

# *Setting Your District Leadership Team Up for Success –*

(Tools and Tips  
to Strategically Organize  
and Align the Work)



# A Little About Us

## **Angie Maseman**

State Coach - DW PBS

Works with 3 districts in  
Mid-Missouri area

- Former Director of Special Services
- Former Assistant Principal
- Former Diagnostician/Consultant
- Former Special Education Teacher

## **Julie Esquivel**

Asst. Superintendent

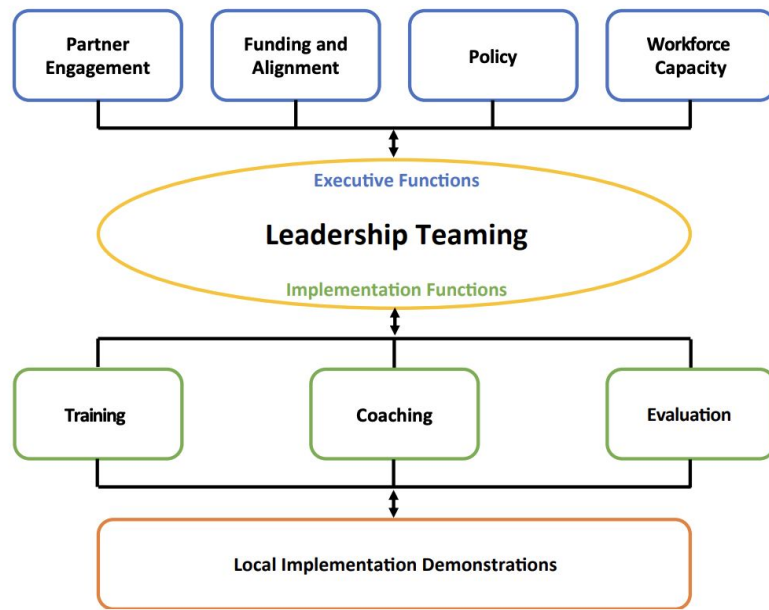
- Internal Coach at the district level

# Outcomes

- Attendees will walk away with ready to use templates that will help organize and align the work your District Leadership Teams (DLTs) are doing to build systems at the Tier One level.
- Attendees will take the District Systems Fidelity Inventory and use the results to identify your Action Plan goals. Then develop a monthly agenda to ensure you are focused on the goals you want to accomplish.

# District Systems Fidelity Inventory

## 1. DSFI Manual



# TOOLS

## *Setting up your PBIS District Leadership Team*

### 1. DLT Team Members/Roles List

- One or more members of the District Leadership Team has the authority to make key decisions In my experience the most successful teams have a District administrator on the team.
- Team Membership has representation from a range of stakeholders including families, general education, special education, individuals with detailed knowledge about the current social-emotional -behavioral initiatives and local community members.

PBIS District Leadership Team  
SOBO School District  
2024-2025

MO SW-PBS Team:

DLT Role	Name	Building or District Role
Internal Coach		District Asst. Supt.
Internal Coach		District School Improvement Coordinator
Notetaker		MS Counselor
Timekeeper		ES Counselor
Member		PS Asst. Principal
Member		PS Counselor
Member		ES Asst. Principal
Member		MS Principal
Member		MS Asst. Principal
Member		HS Asst. Principal
Member		HS Counselor
Member		HS Interventionist

# Setting the DLT up for Success

*How will we be able to get all of this done?*

Our team decided to divide the full DLT into subcommittees and each team would work on a component of the DSFI hoping this would increase our efficiency. These are the same areas we identified on our Action Plan.

- Leadership/Evaluation
- Training
- Partner (Stakeholder) Engagement

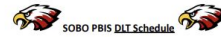
# TOOLS

## *Setting up your PBIS District Leadership Team*

### 1. DLT Meeting Schedule Template

- My practice is to have a Pre-meeting with the Internal Facilitators to plan the DLT meeting and then a follow up email outlining tasks that need to be completed before the next DLT meeting.

