

Hamilton Community Schools
 District Implementation Team
 Communication Plan
 (IF UPDATED, UPDATE WEBSITE)

Group	Designees	Dates to Survey
Admin (Principals)	From: Communication Director and Liaisons (Sara McIntrye and Mat Rehkopf) To: Principals	Annually in May
Admin (Full Admin)	From: Communication Director and Liaisons (Sara McIntrye and Mat Rehkopf) To: Principals and Department Heads	Annually in May
Community	From: Communication Director To: Community Members	
ISD	From: Liaisons (Sara McIntyre and Mat Rehkopf) To: ISD Staff	
MIBLSI	From: MTSS-Coordinator (Elizabeth Brandonisio) or other appointed DIT member To: MIBLSI staff	Annually in May
School Board	From: Superintendent (Brad Lusk) To: School Board Members	Annually in May
School Leadership Teams	From: MTSS-Coordinator (Elizabeth Brandonisio) To: School Coaches and Principals who sit on SLT as needed	Annually in May
Subcommittees	From: MTSS-Coordinator (Elizabeth Brandonisio) or other Subcommittee Chair(s) To: Whole District Implementation Team	
Whole Staff	From: Communication Director To: All staff	

Communication Protocol

District Implementation Team (DIT) and Admin (Principals)

Why?	Purpose	Communicate information that is critical to staff's ability to successfully use the components of an integrated Multi-Tiered Systems of Support (MTSS) for behavior and learning.
What?	Information we need	<ul style="list-style-type: none"> ● Implementation challenges: Barriers encountered that are difficult to remove ● Implementation of new Effective Innovation (EI) by an individual teacher or small group of pilot teachers ● Requests to review Effective Innovation (EI) for grade level, building, or district implementation or deselection
	Information we will share	<ul style="list-style-type: none"> ● Identified DIT Members and Meeting Schedule ● What, why, how for newly selected Effective Innovations, reasons for deselection ● Documentation aligning district EIs ● District level data ● Presenting implementation plan, updating status of implementation plan, and/or modifying implementation plan at a minimum 3x's per year ● Professional Learning Information ● Status of barrier removal process
Who?	Designees	<ul style="list-style-type: none"> ● Communication Director ● Liaisons (Sara McIntrye and Mat Rehkopf) ● Principals
How?	Format of communication	<ul style="list-style-type: none"> ● Google Form from SLT to DIT for Barriers and EI requests ● Email DIT update after meeting from DIT to Admin ● Monthly Administrators check-in Email ● Continuous email communication as needed ● At monthly SLT meetings when MTSS Coordinator can attend ● At Admin Meetings
When?	Timeline for communication	<ul style="list-style-type: none"> ● DIT Update Monthly ● Administrators check-in monthly ● Response to email 48-72 hours

Communication Protocol District Implementation Team (DIT) and Full Admin Staff

Why?	Purpose	Communicate information that is critical to staff's ability to successfully use the components of an integrated Multi-Tiered Systems of Support (MTSS) for behavior and learning.
What?	Information we need	<ul style="list-style-type: none"> ● Implementation challenges: Barriers encountering that are difficult to remove ● Feedback, questions, concerns ● Staffing changes ● Information about district resource allocation (time, personnel, etc.) related to the integrated behavior and reading MTSS work
	Information we will share	<ul style="list-style-type: none"> ● Identified DIT Members and Meeting Schedule ● What, why, how for newly selected Effective Innovations (EIs), reasons for deselection ● Documentation aligning district EIs ● District level data ● Presenting implementation plan, updating status of implementation plan, and/or modifying implementation plan at a minimum 2x's per year ● Professional Learning Information ● Status of barrier removal process
Who?	Designees	<ul style="list-style-type: none"> ● Communication Director Liaisons (Sara McIntrye and Mat Rehkopf) ● Superintendent (Brad Lusk) ● Principals ● Department Heads
How?	Format of communication	<ul style="list-style-type: none"> ● At Full Admin meetings ● Email
When?	Timeline for communication	<ul style="list-style-type: none"> ● Formal Presentation at a minimum of two times per year

Communication Protocol District Implementation Team (DIT) and Community

Why?	Purpose	Communicate information that is critical to community members' ability to understand and provide feedback for the use of the components of an integrated Multi-Tiered System of Supports (MTSS) for learning and behavior.
What?	Information we need	<ul style="list-style-type: none"> • Feedback, questions, concerns
	Information we will share	<ul style="list-style-type: none"> • Identified DIT members and meeting Schedule • What, why, how for newly selected Effective Innovations, reasons for deselection that have district wide impact • District level data • Action items and changes to allocation of district resources that have district wide impact
Who?	Designees	<ul style="list-style-type: none"> • Communication Director • Community Members
How?	Format of communication	<ul style="list-style-type: none"> • DIT Updates on Website • Feedback surveys as needed
When?	Timeline for communication	<ul style="list-style-type: none"> • DIT Updates on Website 1 week after meeting

