**School-Wide Positive Behavioral Interventions and Supports (SW-PBIS) School Team Training Application Cohort 15 Summer 2019 – Spring 2021**

# SCHOOL TEAM TRAINING APPLICATION – COHORT 15

Thank you for your interest in being part of Minnesota SW-PBIS Cohort

1. There is a save and continue feature built into this application survey (banner on top of page after page one) that will allow you to complete the survey in multiple settings. A Word document of this application

**can be found at** [**pbismn.org**](http://pbismn.org/) **. However, please remember that only the online application will be accepted.**

**To complete this application, you will need the following additional materials:**

* + ***A signed letter of support from the superintendent***
	+ ***80% Buy-in documentation from staff for investment in PBIS***
	+ ***Evidence of a student behavior data system***

The Minnesota Department of Education (MDE) and [designated partners](http://pbismn.org/statewide/index.php) will be offering team training as part of Minnesota SW-PBIS Cohort 15. If selected, schools will receive two years of training to support both understanding and implementation of School-wide (or Program-wide) Positive Behavioral Interventions and Supports (SW-PBIS). PBIS is a framework for helping schools select and organize evidence-based behavioral interventions into an integrated continuum that enhances academic and social behavior outcomes for all students. It is used to build the capacity of school teams to identify clear behavior outcomes for all staff and students, utilize evidence-based practices to achieve those outcomes, and understand data/information use to support sustainable, safe, and positive learning environments.

Selection for school teams to participate in Cohort 15 is based on complete and accurate information required in this application. A strong emphasis will be placed on the following:

* + ***Evidence of a data system that informs behavioral practice***
	+ ***Administrative support and participation***
	+ ***Demonstration of staff buy-in/informed commitment and***
	+ ***Capacity to participate in all required trainings and complete all PBIS assessment tools (TFI, SAS, etc.) in the*** [***Data Calendar-at-a Glance***](http://pbismn.org/event-calendars/index.php)

**All applications must be submitted no later than 11:00 am CST on February 11, 2019. Only electronic submissions in Survey Gizmo format will be accepted. If you have not received confirmation of receipt of your Cohort 15 application within three working days of submission, please send an email to** **MDE.PBIS@state.mn.us****. School/program administrators will be notified no later than March 22, 2019 regarding selection. If you have any additional questions regarding the application, contact the regional implementation coordinator identified in this application.**

# [Page 2]

**MDE in Partnership with the Regional Implementation Projects Will:**

* + Provide team training three times per school year for two years (nine days total). This regional training has been developed in collaboration with Dr. George Sugai, co-director of the National Technical Assistance Center for Positive Behavioral Interventions and Supports. [View PBIS Website](http://pbis.org/)
	+ Provide access to, and cover the cost for, the online School-Wide Information System (SWIS). This is a behavioral incident tracking system designed to monitor and inform behavioral practices. If teams would like access to SWIS during the two-year training sequence, it is provided at no cost. The annual cost of SWIS after training is $350.00. [View SWIS](https://www.pbisapps.org/Applications/Pages/SWIS-Suite.aspx)  [Website](https://www.pbisapps.org/Applications/Pages/SWIS-Suite.aspx).
	+ Provide training for school/program coaches.
	+ Cover the cost of trainers and training materials for all participants.

