



THE SCHOOL DISTRICT OF
PALM BEACH COUNTY, FLORIDA

KEITH OSWALD
ASSISTANT SUPERINTENDENT

JANIS ANDREWS, Ed.D.
Chief Academic Officer

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August 15, 2012

Bulletin # P-14334-CLS/SS

Contact Person:

Christopher B. Ginton, PX 50919

ACTION BY:
September 7, 2012

TO: Principals

FROM: Janis Andrews, Ed.D. *JA*
Chief Academic Officer

SUBJECT: SCHOOL BASED TEAM LEADER ASSIGNMENT AND TRAINING - SY 2013

The Department of Safe Schools, in collaboration with the Department of Exceptional Student Education and the Division of Curriculum, offers assistance and support to school centers on the School Based Team (SBT) and Multi-Tiered System of Supports (MTSS) development and process.

The SBT is a District-mandated problem-solving team designed to assist students, families, and teachers beyond core academic and behavioral needs. The Team continues to be the single point of access for identifying, assisting, and referring students with academic, behavioral, social and emotional, and/or attendance issues that negatively impact their academic achievement. In addition, the SBT monitors the needs of homeless and foster care students.

The responsibilities of the SBT Leader include:

- chairing the weekly or bi-weekly meetings;
- coordinating and overseeing intervention plan development;
- reviewing TERMS and Educational Data Warehouse (EDW) reports with the Team;
- student progress monitoring;
- maintaining SBT student files; and
- ensuring parents and guardians are notified.

Your SBT Leader must also ensure that the SBT Tracking Report (PBSD 2107) is completed and updated regularly in TERMS. A copy of the Tracking Report should be maintained and stored with SBT files. **Please assign the data processor or other designee to enter SBT referral, student intervention data, and case tracking into the TERMS L24 and D19 screens using the SBT Tracking Report (PBSD 2107).** Each quarter, a report will be completed and provided to Area Superintendents on SBT referrals, student interventions plans and opened and closed cases.

SCHOOL BASED TEAM LEADER ASSIGNMENT AND TRAINING - SY 2013

School Based Team Leaders are encouraged to conduct a faculty presentation to explain SBT referral and documentation, intervention process, Response to Intervention (RtI), and community resources available to assist students and families. Furthermore, the Department of Safe Schools will offer monthly trainings and updates for the SBT Leaders and other school-based administrators. Training locations vary to accommodate as many participants as possible.

The monthly SBT Leader dates are as follows:

Date	Location	Meeting Time
09/19/2012	Pew Center	8:30-11:30-Secondary 12:00-3:00-Elementary
10/17/2012	Pew Center	8:30-11:30-Secondary 12:00-3:00-Elementary
11/28/2012	Safe Schools	8:30-11:30-Secondary 12:00-3:00-Elementary
01/09/2013	FHESC Thurber A & B	8:30-11:30-Secondary 12:00-3:00 - Elementary
02/06/2013	Safe Schools	8:30-11:30-Secondary 12:00-3:00-Elementary
05/08/2013	Safe Schools	8:30-11:30-Secondary 12:00-3:00-Elementary

Please complete the attached form and give it to your identified SBT Leader to complete and fax to Christopher Ginton at PX50919 or 561-982-0919 by **Friday, September 7, 2012**. The form designates the SBT Leader at your school and the day and time of the SBT meetings.

Thank you for your continued dedication and support in addressing the needs of our students and their families.

EWG/JA/KO/CG/gv

Attachment

Approved: _____
E. Wayne Gent, Superintendent



A Multi-Tiered System of Supports



SCHOOL BASED TEAM LEADER ASSIGNMENT FORM
School Year 2012-2013

School: _____

Principal: _____

Assistant Principal: _____

I have assigned the following staff member to the position of School Based Team Leader:

Name: _____

Current Position: _____

Contact Number: _____

(This portion to be completed by the RtI/School Based Team Leader)

Our School Based Team meetings will be held on _____ (day/days of the week),

at _____ (time of meeting), every _____ (week, other week, etc.)

Yes, I have attended EDW training and have password access to print reports.

No, I have not attended EDW training and will be registering for a class via Course Registration as soon as possible.

Please fax this form to Christopher B. Glinton at PX 50943 or (561) 982-0943 by Friday, September 7, 2012. If you have any questions, please call Christopher at PX 50919 or email him at christopher.glinton@palmbeachschools.org