

2006-2007 Calendar



TRAINER/COORDINA

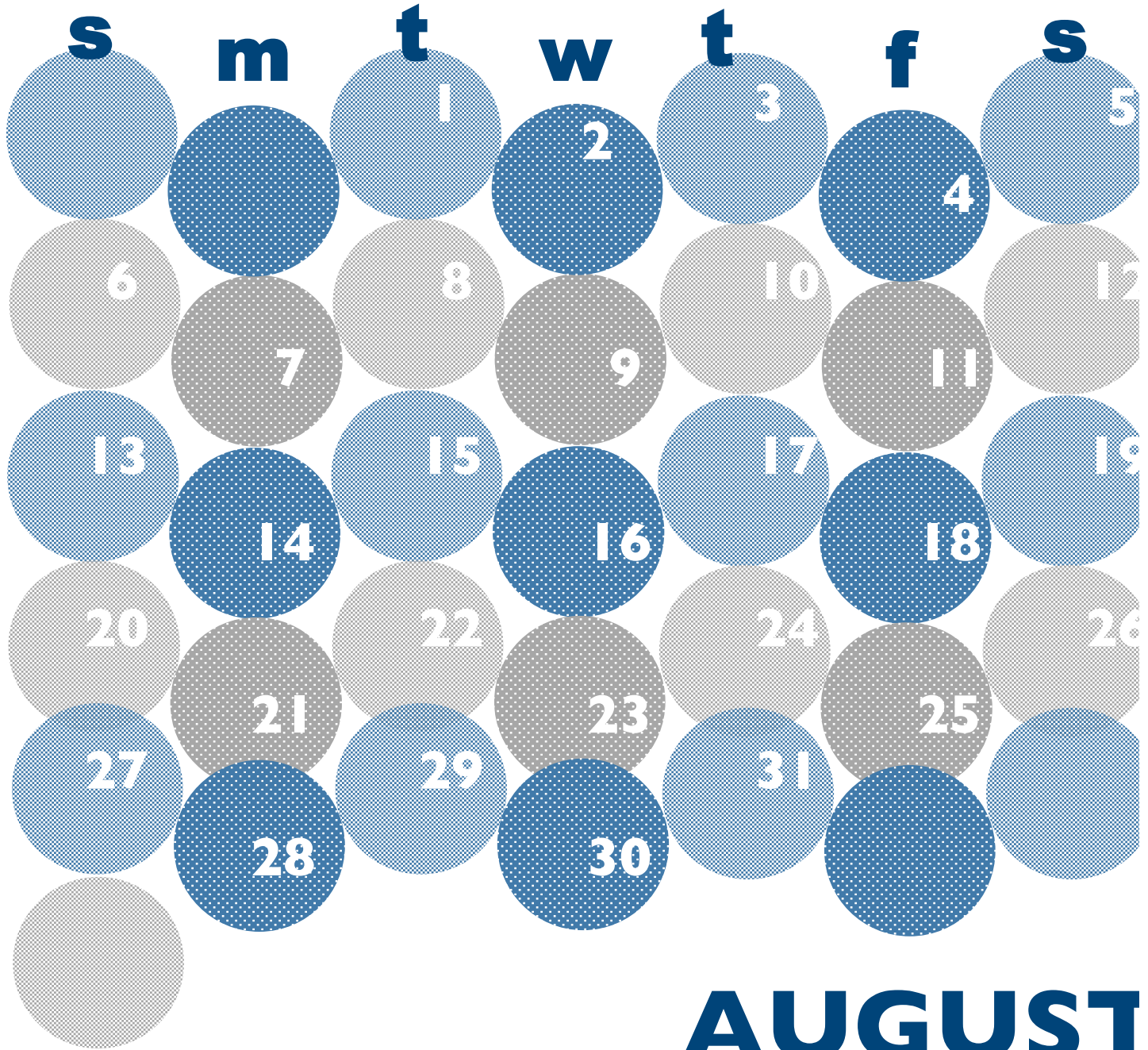
- ☐ Create email list of coaches and administrators in your LEA
- ☐ PBS Fall Kickoff
- ☐ Attend Team meetings whenever possible
- ☐ Collect Action Plans & meeting schedules from Coaches
- ☐ Send any training reports to Regional Coordinator

TEAM

- ☐ Schedule Team Meetings
- ☐ Ensure New Staff & Administrators receive orientation
- ☐ Create email list for building level team
- ☐ Send finalized action plan to LEA coordinator

SCHOOL PRINCIPAL

- ☐ Building level staff meeting for PBS Review
- ☐ Parent Newsletter/Open House Update/Orientation
- ☐ Reallocate part of budget for PBS
- ☐ New Staff Orientation