Communication Protocol District Implementation Team (DIT) and ISD

Why?	Purpose	Communicate information that is critical to staff's ability to successfully use the components of an integrated Multi-Tiered Systems of Support (MTSS) for behavior and learning.
What?	Information we need	<ul style="list-style-type: none"> • Data Coordination: assessment windows, data housing ect. • Information about Effective Innovations utilized in other districts as needed for selection/deselection process • Information from Instructional Services staff (Jen Pike) as requested • Trends of celebrations and barriers throughout trainings • Updates of trainings and accessible Positive Behavior Intervention and Support (PBIS) resources at the ISD.
	Information we will share	<ul style="list-style-type: none"> • Requests for Involvement of ISD staff (i.e. Behavior consultant, Instructional Services, ISD PBIS Coordinator, ISD PBIS Trainers) • Updates on implementation
Who?	Designees	<ul style="list-style-type: none"> • Sara McIntyre and Mat Rehkopf • ISD Staff
How?	Format of communication	<ul style="list-style-type: none"> • Email • Phone
When?	Timeline for communication	<ul style="list-style-type: none"> • Response to emails 48-72 hours

Communication Protocol District Implementation Team (DIT) and MIBLSI

Why?	Purpose	Communicate information that is critical to staff's ability to successfully use the components of an integrated Multi-Tiered Systems of Support (MTSS) for behavior and learning.
What?	Information we need	<ul style="list-style-type: none"> ● Professional Learning Information and Updates <ul style="list-style-type: none"> ○ Upcoming training dates ○ Registration information ○ Other state and regional professional learning opportunities ● Data (required measures, data systems, data coordination) <ul style="list-style-type: none"> ○ Support navigating MIDATA system ○ Data coordination events and training (SWIS Facilitator training, PBIS Assessment Coordinator, DIBELS Mentor training, R-TFI Facilitator, Early Warning Systems Coordination, District Capacity Assessment Facilitator) ○ Change to required measures or training ○ Timeline for installation of measures, data collection windows ● DIT development and refinement <ul style="list-style-type: none"> ○ Assistance planning DIT meeting agenda ○ Focus areas for the DIT ● Suggestions for removing barriers <ul style="list-style-type: none"> ○ Statewide policy and funding opportunities to strengthen the MTSS implementation efforts ○ Resources, research, and tools as requested
	Information we will share	<ul style="list-style-type: none"> ● Implementation challenges ● Accomplishments and next steps ● Team logistics <ul style="list-style-type: none"> ○ Changes to team members and designated data coordination, MTSS coordinator, or liaison roles ○ Registration information for trainings ○ Meeting schedule ○ Dates for district events to build knowledge or communicate implementation efforts ● Existing and new initiatives- Selection/de-selection
Who?	Designees	<ul style="list-style-type: none"> ● MTSS-Coordinator (Elizabeth Brandonisio) or other appointed DIT member ● MIBLSI Implementation Staff
How?	Format of	<ul style="list-style-type: none"> ● Monthly meetings with MTSS-Coordinator and

	communication	Implementation Specialist <ul style="list-style-type: none">• Email• Phone Call
When?	Timeline for communication	<ul style="list-style-type: none">• Typical: 48-72• If Designated Urgent: 24 Hours

Communication Protocol District Implementation Team (DIT) and School Board

Why?	Purpose	Communicate information that is critical to staff's ability to successfully use the components of an integrated Multi-Tiered Systems of Support (MTSS) for behavior and learning.
What?	Information we need	<ul style="list-style-type: none"> ● Feedback, questions, concerns ● Approval of new resource allocation or policy changes
	Information we will share	<ul style="list-style-type: none"> ● Identified DIT members and meeting schedule ● What, why, how for new Effective Innovation (EIs) (Historical perspective and how they were selected) ● Documentation aligning district EIs ● District level data (Capacity of DIT to support schools, Fidelity of implementation, Student Outcome data in learning and behavior). ● Individual schools and stages of implementation. Any work to scale-up implementation. ● Stakeholder Perception Data ● Presenting implementation plan, updating status of implementation plan, and/or modifying implementation plan
Who?	Designees	<ul style="list-style-type: none"> ● Brad Lusk ● School Board
How?	Format of communication	<ul style="list-style-type: none"> ● Presentation at school board meeting ● Questions/Answers at school board meeting
When?	Timeline for communication	<ul style="list-style-type: none"> ● Formal presentation at a minimum of twice per year (November and March)