## Participating Districts/Schools/Programs are expected to:

* + Identify representative teams (including an administrator such as principal, vice principal, or assistant principal) to attend ALL team trainings (year one includes six days; year two includes three days).
	+ Cover the cost of travel, lodging, and substitutes, as needed.
	+ Assign a [PBIS coach](http://pbismn.org/coachespbiscoach.html) to support successful PBIS implementation.
	+ Complete all PBIS assessment tools ([TFI](https://www.pbisapps.org/Applications/Pages/PBIS-Assessment-Surveys.aspx#tfi), [SAS](https://www.pbisapps.org/Applications/Pages/PBIS-Assessment-Surveys.aspx#sas), etc.) in the [Data Calendar-](http://www.pbismn.org/documents/dataCalendarAtAGlance_Training2015_16.pdf)  [at-a Glance](http://www.pbismn.org/documents/dataCalendarAtAGlance_Training2015_16.pdf)
	+ Assign someone on the PBIS team to complete Tiered Fidelity Inventory ([TFI](https://www.pbisapps.org/Applications/Pages/PBIS-Assessment-Surveys.aspx#tfi)) coaching and walkthroughs at other schools (this could be the coach or another team member, but it is strongly recommended that this is not the administrator for time and scheduling purposes). This person is known as a “TFI external facilitator”. Training to become a TFI external facilitator involves watching a training video and reviewing materials from Wilder Research, our PBIS evaluation partner. The TFI external facilitator for your team will need to complete two walkthroughs for another school—once in Spring 2020 and once in Spring 2021.
	+ Schools will complete a TFI at most trainings, and have a TFI Facilitator from another school team complete a yearly walkthrough at their schools in the spring. To participate in the no-cost exchange, the TFI external facilitators will sign up during training for another school that they would like to visit. TFI external facilitators will receive information about that school’s PBIS team to set up a time to complete the walkthrough that works for the TFI external facilitator and the PBIS team. This must be completed in the spring before the end of the school year.
	+ Systematically collect discipline reports and complete other measures of implementation and report them to the Minnesota SW-PBIS evaluators.

# [Page 3]

**Regional Implementation Projects Map**

## Please view the [Regional Map](http://pbismn.org/statewide/index.php) for location of your district within Minnesota SW-PBIS

**North Regional Implementation Project (NRIP) regions 1, 2, 3, 4, 5 & 7**

**Erin Engness – (320) 267-7818** **PBIS.Erin@gmail.com**

**Metro Regional Implementation Project (MRIP) region 11**

**Lauren Sparr – (612) 638-1534** **Lauren.Sparr@metroecsu.org**

**South Regional Implementation Project (SRIP) regions 6, 8, 9 & 10**

**Hazel Ashbeck – (507) 591-6296** **Hazel.Ashbeck@swsc.org**


# [Page 4]

**SW–PBIS Cohort 15 Training Calendar**

## North Region Training

Year One:

August 6 & 7, 2019 (Location TBD)

November 5 & 6, 2019 (Location TBD)

February 25 & 26, 2020 (Location TBD)

Year Two:

August 6, 2020 (Location TBD)

November 5, 2020 (Location TBD)

March 4, 2021 (Location TBD)

## Metro Region Training

Year One:

August 7 & 8, 2019 – (Location TBD)

November 13 & 14, 2019 – Shoreview Community Center

February 26 & 27, 2020 – Shoreview Community Center

Year Two:

August 4, 2020 – (Location TBD)

November 3, 2020 – Shoreview Community Center February 23, 2021 – Shoreview Community Center

## South Region Training

Year One:

August 7 & 8, 2019 – South Central Service Cooperative Center, Mankato November 6 & 7, 2019 – South Central Service Cooperative Center, Mankato March 4 & 5, 2020 – South Central Service Cooperative Center, Mankato

Year Two:

August 5, 2020 – South Central Service Cooperative Center, Mankato November 4, 2020– South Central Service Cooperative Center, Mankato

March 3, 2021 – South Central Service Cooperative Center, Mankato

Depending on the number of the regional Cohort 15 applications, it may be necessary to split the cohort into an A and B group for training. If this becomes necessary, teams will be notified of additional training dates from their [Regional](http://pbismn.org/contact-us.php)  [Implementation Coordinator](http://pbismn.org/contact-us.php).

# [Page 5]

**General Information (Part I of III)**

1)

Please provide an email address to receive a copy of your application:

2)

District Name:

3)

District Number:

4)

Official Name of School:

5)

Grade Level of School:

1. School Address:
2. School Website Address:

8)

Please enter your NCES School ID; visit [National Center for Education](http://nces.ed.gov/globallocator/)  [Statistics (NCES) School ID\*](http://nces.ed.gov/globallocator/) enter your school name, then click on the name of the school in the search results.

\*Each PBIS school site team must account for all NCES school ID numbers within the desired PBIS grade level bands when applying for PBIS status. Therefore, there must be a PBIS application for each NCES School ID number. (For example, if a district considers their PBIS school team as Butler Secondary (grades 7-12), but they have an NCES number for both the middle school and high school, PBIS applications must be submitted for each school). Contact your [Regional Implementation Project Coordinator](http://pbismn.org/contact-us.php) if you have questions regarding this requirement.