AUGUST
2006

TRAINER/COORDINA

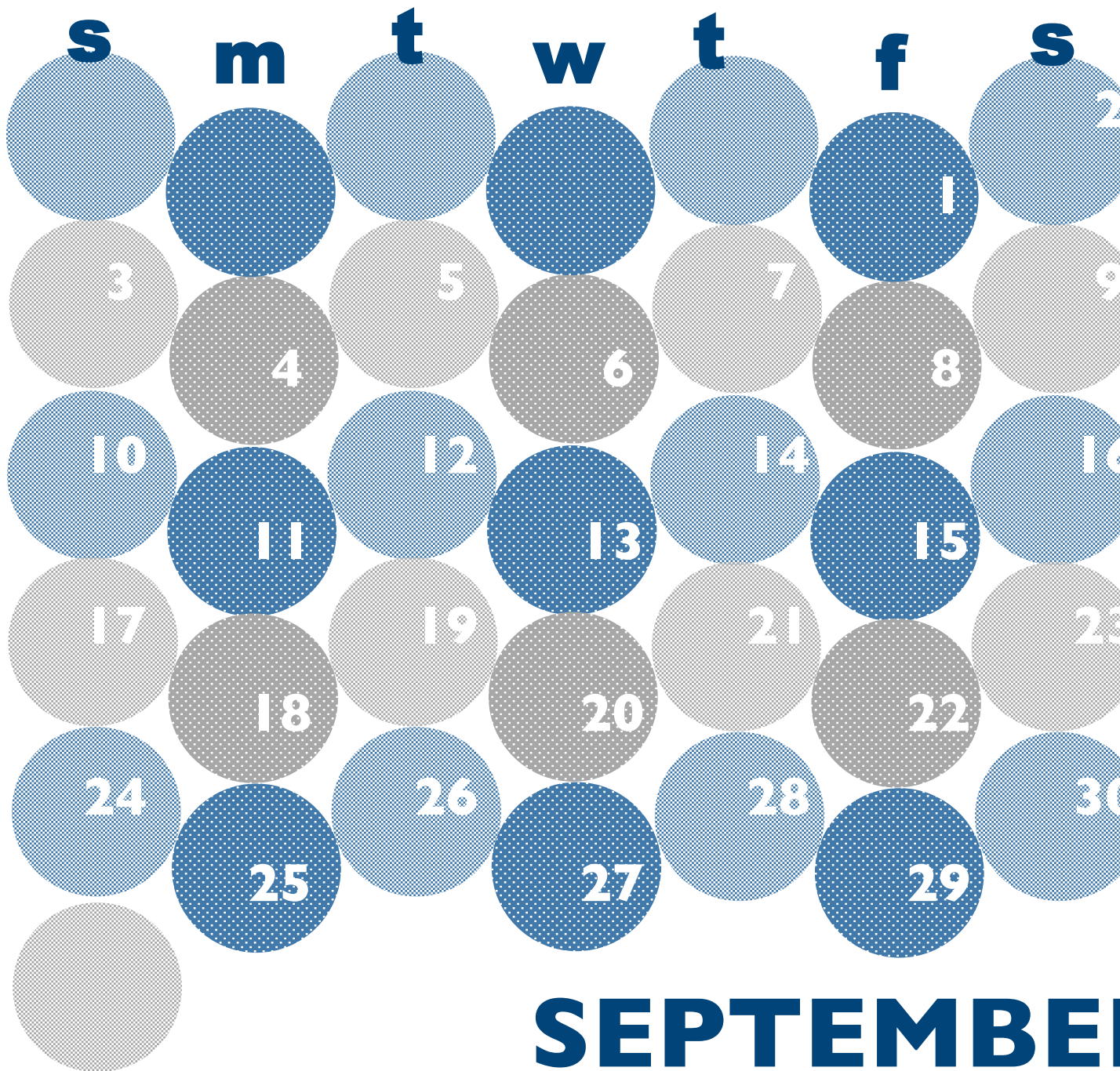
- ☐ Collect first month data from coaches
- ☐ Attend team meetings
- ☐ Collect Coaches' Self-Assessment
- ☐ Send any training reports to Regional Coordinator

TEAM

- ☐ Collect 1st Month Data and send to LEA Coordinator
- ☐ Hold team meeting as scheduled
- ☐ Schedule time with principal for data sharing at end of 1st Quarter

SCHOOL PRINCIPAL

- ☐ Attend Team meeting
- ☐ Review Data
- ☐ Schedule time for data sharing and PBS update with whole staff at the end of 1st Quarter
- ☐ Recognize staff members for implementation efforts



SEPTEMBER
2006

TRAINER/COORDINA

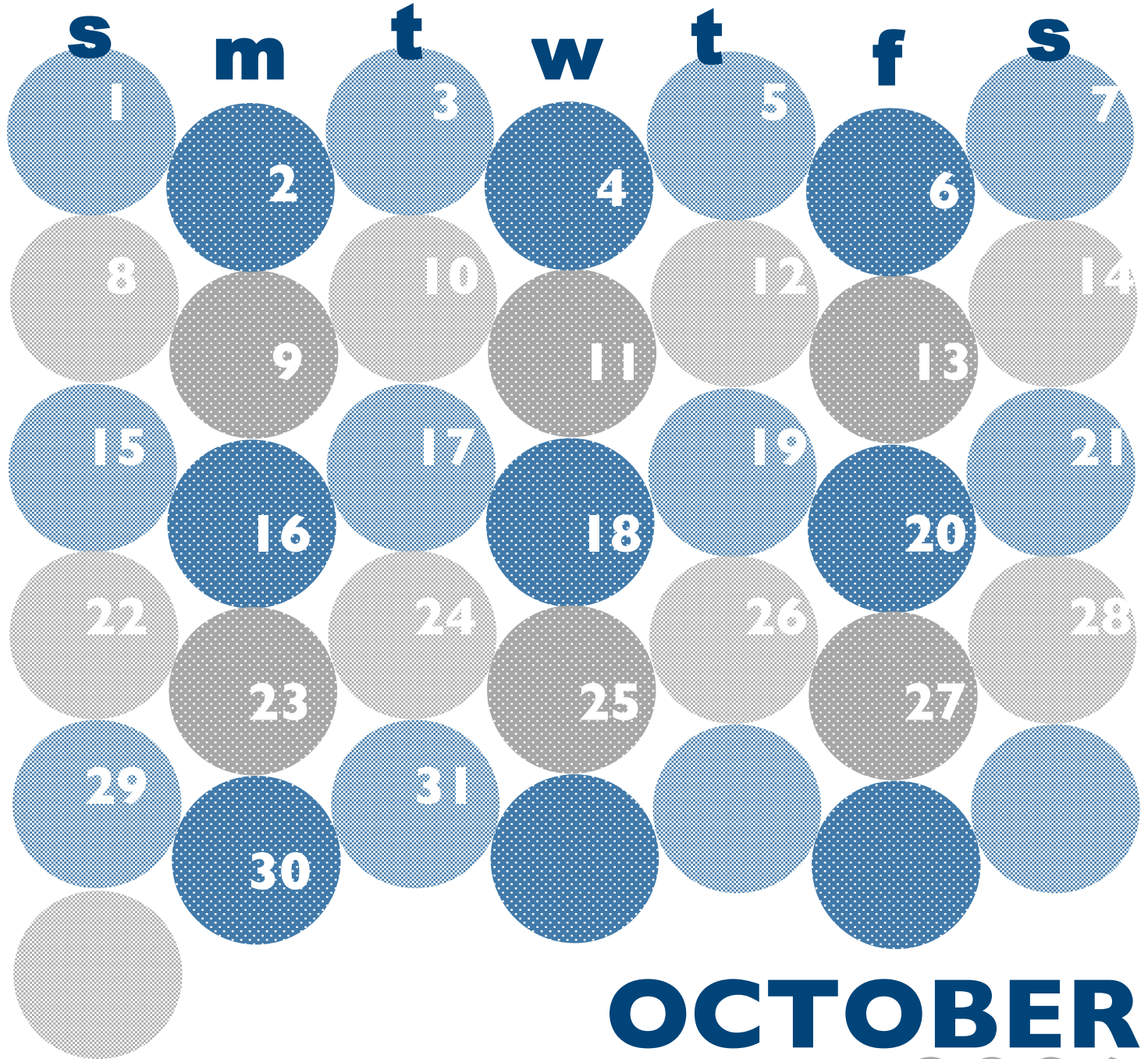
- ☐ Collect monthly data from coaches
- ☐ Attend team meetings
- ☐ Send any training reports to Regional Coordinator

