Date: 9/21/2020

School/Department: Sebastian River High

Action Step (number and description): 2.6-MTSS Framework

Evidence of Progress Monitoring (Please include narrative/description of the action taken. Where applicable, please include all measurable data.)

The documentation shows the roles and responsibilities of our MTSS team as well as our initial meeting agenda to establish the roles and expectations and processes for MTSS. Also, the document will show the Non-Evaluative Feedback Form that is utilized by administration to collect data concerning equitable classroom practices.

Results of Action Taken:

As a result of the MTSS framework, all staff members will have a clear expectation of the process.

Reflection:

We will continue meet weekly as a MTSS team and utilize data that has been collected to drive Tier 1 classroom practices

SRHS MTSS established roles and responsibilities outline

School District of Indian River County
Indian River Multi-Tiered System of Supports
Problem Solving Team Roles Worksheet

IRXMTSS
Supporting Success for All

Role	Responsibilities	Assigned Staff Member
Facilitator (should not also be the Recorder)	Guides the team through the problem solving process, ensures active participation of all team members, ensures clarification and summarization occurs, leads team consensus building.	Tier 1: Tier 2: Tier 3:
Co-Facilitator	In the absence of the facilitator, fulfills the responsibilities of the facilitator.	Tier 1: Tier 2: Tier 3:
Case Manager (Tier 3 only)	Intakes documentation for student cases, maintains student case files, intakes and opens student referrals for Tier 3 supports, enters new Tier 3 cases into TERMS, serves as point person for MTSS questions and sends questions to appropriate team members.	Tier 3:
Data Manager-Academics	Maintains and supplies student performance and progress monitoring data related to academics to the problem solving team, coaches teachers and staff on academic data collection.	Tier 1: Tier 2: Student's assigned teacher Tier 3:
Data Manager-Behavior	Maintains and supplies student performance and progress monitoring data related to behavior to the problem solving team, coaches teachers and staff on behavioral data collection.	Tier 1: Tier 2: Student's assigned teacher Tier 3:
Meeting Organizer	Organizes and maintains calendar for school problem solving efforts (Tier 1, Tier 2, and Tier 3), invites participants to meetings (provides at least 1 week prior notice, except in extenuating circumstances).	Tier 1: Tier 2: Tier 3:
Recorder	Summarizes and records meeting notes, ensures time limits are followed by the team.	Tier 1: Tier 2: May vary by grade level or content area Tier 3:

School Name: SRHS 19-20

SRHS initial MTSS Agenda & Non-Evaluative Feedback form with tracks Equitable Classroom practices.

SEBASTAIN RIVER HIGH SCHOOL – MTSS AGENDA

09-21-2020

- Introductions

- **Vision-** To provide all students with support needed, which includes academic, behavioral, and social emotional to ensure that they are successful and to maximize their fullest potential

- **Meeting Date…** Mondays Weekly (Admin Conference Room), Please attempt to not schedule other appointments during this time if possible. If not possible, please let the group know ahead of time.

- **Roles of Participants**

Facilitator:
Guides the team through the problem-solving process, ensures active participation of all team members, ensures clarification and summarization occurs, leads team consensus building.

Co-Facilitator:
Guides the team through the problem-solving process, ensures active participation of all team members, ensures clarification and summarization occurs, leads team consensus building.

Case Manager:
Intakes documentation for student cases, maintains student case files, intakes and opens student referrals for Tier 3 supports, opens new Tier 3 cases in FOCUS MTSS database, serves as point person for MTSS questions and sends questions to appropriate team members.

Data Manager:
(Academics) Maintains and supplies student performance and progress monitoring data related to academics to the problem- solving team, coaches, teachers and staff on academic data collection.

Data Manager:
(Behavior) Maintains and supplies student performance and progress monitoring data related to behavior to the problem- solving team, coaches, teachers and staff on behavioral data collection.

Meeting Organizer:
Organizes and maintains calendar for school problem solving efforts (Tier 1, Tier 2, and Tier 3), invites participants to meetings (provides at least 1week prior notice, except in extenuating circumstances).

Recorder:
Summarizes and records meeting notes, ensures time limits are followed by the team.

- **Procedures (How we will take referrals)**
- **Student Concerns:**

Sebastian River High School
Non-Evaluative Feedback Form

Visit by _____ Date_____
Teacher_____ Period_____

☐ Standards Posted
☐ Daily Learning Target Posted
☐ Data Collection Evident
☐ Task Aligned to Rigor of Daily Learning Target
☐ Student Engagement _____/_____ (# of students engaged/# students in class)
☐ Equitable Practices- Observed   Not observed

Noticings

Wonderings