**DE-MTSS Team Audit / Working Smarter Matrix**

**Committee/Group Self-Assessment & Action Planning**

**Purpose**

The purpose of this worksheet/activity is to enable schools to assess and enhance the efficiency, effectiveness, and relevance of the committee and team organization of schools.

**Challenge**

Whenever a new initiative is introduced to a school, district/region, or state, the general approach is to “form a team/committee” to develop a plan for implementation. Although this initiative might be worthwhile, efforts often struggle because of a number of challenges:

1. Few resources, staff, time, etc.
2. Duplication of effort with other initiatives and efforts
3. Lack of clarity regarding purpose and outcomes
4. Lack of priority
5. Etc.

**Addressing the Challenge**

To address these challenges, schools must examine the overall organization and operation of its existing teams and committees. This self-assessment has been designed to enable school staff and educational leaders to take an inventory of its current committee and working group organization, and make enhancements that would improve the effectiveness, efficiency, and relevance with which the business and operation of the school are conducted.

**Guiding Principles**

When conducting the self-assessment and developing the action plan, keep and give highest priority to any groups that have

1. Data to support or justify their need and priority.
2. Measurable outcomes or objectives
3. Specification of their target audience
4. Alignment with the top school and/or district school-improvement goals or priorities
5. “Full” (>80%) commitment/agreement of the school staff
6. Priority and support from the administrative team

**General Directions**

1. Identify all committees, teams, groups, etc. in building; be sure to include all that have social behavior improvement as part or all of their purpose.
2. Characterize the main features of each committee
   1. **Purpose** - *Why does the group meet?*
   2. **Data -** *What data are used to inform decisions and outcomes?*
   3. **Target Group** - *Who is expected to benefit from the efforts of this group? All students? Some? Few? Grade level?*
   4. **Membership** - *Who is on this committee or group?*
   5. Meeting **schedule** - *How often, when, and how long does this group meet?*
   6. Relationship to **Tier 1 SEB** Programming - *How do the efforts of this group relate to Tier 1 behavior and SEL suppors? (setting, defining, teaching expectations, preventing & responding to inappropriate behavior, etc.)*
3. After conducting the self-assessment, evaluate how the committee organization of the school might be enhanced
   1. What committees/work groups can we **eliminate**?
   2. What committees/work groups can we **combine**?
   3. What committees/work groups need to be **supported** for improved outcomes and sustained functioning?
   4. What committee/work groups are still **needed**?
4. Based on this new/enhanced organizational structure, develop an action plan for putting it in place.

# DE-MTSS Team Audit

List teams within your school for a given topic (e.g. SEB focus) or all teams within your school.

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| **Team** | **Purpose (Outcome)** | **Data** | **Target Group** | **Membership** | **Schedule** | **Relationship to Tier 1 SEB Programming \*** |
| *Team, initiative, project, group, or committee* | *Why does the group meet?* | *What data are used to inform decisions and outcomes?* | *Who is expected to benefit from the group efforts? All students? Some? Few? Grade level?* | *Who is on this committee or group?* | *How often, when, and how long does this group meet?* | *How do group efforts relate to Tier 1 behavior and SEL supports?* |
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