TEAM

- ☐ Collect monthly and quarterly data
- ☐ Hold team meeting as scheduled
- ☐ Plan agenda for Quarterly PBS Update for entire staff with principal

SCHOOL PRINCIPAL

- ☐ Attend team meeting
- ☐ Review monthly data
- ☐ Assist coach with collecting quarterly data
- ☐ Plan agenda for Quarterly Update
- ☐ Acknowledge a student who has made lots of progress



OCTOBER
2006

TRAINER/COORDINA

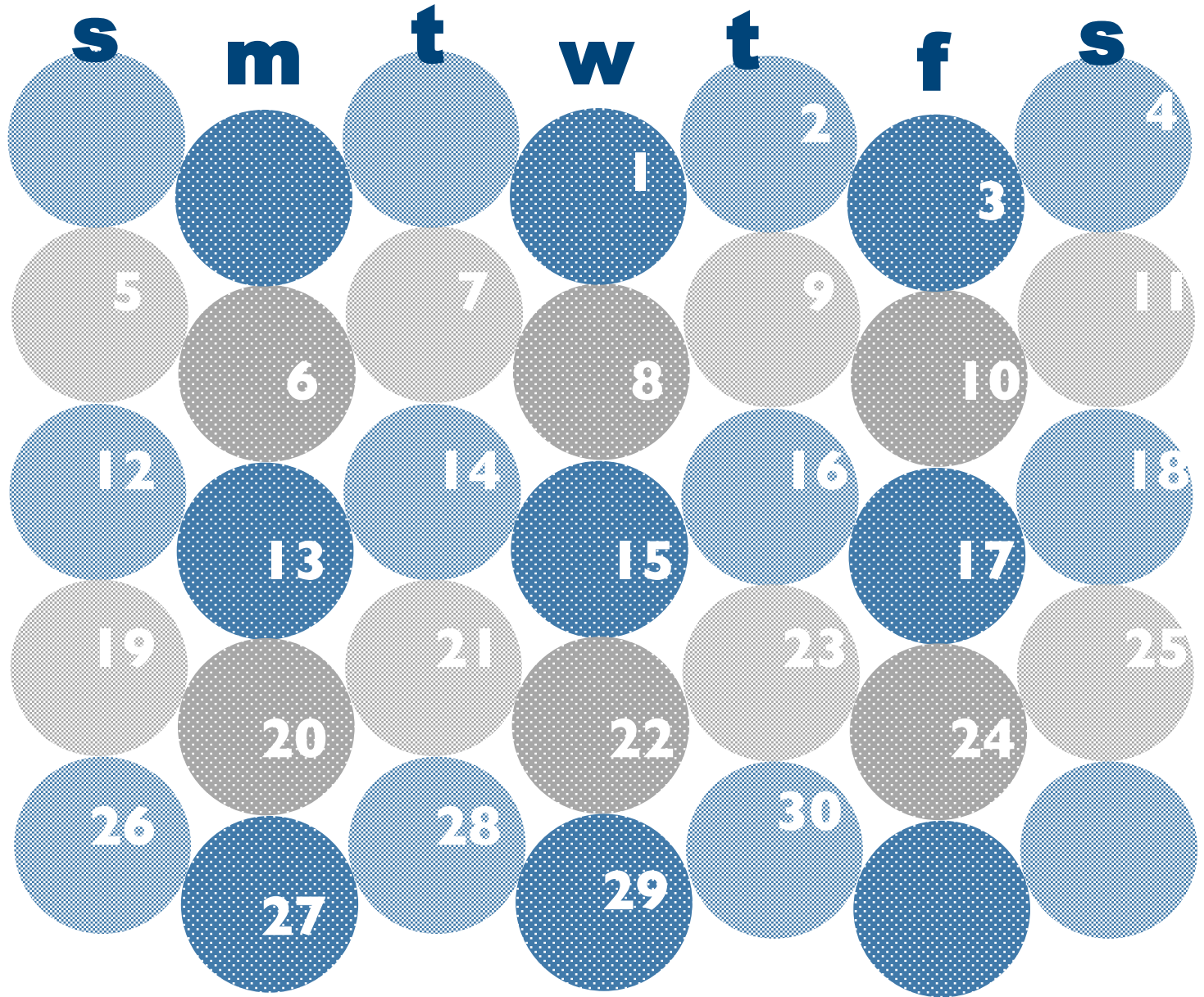
- ☐ Collect monthly and quarterly data and revised action plans and send to Regional Coordinator by November 20
- ☐ Send any training reports to Regional Coordinator

TEAM

- ☐ Collect monthly and quarterly data and submit to LEA Coordinator by November 15
- ☐ Hold team meeting as scheduled
- ☐ Revise action plan based on quarterly outcomes, if necessary, send revision to LEA coordinator

SCHOOL PRINCIPAL

- ☐ Attend team meeting
- ☐ Review data
- ☐ Share progress at principals meeting or with superintendent or Board members
- ☐ Check in with new staff members
- ☐ Make a positive phone call



