

Leadership Team Procedures



University of Nebraska-Lincoln Implementation Support Team

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Team membership: Team membership needs to reflect representation of all necessary groups and include persons with decision-making authority. List team members and their role in the district.
District Implementation Team:

Member Name	Position

Building Implementation Team(s): (If more than one building team, list each separately)

Member Name	Position

Team responsibilities: Briefly describe the responsibilities of both the District Implementation Team and Building Implementation Teams. For what tasks is each team held accountable? If there is a specific person within that team with a particular job, clearly define responsibilities of specific persons (administrator, directors, coaches, teachers, etc.).

District Implementation Team:

Responsibility	Person Responsible

Building Implementation Team(s):

Responsibility	Person Responsible

Meeting schedule

•	District Schedule: The District Implementation Team will meet	The
	meeting shall be canceled if a majority of decision-making leadership are not in attend	ance.
	The meeting shall be rescheduled within	

• Routine team tasks performed throughout the year that can be scheduled in advance are planned and entered on the calendar; they include: (test administration, review of data sources, review of progress, observations, reliability checks, etc.)

Month	Task – Who Responsible
August	
September	
October	
November	
December	
January	
February	
March	
April	
May	
June	

•	Building Schedule: The Building Implementation Team will meet	The
	meeting shall be canceled if a majority of decision-making leadership are not in a	attendance.
	The meeting shall be rescheduled within .	

• Routine team tasks performed throughout the year that can be scheduled in advance are planned and entered on the calendar; they include: (test administration, review of data sources, review of progress, observations, reliability checks, etc.)

Month	Task
August	
September	
October	
November	
December	
January	
February	
March	
April	
May	
June	

Meeting Procedures: Describe your format for team meetings and attach forms used for documentation, include: your process for decision-making/ problem-solving, system for communication and receiving feedback, monitor progress towards implementation, etc.