9)

Total Student Enrollment:

10)

Total Number of Faculty/Staff:

**11)**

Contact person for your team application:

IMPORTANT! The person listed will be the main contact with MDE and will be responsible for forwarding updates to team(s), registering team(s), providing summer contact information for team members, and forwarding notifications regarding SW-PBIS.

Name:

Title:

Email:

Phone:

**12)**

Administrator Contact Information:

Name:

Title:

Email:

Phone:

**13)**

Choose your Region:

[ ] North [ ] Metro [ ] South

# [Page 6]

**Team Information (up to 8 members per site):**

**14)** School-wide team should be representative of your school staff. In addition to the school administrator, consider including general education teachers, special education teachers, guidance counselors, social workers, school psychologists, paraprofessionals, students and, parents. Also consider the roles that members could play to ensure team meetings run effectively. Important roles might include team leader, coach, data specialist, behavior specialist, timekeeper, recorder, communications, etc. Consider team members from your staff, district or community who represent and/or have expertise in the cultures that comprise diversity in your school.

|  | **Name** | **Role in School/Program** | **PBIS Team Role** |
| --- | --- | --- | --- |
| Team Member One: Coach Candidate |  |  |  |
| Team Member Two: Administrator |  |  |  |
| Team Member Three |  |  |  |
| Team Member Four |  |  |  |
| Team Member Five |  |  |  |
| Team Member Six |  |  |  |
| Team Member Seven |  |  |  |
| Team Member Eight |  |  |  |
|  |  |  |  |

# [Page 7]

**SW-PBIS Readiness Checklist (Part II of III)**

**Minnesota School-wide Positive Behavior Interventions and Support (SW- PBIS) Readiness Checklist: Items to complete prior to School-Wide PBIS Training**

15)

**The School/Program Administrator has participated in an informational presentation summarizing Minnesota’s PBIS Initiative. *Provide the name of the administrator who attended the meeting.***

16)

Provide the School/Program Administrator's email address:

**17)**

The administrator from this school is aware that SW-PBIS is a multi-year process that may require ongoing training and district supports.

[ ] Yes

[ ] No

**18)**

The Principal or Assistant Principal who is responsible for making discipline decisions will be an active participant on the PBIS Team and, if accepted, agrees to attend the School/Program-wide Training.

Principal or assistant principal will attend a MANDATORY REGIONAL ADMINISTRATOR ORIENTATION. Dates for these mandatory meetings in each region can be found below:

NRIP: April 5, 2019

MRIP: May 7, 2019

SRIP: May 21, 2019

[ ] Yes

[ ] No

**19)**

District is committed to provide both a) and b) below:

1. **Staff development time to attend required Minnesota PBIS training**
	* Six (6) days for Cohort Team Training during the 2019-2020 school year
	* Three (3) days for Cohort Team Training during the 2020-2021 school year
	* Three (3) days for the identified internal coach each school year (2019- 2021)
	* Tiered Fidelity Inventory Facilitator ([TFI](https://www.pbisapps.org/Applications/Pages/PBIS-Assessment-Surveys.aspx#tfi))
2. **Resources to support school teams and has allocated/secured funding to support**

**the school-wide initiatives in their respective schools (e.g., School Improvement, Safe and Drug Free Schools, other school/community resources).**

[ ] Yes

[ ] No

20) A school-wide and/or district-wide plan exists that includes school-wide behavioral outcomes (i.e., discipline, school climate, safety, behavior) as one of the top three goals.

[ ] Yes

[ ] No

21) Please provide an electronic link (along with specific page numbers) to the district plan that addresses behavior, discipline, safety, and/or climate.

Electronic Link to District Plan:

**If an electronic link is not available, please provide a one-page description of the plan along where it can be located in the school or district procedures.**

The district administrator agrees to allow the participating schools to revise/utilize a discipline referral form, including problem behavior definitions, and develop or refine the discipline referral process in order to enhance data- based decision making. The district and school agree to [submit data as outlined](http://www.pbismn.org/documents/dataCalendarAtAGlance_Training2015_16.pdf)  [and requested](http://www.pbismn.org/documents/dataCalendarAtAGlance_Training2015_16.pdf) within SW-PBIS.