NOVEMBER
2006

TRAINER/COORDINA

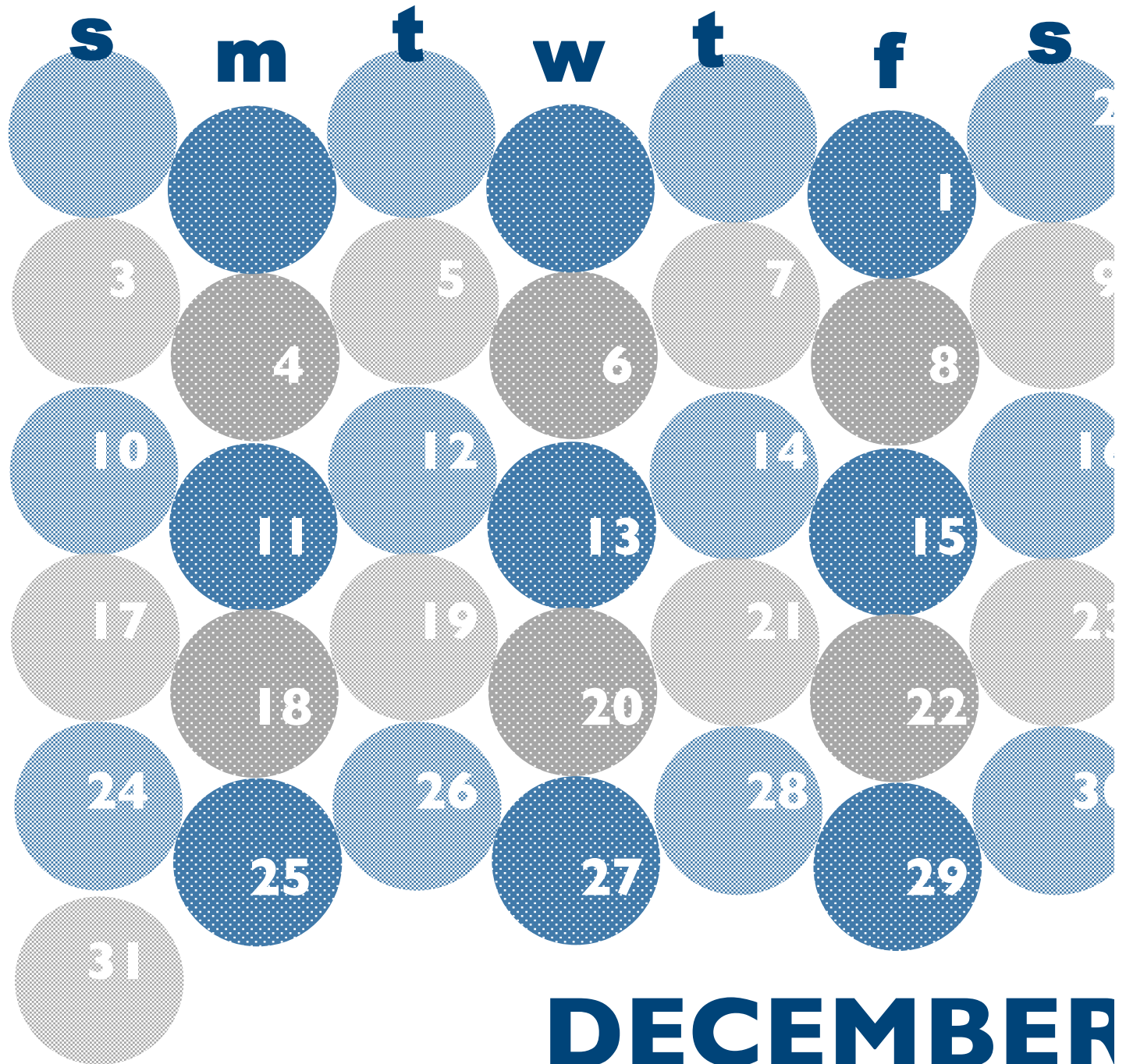
- ☐ Collect monthly data
- ☐ Attend team meetings
- ☐ Send any training reports to Regional Coordinator
- ☐ Encourage data-based decision-making
- ☐ Attend PBS Celebrations

TEAM

- ☐ Collect monthly data and send to LEA coordinator
- ☐ Hold team meeting as scheduled
- ☐ Plan for re-teaching of school-wide rules in January

SCHOOL PRINCIPAL

- ☐ Attend team meeting
- ☐ Review data
- ☐ Announce team's plan for re-teaching in January
- ☐ Contact community businesses for donations for incentives for students and staff



DECEMBER
2006

TRAINER/COORDINATOR

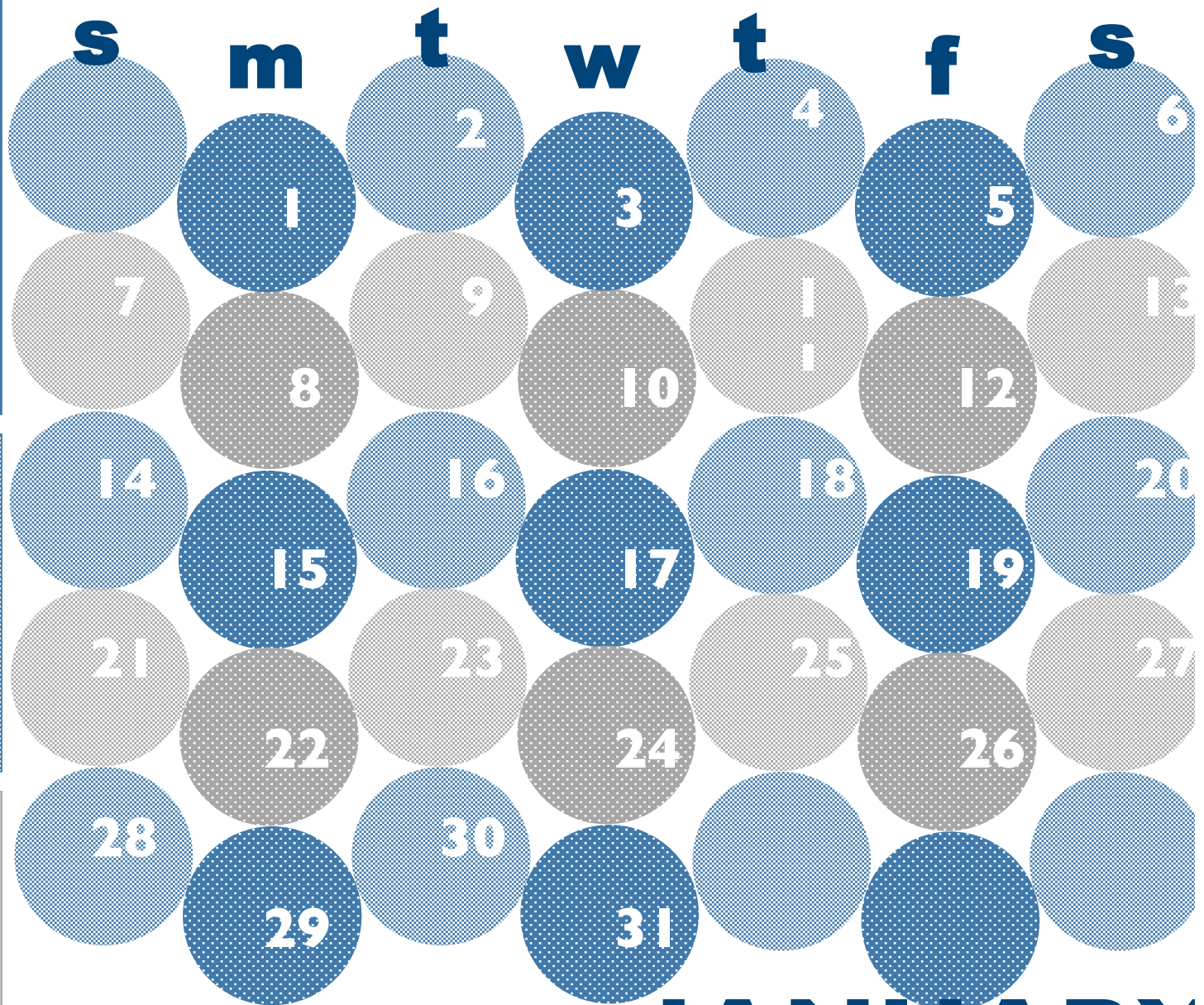
- ☐ Collect monthly data
- ☐ Attend team meetings
- ☐ Send any training reports to Regional Coordinator
- ☐ Celebrate and revive!

