**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 TeamSuperintendentAssistant SuperDPP/FRC Director DOSE/DACMTSS CoordinatorMental Health Coordinator | *See attached Strategic Action Plan* | Board of Education District, School, & Community Stakeholders  | PresentationsDistrict Website School WebsiteNewslettersSocial Media Emails  | Weekly Friday 8:30am*See attached schedule* | Superintendent to BOE and Building level Admin,All members  | Strategic Action Plan  | Superintendent Assistant SuperDPPDOSEDLT Members  |
| District MTSS/DIT TeamAssistant SuperDPP/FRC Director DOSE/DACMTSS CoordinatorMental Health CoordinatorPrincipalsSchool Counselor LeadPsychologist Lead \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Integrated Mental HealthSub-committeeAssistant Super/DOSE/MTSS/Mental Health Coord. /Social Workers/Counselors/Psychologists\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Academic Instruction Sub-committeeAssistant Super/DAC/MTSS Coord. / Principals/Teachers | Academic: Universal Screener 3x/yr, Benchmark Assessment 3x/yr, intervention dataBehavior: 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 | PresentationsDistrict Website School WebsiteNewslettersSocial Media Emails | Monthly 2nd Tuesday 10am*See attached schedule* | MTSS Coordinator to DLT, All members  | Action PlanMTSS Fidelity Measures or Needs Assessments (SAM/ASA)PBIS Fidelity Data (TFI/ASA/SAS/DSSI)Intervention Data Tracking  | MTSS CoordinatorDOSEAll team members  |
| Mental Health: Monthly referrals to counselors, referrals to outside agencies, students in intervention, threat assessment, risk assessment Community Data- TBDEvidence 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 PlanISF-II Fidelity | Assistant SuperDOSEMTSS Coordinator |
| Academic: Universal Screener 3x/yr., Benchmark Assessment 3x/yr., intervention dataEvidence 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 Monday10am*See attached schedule* | Assistant Super,All members  | Action Plan MTSS Fidelity or Needs Assessment Data SAM/ASA Fidelity  | Assistant SuperDACMTSS Coordinator  |
| Building MTTS/BIT TeamMTSS Coordinator/ Principal/Counselor/Psych/Social Worker/Teachers/Para/Family Member/Bus Driver | Academic: Universal Screener 3x/yr., Benchmark Assessment 3x/yr., intervention dataBehavior: 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 | PresentationsSchool WebsiteNewslettersSocial Media Emails | MonthlySchool A 1st W 3:30-4:30pmSchool B 2nd W 3:30-4:30pmSchool 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 AdminMTSS Coordinator  |
| Grade/Content Level PLCsPrincipal/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 WebsiteNewslettersSocial Media Emails | Weekly*Schedules at building level*  | Building Admin., Grade/Content level representative  | Meeting minutesUniversal Screening Data Intervention Data  | Building AdministratorsSchool CounselorsBuilding Level MTSS Coord.  |
| Student Support TeamsCounselor/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 | MeetingsParent Communication mailed homeEmails  | *Schedules at building level* | Counselor, Classroom teacher, families  | Meeting Minutes Intervention Data Progress Monitoring Data  | Building Administrators School CounselorsBuilding Level MTSS Coord.  |