



**THE SCHOOL DISTRICT OF
PALM BEACH COUNTY, FL**

SINGLE SCHOOL CULTURE © INITIATIVES
1790 NW SPANISH RIVER BOULEVARD
BOCA RATON, FL 33431

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ADMINISTRATOR

CHERYL C. ALLIGOOD
CHIEF ACADEMIC OFFICER

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ASSISTANT SUPERINTENDENT

August 7, 2013
Bulletin #P-14645-CLS/SSCI

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TO: All Principals

FROM: Cheryl C. Alligood, Chief Academic Officer *cca*

SUBJECT: SCHOOL BASED TEAM LEADER ASSIGNMENT AND PROFESSIONAL DEVELOPMENT – FY14

Single School Culture © Initiatives (SSCI), in collaboration with the Division of Curriculum and Learning Support, offers assistance and support to school centers in the development of a Multi-Tiered System of Supports (MTSS) framework, School Based Team (SBT), and the Response to Intervention (RtI) process.

SBT is a District-mandated problem-solving team designed to assist students, families, and teachers beyond core academic and behavioral needs. The SBT continues to be the single point of access for identifying, assisting, and referring students with academic, behavioral, social, and emotional concerns.

The SBT Leader responsibilities include:

- Facilitating the weekly or bi-weekly meetings
- Coordinating and overseeing intervention plan development
- Reviewing TERMS, EDW reports, and other pertinent data with the team
- Overseeing student progress monitoring
- Ensuring that the PBS 2107 (Tracking Report) is completed and sent monthly,
- Updating in TERMS the D19 and L24 screens
- Overseeing storage and transfer of SBT and RtI files (Bulletin #P-14608-CLS/SSCI)

We encourage that the SBT Leaders conduct a faculty presentation to explain the student referral process, the RtI process, and available community resources.

**ACTION BY:
AUGUST 22, 2013**

August 7, 2013

Bulletin #P-14645-CLS/SSCI-PROBLEM-SOLVING/SCHOOL BASED TEAM LEADER ASSIGNMENT AND PROFESSIONAL DEVELOPMENT FY14

Our staff will offer monthly blended (face-to-face and virtual) professional development meetings, as well as on-going campus assistance, if needed.

The monthly PS/SBT Leader dates and locations:

Date	Location	Meeting Time
Wednesday 08/28/2013	John I. Leonard High School	12:30 - 3:30 PM for NEW SBT Leaders
Tuesday 09/24/2013	Mounts Botanical Garden Training Room A	8:30 - 11:30 AM/Elementary 12:30 - 3:30 PM/Secondary
Tuesday 10/22/2013	Virtual Meeting (Adobe Connect)	8:30 - 11:30 AM/Elementary 12:30 - 3:30 PM/Secondary
Tuesday 11/19/2013	Mounts Botanical Garden Auditorium or Virtual Meeting (Location TBD)	8:30 - 11:30 AM/Elementary 12:30 - 3:30 PM/Secondary
Tuesday 01/28/2014	Mounts Botanical Garden Training Room A	8:30 - 11:30 AM/Elementary 12:30 - 3:30 PM/Secondary
Tuesday 05/13/2014	Mounts Botanical Garden Training Room A	8:30 - 11:30 AM/Elementary 12:30 - 3:30 PM/Secondary

Stipends for this assignment are payable at the discretion of the principal with the approval of the School Advisory Committee. The stipend money should be allocated from the school improvement dollars and disbursed at the end of the school year by using PBSB 1767 form (Miscellaneous Employment Payment).

Please complete PBSB 2472 form (School Based Team Leader Assignment) by Thursday, August 22, 2013. This 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/CCA/KO/JZE/JL:gv

Approved: 

 E. Wayne Gent, Superintendent