TEAM

- ☐ Collect monthly and quarterly data
- ☐ Hold team meetings as scheduled
- ☐ Create new incentives for the new year
- ☐ Schedule and plan PBS Update for Staff - 2nd Quarter with administrator

SCHOOL PRINCIPAL

- ☐ Attend team meetings
- ☐ Review Monthly data
- ☐ Assist coach with compiling quarterly data
- ☐ Schedule and plan PBS Update for Staff - 2nd Quarter with coach
- ☐ Endorse and participate in re-teaching plan



JANUARY
2007

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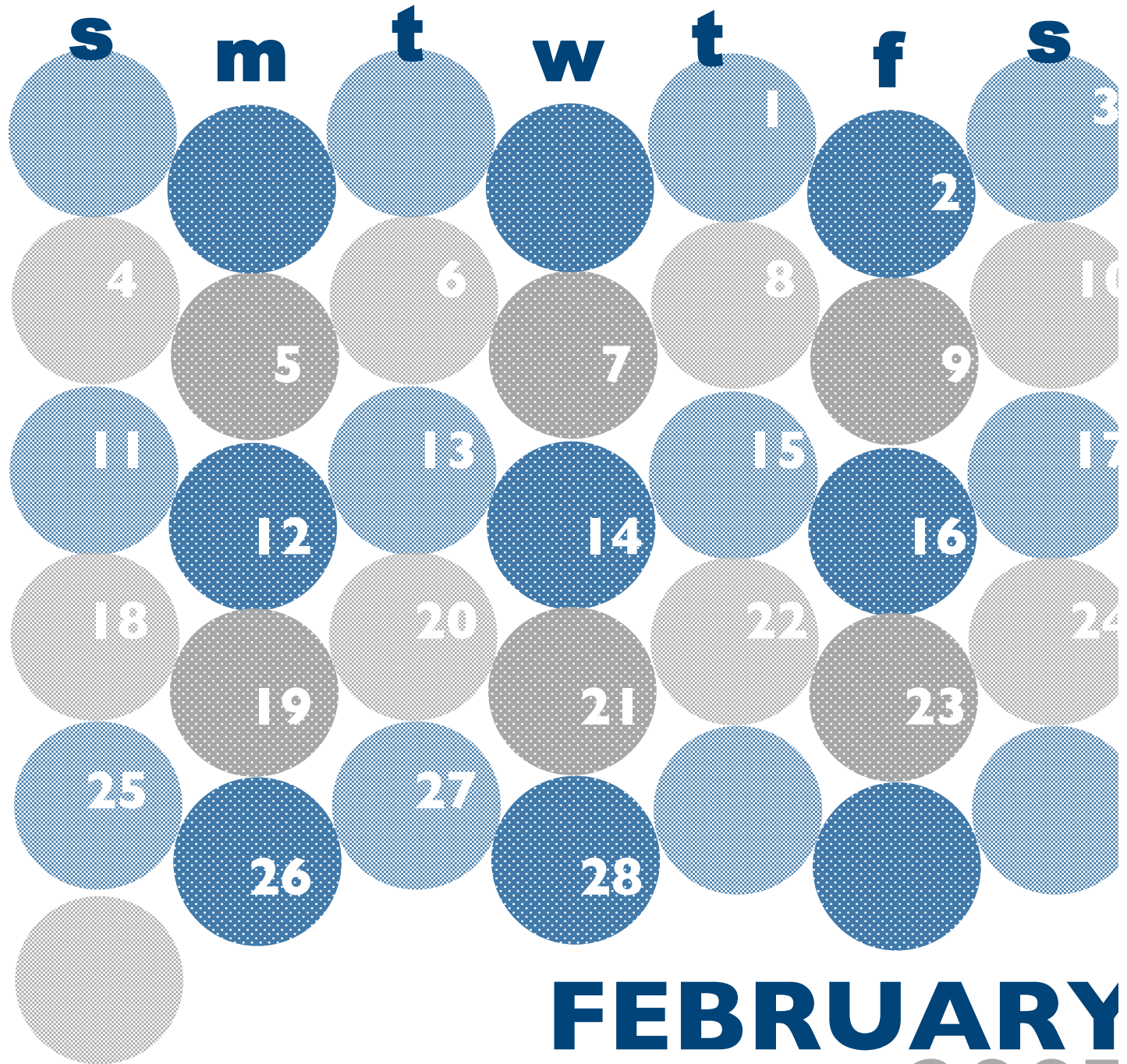
- ☐ Collect monthly and quarterly data. Submit quarterly data to Regional Coordinator by February 20
- ☐ Attend team meetings
- ☐ Schedule SET
- ☐ Consider next years' budget and grant-writing opportunities with teams

TEAM

- ☐ Collect monthly and quarterly data and submit to LEA coordinator by February 15
- ☐ Hold meeting as scheduled
- ☐ Consider budget and discuss grant availability with LEA Coordinator

SCHOOL PRINCIPAL

- ☐ Attend team meetings
- ☐ Review data
- ☐ Share quarterly data with staff
- ☐ Schedule SET with LEA Coordinator



