**Sample Team Communication Plan**

| Team  *What team is meeting?* | Information and Messages  *What info/data needs to be communicated?*  *Will the information change over time, is there an action plan?* | Target Audience  *Who needs to be communicated with?* | Method of Communication    *How is information communicated, (Presentations, Meetings, Webpages, Webcasts, Emails, etc.)?* | Frequency  *How often and when?*  *Is there a schedule for communication?* | Responsibility  *Who is responsible for communication?*  *What is their role?* | Indicator of Success    *To determine the effectiveness of communication, what data is used and how often?*  *Data Review date(s)* | Communication Cycle    *Who is responsible for ensuring feedback to the team?*  *The information gathered is used to inform, reduce barriers, celebrate successes, and for next steps.* |
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| Board of Education |  | Community & District Stakeholders | Live and recorded Broadcasts | Monthly  *See attached schedule* | Board Chair,  Board Members,  Superintendent |  | Board Chair,  Board Members,  Superintendent |
| District Leadership Team  Superintendent  Assistant Super  DPP/FRC Director  DOSE/DAC  MTSS Coordinator  Mental Health Coordinator | *See attached Strategic Action Plan* | Board of Education  District, School, & Community Stakeholders | Presentations  District Website  School Website  Newsletters  Social Media  Emails | Weekly  Friday 8:30am  *See attached schedule* | Superintendent to BOE and Building level Admin,  All members | Strategic Action Plan | Superintendent  Assistant Super  DPP  DOSE  DLT Members |
| District MTSS/DIT Team  Assistant Super  DPP/FRC Director  DOSE/DAC  MTSS Coordinator  Mental Health Coordinator  Principals  School Counselor Lead  Psychologist Lead  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Integrated Mental Health  Sub-committee  Assistant Super/DOSE/MTSS/Mental Health Coord. /Social Workers/Counselors/Psychologists  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Academic Instruction  Sub-committee  Assistant Super/DAC/MTSS Coord. / Principals/Teachers | Academic: Universal Screener 3x/yr, Benchmark Assessment 3x/yr, intervention data  Behavior: Monthly Office Discipline Referrals, R&S, Disproportionality, intervention data, universal screener, culture  Mental Health: Monthly referrals to counselors, referrals to outside agencies, students in intervention, threat assessment, risk assessment  *See attached Action Plan* | District, School, & Community Stakeholders | Presentations  District Website  School Website  Newsletters  Social Media  Emails | Monthly  2nd Tuesday 10am  *See attached schedule* | MTSS Coordinator to DLT,  All members | Action Plan  MTSS Fidelity Measures or Needs Assessments (SAM/ASA)  PBIS Fidelity Data (TFI/ASA/SAS/DSSI)  Intervention Data Tracking | MTSS Coordinator  DOSE  All team members |
| Mental Health: Monthly referrals to counselors, referrals to outside agencies, students in intervention, threat assessment, risk assessment  Community Data- TBD  Evidence Based Intervention selection, training, and roll out for all tiers of integrated mental health supports  Processes and Procedures for Integrated mental health action items from Action Plan E.g.: mental health tracking process, referral process, etc.  *See attached Action Plan* | District, School, & Community Stakeholders | Distributed through District MTSS Team | Monthly  2nd Thursday  1-3pm  *See attached schedule* | MTSS Coordinator,  All members | Action Plan  ISF-II Fidelity | Assistant Super  DOSE  MTSS Coordinator |
| Academic: Universal Screener 3x/yr., Benchmark Assessment 3x/yr., intervention data  Evidence Based Intervention selection, training, and roll out for all tiers of instruction  *See attached Action Plan* | District, School, & Community Stakeholders | Distributed through District MTSS Team | Monthly  3rd Monday  10am  *See attached schedule* | Assistant Super,  All members | Action Plan  MTSS Fidelity or Needs Assessment Data SAM/ASA Fidelity | Assistant Super  DAC  MTSS Coordinator |
| Building MTTS/BIT Team  MTSS Coordinator/ Principal/Counselor/Psych/Social Worker/Teachers/Para/Family Member/Bus Driver | Academic: Universal Screener 3x/yr., Benchmark Assessment 3x/yr., intervention data  Behavior: Monthly Office Discipline Referrals, R&S, Disproportionality, intervention data, universal screener, culture  Mental Health: Monthly referrals to counselors, referrals to outside agencies, students in intervention, threat assessment, risk assessment  *See attached Action Plan* | District, School, & Community Stakeholders | Presentations  School Website  Newsletters  Social Media  Emails | Monthly  School A 1st W 3:30-4:30pm  School B 2nd W 3:30-4:30pm  School C 3rd W 3:30-4:30pm  *See attached schedule* | MTSS Coordinator, Building Level Admin, All members to grade/content level | Action Plan  Building Level MTSS and PBIS Fidelity Data  Building and Classroom walkthrough data | Building Admin  MTSS Coordinator |
| Grade/Content Level PLCs  Principal/Counselor/  Teachers/Paras | Grade level screening, formative and summative assessment data, intervention selection and design for all tiers of instruction, data-based decisions for all students | Building level administrators, student support, families | School Website  Newsletters  Social Media  Emails | Weekly  *Schedules at building level* | Building Admin., Grade/Content level representative | Meeting minutes  Universal Screening Data  Intervention Data | Building Administrators  School Counselors  Building Level MTSS Coord. |
| Student Support Teams  Counselor/Teachers/Intervention Specialists/Para/Families | Universal Screening Data, Classroom assessment data, diagnostic assessment data, intervention selection, intervention tracking, progress monitoring, and data-based decisions for individual students with student and family voice  *Individual Student Intervention Plan and schedule* | Building level administrators, student support, families | Meetings  Parent Communication mailed home  Emails | *Schedules at building level* | Counselor, Classroom teacher, families | Meeting Minutes  Intervention Data  Progress Monitoring Data | Building Administrators  School Counselors  Building Level MTSS Coord. |