the administrator and additional active team members*

**Step 4:** Determine dates to meet (at least monthly) and dates to present to the faculty (share data at least quarterly).

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| --- | --- | --- | --- | --- | --- |
| **Name** | **Stakeholder Group (e.g., 6th grade, families, Specials, etc.)** | **Role on Tier 1 Team (e.g., Leader, Note Taker, Data Analyst, Admin, Active Team Member** | **Back-Up Role** | **Email** | **Phone Number** |
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| Day to meet: | Time: |
| Location: |
| Dates to present to faculty: |

**If you can, what are your meeting dates *for the year*?**

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| --- | --- | --- | --- |
| **AUG** |  | **FEB** |  |
| **SEPT** |  | **MAR** |  |
| **OCT** |  | **APRIL** |  |
| **NOV** |  | **MAY** |  |
| **DEC** |  | **JUNE** |  |
| **JAN** |  | **SUMMER** |  |

Adapted from: Midwest PBIS Tier 1 Team PBIS Action Planning Workbook v11-26-2018