FEBRUARY
2007

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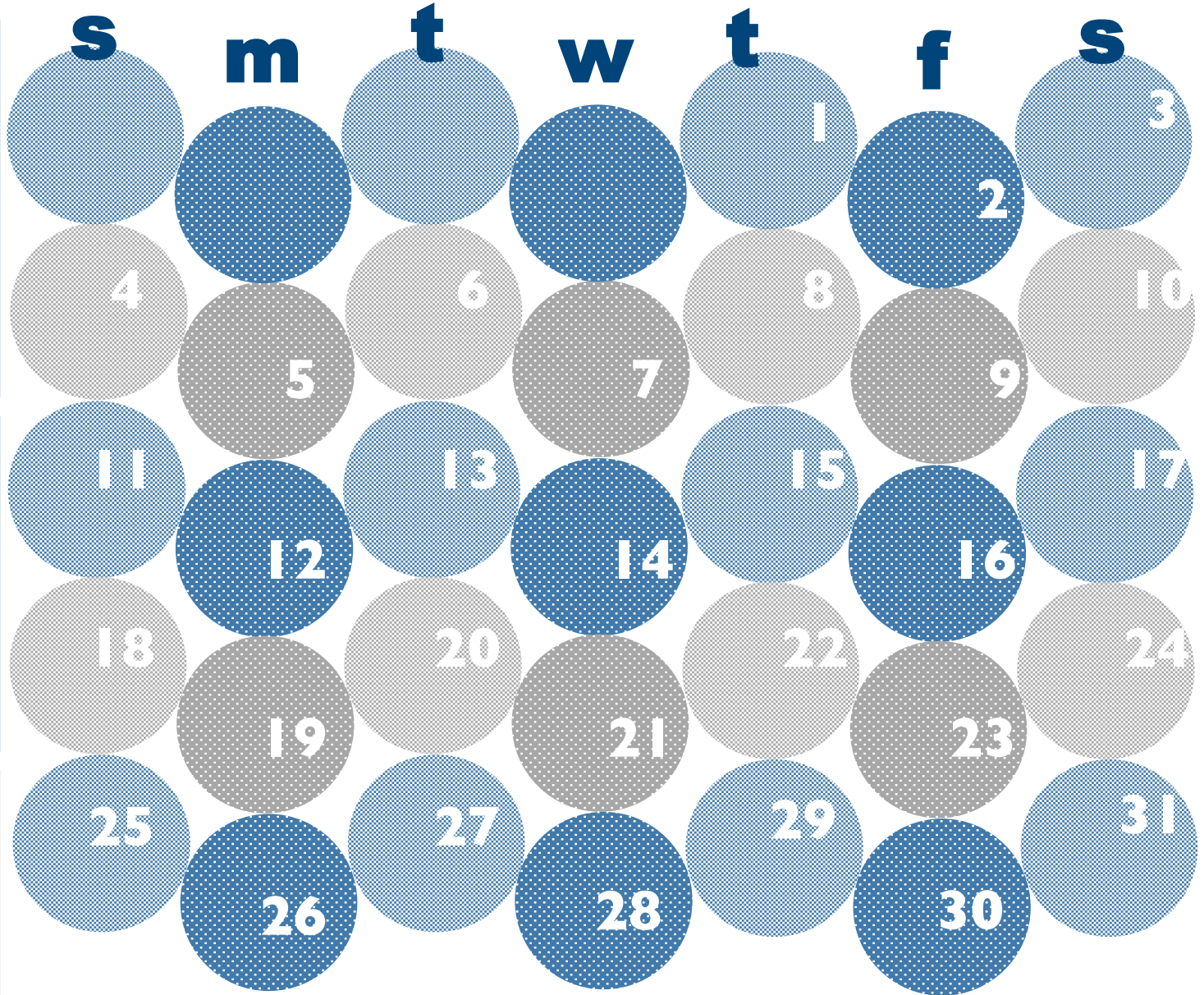
- ☐ Collect monthly data
- ☐ Attend team meetings
- ☐ Collect EBS Survey Data

TEAM

- ☐ Collect monthly and quarterly data
- ☐ Hold meeting as scheduled
- ☐ Conduct EBS Survey and send data to LEA Coordinator

SCHOOL PRINCIPAL

- ☐ Attend team meeting
- ☐ Review data
- ☐ Endorse participation in EBS Survey



MARCH
2007

TRAINER/COORDINATOR

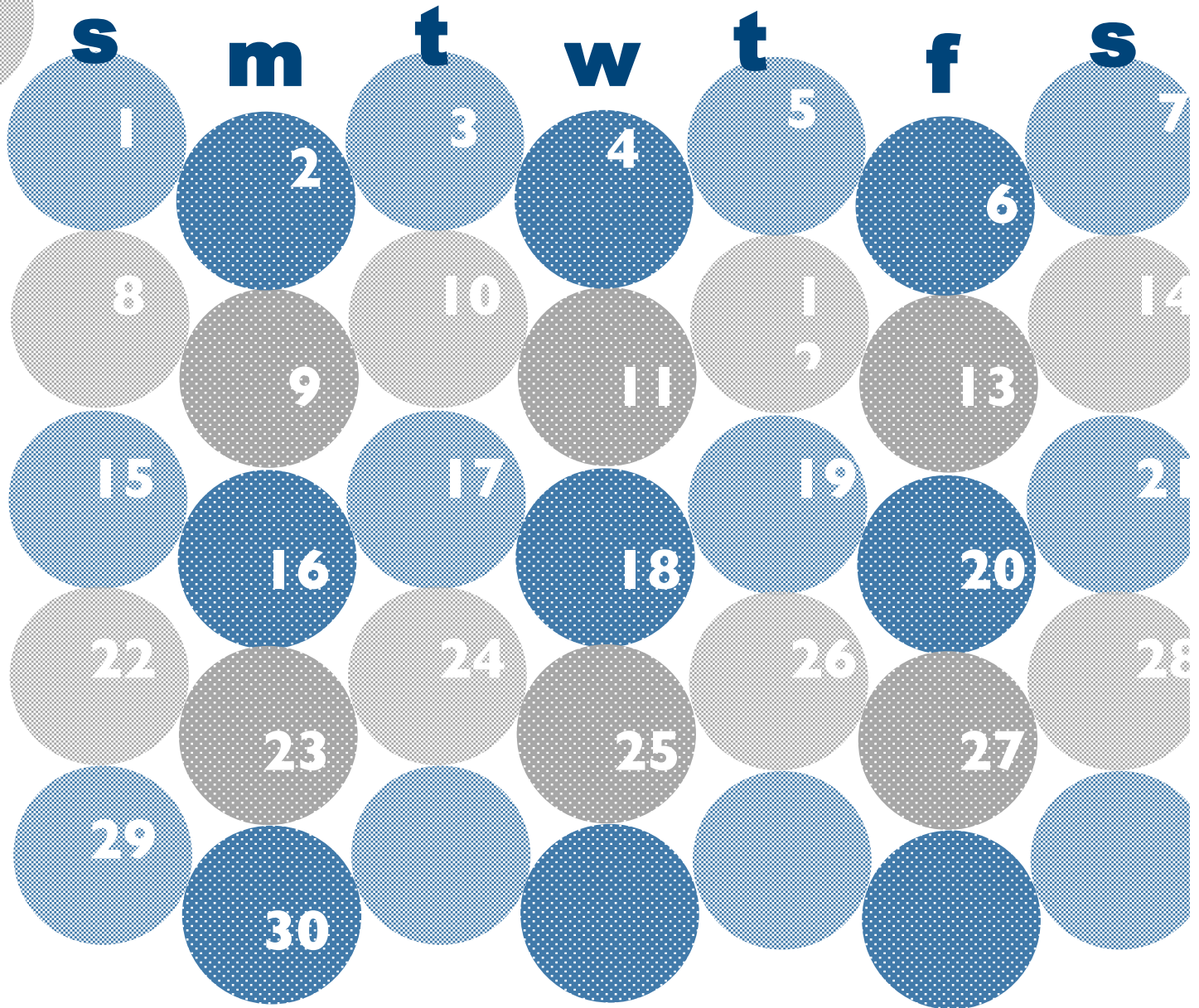
- ☐ Collect monthly and quarterly data and send to Regional Coordinator by April 20
- ☐ Attend team meetings
- ☐ Provide a booster for coaches/teams
- ☐ Update school information annual state-wide celebration