[ ] Yes

[ ] No

The district administrator agrees to allow Minnesota PBIS State Leadership Team to utilize data about this school for future training, technical assistance activities, professional conference presentations, or submission to scholarly publications. The principal will be notified before data is used identifying an individual school by name.

[ ] Yes

[ ] No

**24)**

A PBIS coach candidate has been identified by the school/program or district to receive additional training (i.e., three coaches’ meetings in each training year).

[ ] Yes

[ ] No

**25)**

List PBIS coach candidate and contact information. See the [PBIS MN](http://www.pbismn.org/coaches.html)  [Coaching webpage](http://www.pbismn.org/coaches.html) for more information.

Name:

Email:

Phone:

1. Your administrator has identified the individual that will function as a district-level PBIS Assessment Coordinator supporting the school/building and additional district schools as they begin implementation and use of PBIS Assessment tools. Additional information on this role can be found at [PBIS](https://www.pbisapps.org/Applications/Pages/Getting-Started-With.aspx#assessment)  [Assessment Coordinator](https://www.pbisapps.org/Applications/Pages/Getting-Started-With.aspx#assessment) on the PBIS Apps website. Contact your [Regional](http://www.pbismn.org/contactus.html)  [Implementation Project Coordinator](http://www.pbismn.org/contactus.html) regarding PBIS Assessment Coordinator Information Forms.

List the designated district PBIS Assessment Coordinator and contact information.

Name:

Email:

Phone:

1. Do you have multiple schools in the district that are/will be implementing PBIS?

[ ] Yes

[ ] No

1. If more than one school/building from a district is participating, a district- level PBIS coordination plan is required.

Please provide information related to the coordination of efforts across the

district. It is suggested that the team includes broad representation of the district (e.g., general, special and exceptional student education, student support services, personnel development, curriculum and instruction, management information systems, safe and drug free schools, family involvement/representative, school improvement, transportation, school-based mental health, etc.); and commits to attend a portion of the school-wide training and participate in annual or bi-annual update meetings to discuss progress to date.

1. Provide a description of your PBIS district team coordination efforts. This should also include district team members' names and roles as required in Section II, Question II. The role of District PBIS Assessment Coordinator and District PBIS Coordinator can be the role of one district team member. District level teams should be representative of your district staff across the multiple building and/or programs. Key members of the District PBIS Team should also include representatives from schools implementing PBIS. District team members can participate as members of school teams in training cohorts, as long as the teams do not exceed the eight-member limit. Consider team members from your staff, district or community who represent and/or have expertise in the cultures that comprise your diversity in your school

PBIS District Team Coordination Efforts

|  | **Name** | **Email** | **PBIS District Team Role** |
| --- | --- | --- | --- |
| District Team Member One |  |  |  |
| District Team Member Two |  |  |  |
| District Team Member Three |  |  |  |
| District Team Member Four |  |  |  |
| District Team Member Five |  |  |  |
| District Team Member Six |  |  |  |
| District Team Member Seven |  |  |  |
| District Team Member Eight |  |  |  |

1. The district/school administrator agrees to have a Tiered Fidelity Inventory ([TFI](https://www.pbisapps.org/Applications/Pages/PBIS-Assessment-Surveys.aspx#tfi)) completed by an external facilitator. The TFI is a tool designed to assess and evaluate the critical features of school-wide PBIS. Information on the TFI and other PBIS evaluation tools can be found on the Minnesota PBIS website on the [Evaluation/Data page](http://pbisevalmn.org/).

[ ] Yes

[ ] No

[Page 8]

**Narrative (Part III of III)**

1. **Our district commits to have a school-based discipline data system in place during the two years of training. Please respond to an option below.\***

\* **Please Note**: The data system (SWIS or other) must be in place by **12/13/2019.** Continued training opportunities will be contingent upon having a Core Data Reporting system in place by that date. To preview the system on SWIS website go to: [https://www.pbisapps.org/applications/Pages/Application-Demos.aspx#](http://www.pbisapps.org/applications/Pages/Application-Demos.aspx)

( ) Our school agrees to use the School-wide Information System (SWIS), a school-based discipline data system. This is a behavioral incident tracking system designed to monitor and inform behavioral practices. For teams that choose to utilize SWIS during the two-year training sequence, it is provided at no cost. The annual cost of SWIS after training is $350.00. Please provide the contact information for the designated team member to work with a SWIS facilitator to prepare the school/program to implement SWIS.

