

<u>Responsibility</u>	<u>Notes</u>	<u>Resources/Tools</u>
General Building Administration	Tuesday Building Rep Meeting 7:45am-8:15am Wednesday Millburn Strong (PBIS/SEL) Monthly Staff Meeting 3rd Thurs 8:00am-8:15am	MMS Staff Site MMS Building Schedule 22-23 Parent Student Handbook
Approve pay	** Approve Para Hours monthly to Bonnie ** Approve SPED extra teacher pay monthly to Bonnie, Bibian emails and CCs the AP ** Approve Saturday hours for Radtke monthly to Bonnie; she will share her agenda after work is completed as part of her SLP role	
Grade Level MTSS Meetings	Wednesdays 7th Grade 9:00-9:30 in Miller's Room 8th Grade 9:40-10:10 in Schroeder's Room 6th Grade 10:15-10:45 in Flex Room Teams will update their dashboards by the time of their meeting. The agenda guides discussion of students and need for changes. After all meetings, I follow up with parent contact/scheduling parent meetings, meeting with students 1:1, problem solving schedule needs, etc. MTSS At A Glance outlines the weekly team meetings vs. problem solving	MTSS Agendas by Grade 6th Grade 7th Grade 8th Grade 22-23 MTSS Dashboards by Grade 6th Grade 7th Grade 8th Grade
504 Coordinator	5th Grade--April/May <ul style="list-style-type: none"> 5th and 6th grade teacher will be in attendance 6th Grade--January/February/March 7th Grade – October/November/December 8th Grade – April/May	August Introductory Letter Parrish(504) Folder 504 Accommodation List for Testing Master 504 Case Manager List

	<ul style="list-style-type: none"> 8th Grade teacher & HS 504 Coordinator will be in attendance <p>Each NWEA/IAR window you will submit an updated list of accommodations to Connie Kramer via email In Progress ▾</p>	
Special Education LEA	<p>MMS SPED Protocols and Procedures is an attempt to organize information</p> <p>SPED Team meets Thursdays 7:45-8:15 5th Grade transition meetings happen in Spring; part of AR when possible 8th Grade transition meetings happen October; part of AR</p> <p>Pre-meetings for Reevals are preference for the team</p> <p>Team desires continued learning in ED/BD, developing and supporting BIP</p> <p>Team desires continued learning on student centered learning, incorporating UDL and integrating FastBridge data into instructional pathways</p>	<p>MMS Special Education Shared Drive (Janene will add you) MMS SPED Dashboard</p>
Student Discipline	<p>PBIS Rewards Login Needed Focus has been on Tier 1 Classroom Management routines, procedures and consistency of implementation</p> <p>MMS Staff Site has videos of how to write Minor (Notification of Behavior) vs. Major (Notification of Detention). November Early Release had time dedicated to problem solving behavior and collectively writing Notification of Behavior in PBIS Rewards together</p>	<p>MMS Student Support Team Folder</p> <p>MMS Referral Procedure</p> <p>20-21 Referral Data 21-22 Referral Data 22-23 Referral Data</p> <p>Q1 PBIS School-wide Data 22-23</p>

Professional Learning (Early Release)	January 1.10.23 February 2.1.23 March 3.1.23 April 4.5.23 May 5.3.23	Sample Template
Restorative Practices Implementation	Meet monthly with the RP Leadership Committee with Director of Student Services & teachers (Cramer, Radtke, McGill, Tabourot, Berg)	RP Leadership Team
Culturally Responsive Book Study	MES 2:45-3:15 in Room 217 MMS 7:45-8:15 in Blue Lab Sign-in sheets	Slides
At/Risk & Truancy	Students who have had Truancy intervention 22-23 K. W H.M Letter is housed in PowerSchool; Becky can run the At Risk letter at the end of the quarter which will include attendance information and grades. She is amazing, you will love her!	Q1 At Risk Students who received a letter
Evaluations	Emails Sent in beginning of the year	MMS Staff Site Link with Resources

Remaining Evaluations	Programs/Password Needed (Admin to Help)
	<p>PowerSchool (Carly Kraft) PBIS Rewards (Adam Rowlands) NWEA (Joanne Riss) Evaluwis (Kari Gedville) FastBridge (Adam Rowlands) Schoolology (Clever) (Carine Lancaster) SecondStep (Jake Jorgenson) Frontline (Absence Management & Hiring–Carly Kraft) IXL District Dashboard (Ben Walshire)</p>