TEAM

- ☐ Collect monthly and quarterly data and send to LEA Coordinator by April 15
- ☐ Hold team meeting as scheduled
- ☐ Plan with principal for end-of-year celebration and team meeting to write action plan

SCHOOL PRINCIPAL

- ☐ Attend team meeting
- ☐ Review data
- ☐ Plan with coach for end-of-year celebration
- ☐ Plan with coach for protected time for team to complete annual data review and write action plan for next year



APRIL
2007

TRAINER/COORDINA

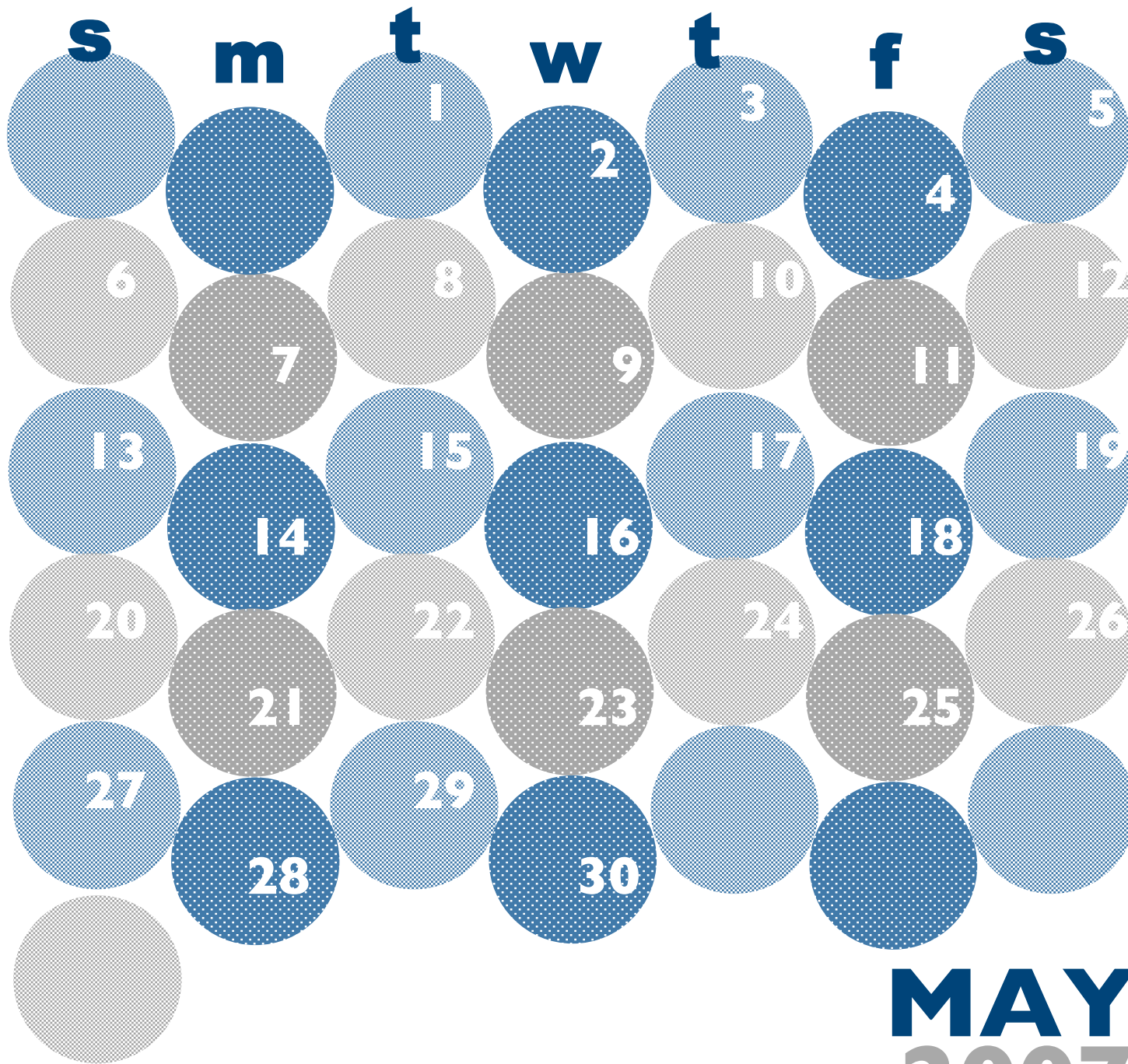
- ☐ Collect monthly data
- ☐ Attend team meetings
- ☐ Assist teams in completing Implementation Inventory

TEAM

- ☐ Collect monthly data
- ☐ Hold team meetings as scheduled
- ☐ Complete Implementation Inventory with team in preparation for annual action planning

SCHOOL PRINCIPAL

- ☐ Attend team meeting
- ☐ Review data
- ☐ Participate in Implementation Inventory
- ☐ Execute a surprise boost for staff
- ☐ Plan end-of-year celebrations