### 2. DLT Meeting Schedule Example



2025-2026

	Pre Meeting with Internal and External Facilitators date:	District Leadership Team Meeting Agenda sent date:	PLC/District PD Day date	Assessment and Survey Dates /Action Plan Review/Professional Development <input checked="" type="checkbox"/> Building Annual Assessment Scopes <input type="checkbox"/> Mark when completed
Month	3rd Wed 11:30-12:30 <i>Send invites; room link and include agenda</i>	3rd Wed 9:30-11:30 <i>Elementary Rooms 112</i> <i>Send invites include agenda</i>	PD days on school calendar. Please consult the dates for training.	Assessment and Survey Dates /Action Plan Review/Professional Development <input type="checkbox"/> Mark when completed
August				<input type="checkbox"/> Review of Audit/Artifact Checklist <input type="checkbox"/> Action Plan Review if not completed in May/Summer
September				<input type="checkbox"/> Big 5 Data Collection/Solution Plans at DLT <input type="checkbox"/> Action Plan Review/Update if one was not held in the summer.
October				<input type="checkbox"/> Big 5 Data Collection/Solution Plans at DLT
November				<input type="checkbox"/> Big 5 Data Collection/Solution Plans at DLT
December				<input type="checkbox"/> Big 5 Data Collection/Solution Plans at DLT <input type="checkbox"/> School Climate Survey (SCS) OR District Selected Climate Survey
January				<input type="checkbox"/> Walk-Throughs Begin
February				<input type="checkbox"/> Big 5 Data Collection/Solution Plans at DLT possible
March				<input type="checkbox"/> Tiered Fidelity Inventory 2.1 (TFI) <input type="checkbox"/> Self-Assessment Survey 4.0 (SAS)
April				<input type="checkbox"/> Recognition - Award of Excellence

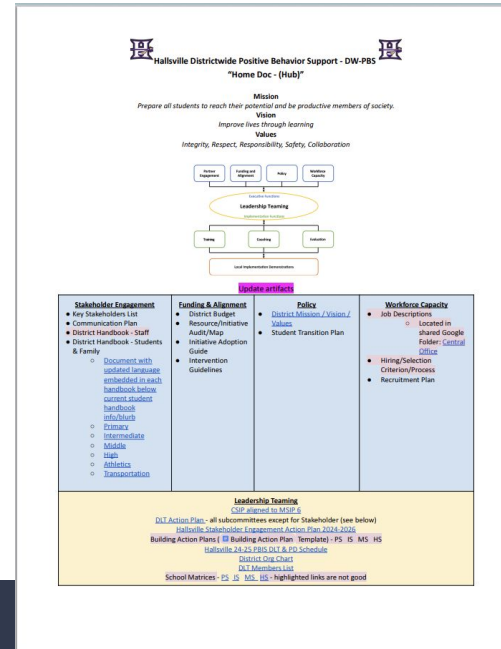
# TOOLS

## *Setting up your PBIS District Leadership Team*

### 1. DLT Hub Template

- All artifacts are linked to this document under one of the 9 components of the DSFI

### 2. DLT Hub Example





# TOOLS


## *Setting up your PBIS District Leadership Team*

- **DLT Agenda & Minutes Template**

- We have found it helpful to set the agenda outcomes within the categories of the DSFI components. For example if we are discussing discipline data we would list that under Evaluation.

- **DLT Agenda & Minutes Example**

 Southern Boone Agenda - Districtwide Positive Behavior Support - DW-PBS - DLT Agenda   
[November, January, February, March, May](#)

 **SOBO Districtwide Positive Behavior Support Hub**

[START 25-26 Agenda here - move hyperlink months down](#)


**November 20 2024**  
Team Members: (place an "X" to the left of name if present)

<input checked="" type="checkbox"/> Lucas Karr	<input checked="" type="checkbox"/> Ashley Tankley	<input checked="" type="checkbox"/> Dawn Day	<input checked="" type="checkbox"/> Shelly Sconce	<input checked="" type="checkbox"/> Angela Maiseman
<input checked="" type="checkbox"/> Karri Amelunke	<input checked="" type="checkbox"/> Sharon Horton	<input checked="" type="checkbox"/> Alex Fields	<input checked="" type="checkbox"/> Andrea Cook	<input checked="" type="checkbox"/> Dr. Sherri Thomas
<input checked="" type="checkbox"/> Jake Watson	<input checked="" type="checkbox"/> Karen Pfingsten	<input checked="" type="checkbox"/> Sarah Williams	<input checked="" type="checkbox"/> Nicole Pagaoda	<input checked="" type="checkbox"/> Scott Salmons