Communication Protocol

District Implementation Team (DIT) and School Leadership Teams (SLT)

Why?	Purpose	Communicate information that is critical to staff's ability to successfully use the components of an integrated Multi-Tiered Systems of Support (MTSS) for behavior and learning.
What?	Information we need	<ul style="list-style-type: none"> ● Implementation challenges: Barriers encountered that are difficult to remove ● Team Logistics <ul style="list-style-type: none"> ○ SLT membership, leadership, coach, individuals providing data coordination ○ Meeting schedule ○ Dates for school events / presentations to build knowledge and / or communicate implementation efforts ● Implementation of new Effective Innovation (EI) by an individual teacher or small group of pilot teachers ● Requests to review EI for grade level, building, or district implementation or deselection ● Implementation plan and status of items
	Information we will share	<ul style="list-style-type: none"> ● Identified DIT Members and Meeting Schedule ● What, why, how for newly selected Effective Innovations, reasons for deselection ● Documentation aligning district EIs ● District level data ● Presenting implementation plan, updating status of implementation plan, and/or modifying implementation plan at a minimum 3x's per year ● Professional Learning Information ● Status of barrier removal process
Who?	Designees	<ul style="list-style-type: none"> ● MTSS-Coordinator (Elizabeth Brandonisio) ● School Coaches ● Cc: Principals who sit on SLT
How?	Format of communication	<ul style="list-style-type: none"> ● Google Form from SLT to DIT for Barriers and EI requests ● SLT Summary Google Doc Yearly (team members, roles, meeting schedule) ● Email DIT update after meeting from DIT to SLTs ● Monthly Coaches check-in email ● Continuous email communication as needed ● At monthly SLT meetings when MTSS Coordinator can attend
When?	Timeline for	<ul style="list-style-type: none"> ● DIT Update Monthly

	communication	<ul style="list-style-type: none">• Coaches check-in monthly• SLT Summary Google Doc Yearly• Response to email 48-72 hours
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Communication Protocol District Implementation Team (DIT) and Subcommittee

Why?	Purpose	Delegate work within the DIT to appropriate subcommittees and communicate information that is critical to the DIT's ability to successfully facilitate the components of Multi-Tiered System of Supports (MTSS) for learning and behavior.
What?	Information we need	<ul style="list-style-type: none"> ● Meeting dates, Additional DIT member attendance as needed ● Accomplishments since last update ● Action steps to accomplish subcommittee work ● Request to review Effective Innovation (EI) for selection/deselection ● Request for district resources (time, personnel, budget) ● Barriers encountered that are difficult to remove without additional assistance <ul style="list-style-type: none"> ○ Add to Barrier Log in Implementation/Action Plan
	Information we will share	<ul style="list-style-type: none"> ● Assignment of DIT members and additional staff to subcommittees and appointment of subcommittee chair(s) ● Information and context necessary for subcommittee productivity ● Updates on Barrier Removal
Who?	Designees	<ul style="list-style-type: none"> ● MTSS-Coordinator (Elizabeth Brandonisio) or other Subcommittee Chair(s) ● Whole District Implementation Team
How?	Format of communication	<ul style="list-style-type: none"> ● Verbal or written updates at DIT meetings ● Meeting minutes shared after DIT meetings ● Email
When?	Timeline for communication	<ul style="list-style-type: none"> ● At monthly DIT meetings ● Emails 48-72 hours

Communication Protocol District Implementation Team (DIT) and All District Staff

Why?	Purpose	Communicate information that is critical to staff's ability to successfully use the components of an integrated Multi-Tiered Systems of Support (MTSS) for behavior and learning.
What?	Information we need	<ul style="list-style-type: none"> ● Implementation challenges: Barriers encountering that are difficult to remove ● Requests to review Effective Innovation (EI) for grade level, building, or district implementation or deselection
	Information we will share	<ul style="list-style-type: none"> ● Identified DIT Members and Meeting Schedule ● What, why, how for newly selected EIs, reasons for deselection that have district wide impact ● District level data ● Action items and changes to allocation of district resources that have district wide impact
Who?	Designees	<ul style="list-style-type: none"> ● Communication Director ● All staff
How?	Format of communication	<ul style="list-style-type: none"> ● Google Form from teachers to School Leadership Team (SLT) for Barriers and EI requests ● District staff emails as needed ● DIT Spotlights in Transcript
When?	Timeline for communication	<ul style="list-style-type: none"> ● DIT Spotlights in Transcript ● Response to email 48-72 hours