( ) If your school/program will not be using SWIS, additional documentation is required. You will need to attach graphs/data to demonstrate the capacity of your school's data system to obtain the following Data Reports. Also, please include a copy of your current office discipline referrals (ODR).

**32)**

Please designate a team member to work with a SWIS facilitator to prepare the school/program to implement SWIS and provide the following contact information:

Name:

Phone:

Email:

# [Page 9]

**Required Evidence of Core Data Reporting for Non-SWIS schools.**

1. **Average Referrals Per Day Per Month: The average (mean) number of referrals given per day per month during the year.**
2. **Referrals by Time: When referrals are most likely to occur. SWIS reports time in 15-minute increment**
3. **Referrals by Location: Where referrals are most likely to occur in the school/facility.**
4. **Referrals by Problem Behavior: Which behaviors occur most frequently in the school/facility?**
5. **Referrals by Grade: Which grade levels contribute most often to referrals in the school/facility?**

1. **Include a copy of your current office disciplinary referral (ODR) form.**

# [Page 10]

1. The district superintendent has endorsed the SW-PBIS team training and agrees to all components of this section, including the expectation that the applying school administrator WILL ATTEND TRAINING as part of the district-wide initiatives for positive behavioral outcomes. Upload a signed letter of support from your Superintendent.
2. **Did you secure 80% buy-in of your staff for PBIS?**

[ ] Yes

[ ] No

41) Provide a detailed description of the process your school/program used to generate staff commitment to implement SW-PBIS. Evidence should be presented in numeric form (e.g. "80% of staff indicated a commitment to implement SW-PBIS).

**Description of buy-in process:**

To determine the level of staff buy-in, please indicate which of the following three options you used:

( ) Locally-developed survey/meeting/vote.

( ) Paper version of the PBIS Assessment and Commitment Tool (PBIS-ACT) – download this survey from [http://pbismn.org](http://pbismn.org/) found in the Getting Started section at the bottom of the webpage titled Preparation & Readiness Activities. Have all of your staff complete it, then tally the results to measure an overall level of buy-in/commitment.

( ) PBIS Assessment of Commitment Tool (PBIS-ACT)

**42) Please provide your locally developed survey, meeting or vote to demonstrate your staff's 80% buy-in.**

**43)**

**Paper version of the PBIS Action and Commitment Tool (PBIS-ACT)** – download this survey from [pbismn.org](http://www.pbismn.org/documents/PBIS_StaffInvestmentMeasure.pdf) found in the [Getting Started](http://www.pbismn.org/gettingstarted.html) section at the bottom of the webpage titled  [Preparation & Readiness Activities.](http://www.pbismn.org/gettingstartedpreparation.html) Have all of your staff complete it, then tally the results to measure an overall level of buy-in/commitment. [Download Here](http://www.pbismn.org/documents/PBIS_StaffInvestmentMeasure.pdf)

**44)**

**Online version of the PBIS Action and Commitment (PBIS-ACT)** – to access the online survey, please contact Dr. Kevin Filter from Minnesota State University via email at Kevin.Filter@mnsu.edu. You will be asked to complete a request form and a survey will then be opened for your staff to complete. After the close date of the survey, you will receive a report that you can choose to attach to your application that will address this requirement **Please allow at least 1 week** for the survey results to be sent back to you.

**45) Describe what specific district-level support is in place for implementing SW-PBIS and how this framework is linked to your school and district goals and plans. Is there evidence that your school board is aware of and/or supports SW-PBIS?**

**46) Is your school implementing any of the following initiatives?**

[ ] Pyramid Model

[ ] Restorative Practices

[ ] Responsive Classroom

[ ] Other:

[Page 11]

**Thank You for Applying!**

A copy of your application as well as links to your uploaded files will be sent to the email provided in question #1. If you have not received confirmation of receipt of your Cohort 15 application within 3 working days of submission please send an email to MDE.PBIS@state.mn.us .

School/program administrators will be notified no later than March 22, 2019 regarding selection.