MAY
2007

TRAINER/COORDINA

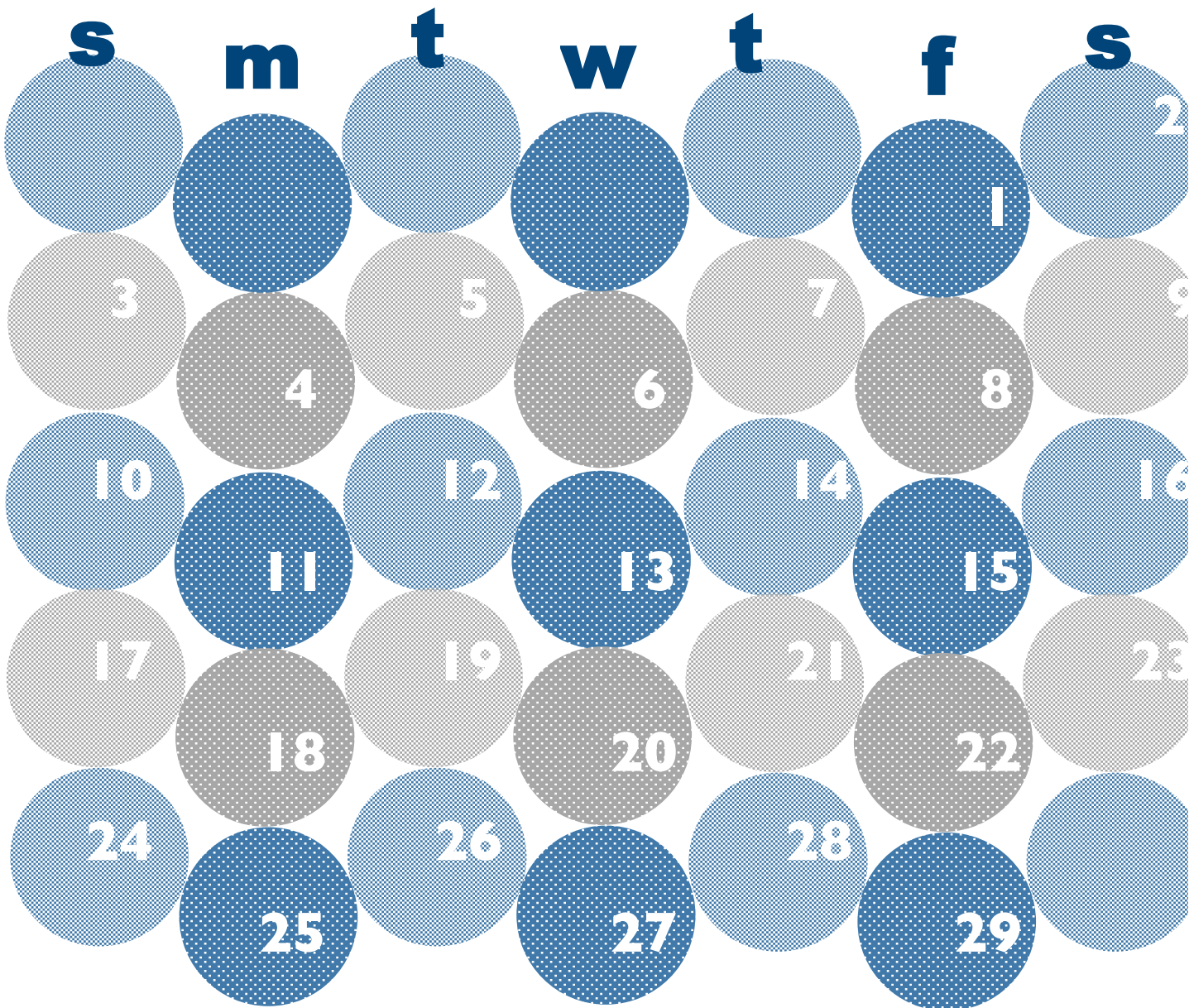
- Collect and submit to Regional Coordinator by June 25:
 - 4th Quarter Data
 - Annual Data Summary
 - SET
 - Implementation Inventory
 - Action Plan for 07-08
 - 07-08 Training Needs
 - Summer contact information

TEAM

- Collect and submit to LEA Coordinator by June 15:
 - 4th Quarter Data
 - Annual Data Summary
 - SET
 - Implementation Inventory
 - Action Plan for 07-08
 - Summer contact info

SCHOOL PRINCIPAL

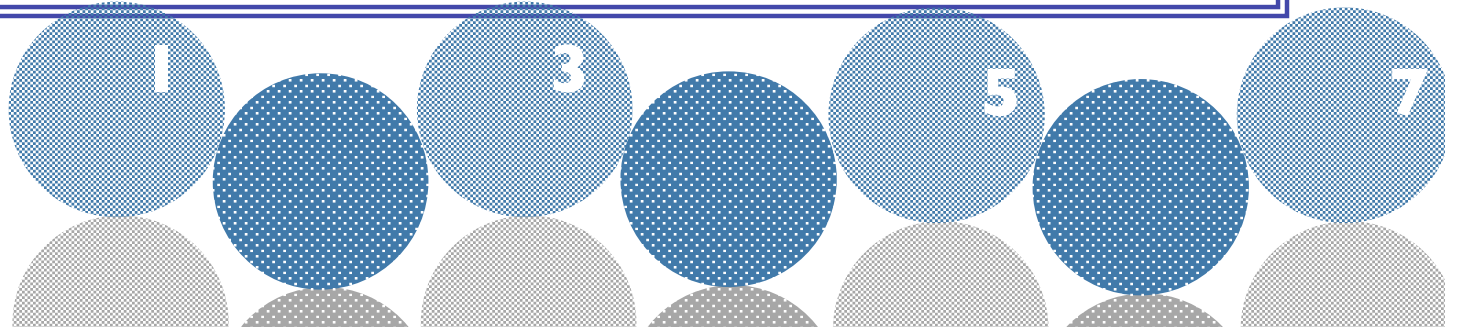
- Set aside time for team to meet to collect and analyze annual data
- Attend team planning session, assist with goal-setting and action plan creation
- Celebrate accomplishments of team



JUNE
2007

“When we treat man as he is, we make him worse than he is; when we treat him as if he already were what he potentially could be, we make him what he should be.”

Johann Wolfgang von Goethe (1749-1832)



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JULY
2007