

Unit Tracking Form

The following action items were intentionally sequenced to assist PBS Teams in the implementation of this unit, *Commitment to PBS*. It is strongly recommended that each item be thoughtfully reviewed and addressed. Once all relevant Action Items have been implemented, forward the completed *Unit Tracking Form* to district PBS Coaches.



Action Items: <i>Commitment to PBS</i>	Pages	Person(s) Responsible	Date Completed
Action Item 1: Conduct first meeting <ul style="list-style-type: none"> • Assign: <i>PBS Professional Reading (Team) — Practical Considerations in Creating School-Wide Positive Behavior Support in Public Schools</i> • Schedule District PBS Coaches to meet with PBS Team: <i>PBS Department Contact Information</i> 	<p style="text-align: center;">7</p> <p style="text-align: center;">8</p>		
Action Item 2: Meet with PBS Coaches <ul style="list-style-type: none"> • Discuss: <ul style="list-style-type: none"> <input type="checkbox"/> <i>Essential Unit Outcomes</i> <input type="checkbox"/> <i>PBS Professional Reading (Team) — Practical Considerations in Creating School-Wide Positive Behavior Support in Public Schools</i> • Review: <ul style="list-style-type: none"> <input type="checkbox"/> PPT: <i>What is PBS?</i> <input type="checkbox"/> <i>SBCUSD Guidelines for Tiered Support</i> <input type="checkbox"/> <i>SBCUSD Guidelines for Tiered Support: PBS Strand</i> <input type="checkbox"/> <i>Multi-Tiered Behavior Supports</i> <input type="checkbox"/> <i>Positive Behavior Support (PBS) Framework Overview</i> <input type="checkbox"/> <i>Managing Complex Change</i> 	<p style="text-align: center;">1</p> <p style="text-align: center;">7</p> <p style="text-align: center;">11-15</p> <p style="text-align: center;">16</p> <p style="text-align: center;">17</p> <p style="text-align: center;">18</p> <p style="text-align: center;">19</p> <p style="text-align: center;">20</p>		<p style="text-align: center;">Date of meeting with PBS Coaches:</p>
Action Item 3: Assign roles & establish norms <ul style="list-style-type: none"> • Review: <i>Effective Team Members</i> • Sign: <i>PBS Team Commitment Form</i> • Complete: <i>Organizing the PBS Team (Year One)</i> • Establish: <i>PBS Team Expectations</i> • Review: <ul style="list-style-type: none"> <input type="checkbox"/> <i>PBS Team Meeting Agenda</i> <input type="checkbox"/> <i>PBS Team Meeting Minutes</i> 	<p style="text-align: center;">23</p> <p style="text-align: center;">24</p> <p style="text-align: center;">25</p> <p style="text-align: center;">26</p> <p style="text-align: center;">27</p> <p style="text-align: center;">28-29</p>		
Action Item 4: Survey staff <ul style="list-style-type: none"> • Distribute: <i>Staff-Wide Survey</i> • Tally and analyze survey results 	<p style="text-align: center;">33</p>		<p style="text-align: center;">Survey date: (classified/certificated)</p>
Action Item 5: Introduce PBS to staff <ul style="list-style-type: none"> • Introduce PBS Team members • Present PPT: <i>School-Wide PBS Structures</i> • Distribute: <i>Positive Behavior Support Processes</i> • Assign: <i>PBS Professional Reading (Staff) — Schoolwide Positive Behavior Supports Primary Systems and Practices</i> 	<p style="text-align: center;">37-40</p> <p style="text-align: center;">41</p> <p style="text-align: center;">42</p>		<p style="text-align: center;">Date of staff presentation:</p>

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Action Item 6: Establish communication systems <ul style="list-style-type: none"> • Complete: <i>Implementing Communication Systems</i> • Review: <i>Possible Items to Post on the PBS Bulletin Board</i> • Post/Distribute: <i>What is PBS?</i> (poster) 	45 46 47		
Action Item 7: Establish staff commitment <ul style="list-style-type: none"> • Distribute/Discuss: <i>Positive Behavior Support: Myth vs. Fact</i> • Distribute/Collect: <i>PBS Staff Commitment Form</i> • Determine the percentage of staff committed to implementing PBS classified: ____% certificated: ____% • If <80% of staff commit to implementing PBS, then review handout: <i>How Do We Get Staff Buy-In for PBS?</i> • Brainstorm additional ways to gain staff commitment if necessary: schedule a field trip to PBS school, provide additional information to staff (optional PowerPoints: <i>What is PBS?</i> and/or <i>Whose Behavior Is It Anyway?</i>), provide additional professional readings, consult with PBS Coaches 	51 52 53 11-15 54-58		Date of staff presentation:
Action Item 8: Review PBS Framework categories <ul style="list-style-type: none"> <input type="checkbox"/> <i>Positive Behavior Support Initiative</i> <input type="checkbox"/> <i>PBS Team</i> <input type="checkbox"/> <i>Data-Based Decision Making</i> <input type="checkbox"/> <i>Communication Systems</i> <input type="checkbox"/> <i>School-Wide PBS Trainings</i> 	61-63		
Action Item 9: Prioritize Tier One Units <ul style="list-style-type: none"> • Complete: <i>Prioritizing PBS Units</i> 	67		

On-Going Action Items: Commitment to PBS	Pages	Person(s) Responsible	Date Completed
Throughout each academic year – Evaluate the team process: <ul style="list-style-type: none"> • Monitor attendance/participation rates at team meetings • Complete a team evaluation: <i>PBS Team Meeting Evaluation</i> • If necessary, review optional PowerPoint: <i>Building an Effective PBS Team</i> 	71 72-74		
At the end/beginning of each academic year – Recruit new team members: <ul style="list-style-type: none"> • Assign roles and responsibilities: <i>PBS Roles & Responsibilities (Yearly)</i> • Re-establish: <i>PBS Team Expectations (Yearly)</i> 	75 76		