Lead Facilitators - Angela Maiseman & Jacob Watson  
Additional Facilitators - Sherri Thomas, Scott Salmons & Karen Pfingsten  
Note Taker - Sarah Williams  
Time Keeper - Sharon Horton

**Meeting Dates:**

- November 20, 2024
- January 22, 2025
- February 26, 2025
- April 23, 2025
- May 12, 2025 (All Day Retreat)

 **SOBO Districtwide Positive Behavior Support Hub**

**MEETING OUTCOMES**

Time	Today's Agenda Outcomes	Notes in RED
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# TOOLS

## *Setting up your PBIS District Leadership Team*

### 1. DLT Feedback Survey

- We used to have a quick 5 minute evaluation of the meeting at the end but with limited time we have now introduced a Google Form to gather feedback to help plan future meetings and evaluate systems. This has actually increased and improved the feedback we receive.

The screenshot shows a Google Form titled "Hallsville PBIS Meeting Feedback". At the top, it says "5/19/25, 7:54 PM" and "Hallsville PBIS Meeting Feedback". Below the title, there is a paragraph: "This form will be our exit ticket after every PBIS district meeting. It will be located at the end of every agenda. Please fill it out as it will help us support your school and district in this process." A red line indicates a required question. The form has three numbered questions: 1. Email \*, 2. Date \*, and 3. Committee \*. Question 1 has a text input field. Question 2 has a text input field with an example: "Example: January 7, 2019". Question 3 has a heading "Mark only one oval." and a list of radio button options: Evaluation/Leadership Committee, Stakeholder Engagement Committee, Training Committee, Full DLT Committee, BLT: PS, BLT: IS, BLT: MS, BLT: HS, and Other: .

5/19/25, 7:54 PM Hallsville PBIS Meeting Feedback

**Hallsville PBIS Meeting Feedback**  
This form will be our exit ticket after every PBIS district meeting. It will be located at the end of every agenda. Please fill it out as it will help us support your school and district in this process.

\* Indicates required question

1. Email \*

2. Date \*

Example: January 7, 2019

3. Committee \*

Mark only one oval.

☐ Evaluation/Leadership Committee  
☐ Stakeholder Engagement Committee  
☐ Training Committee  
☐ Full DLT Committee  
☐ BLT: PS  
☐ BLT: IS  
☐ BLT: MS  
☐ BLT: HS  
☐ Other: \_\_\_\_\_

# TOOLS

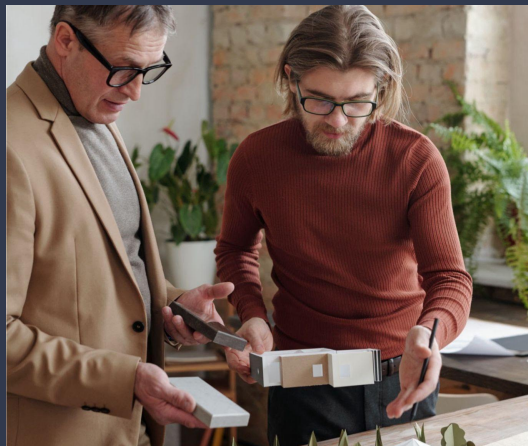
## Setting up your PBIS District Leadership Team

## 1. DLT Action Plan Template

## 2. DLT Action Plan Example

[illegible]

## Action Plan Development



- The DLT scores the DSFI
- Use the results to decide the Areas of the DSFI to focus on.
- Link those to your District CSIP goals.
- Find the DSFI items you have scored a 0 and 1 to determine which items to work on that year.
- Write that as a SMART Goal.
- Then outline your Action Steps to achieve the goal.
- Identify persons responsible, resources needed and dates of implementation/completion.

# **CONTACTS:**

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Hallsville School District

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***Please fill out the survey in the Guidebook App!***