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The Perfect MTSS Team Blueprint

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Developing an MTSS Team

A consistent, structured, intentional team is vital to supporting a multi-tiered system of supports.

Schools often ask how many people should be on the MTSS team. While typical teams usually consist of 5-10 members, it is possible for the MTSS Team become much larger as it is a whole-child approach to service delivery. It is necessary for various expertise and perspectives to be part of the conversation.

Through creation of a multi-disciplinary system team, we can distribute the workload, which reduces stress on individuals, promotes efficiency, collaboration and continuity of teams, increases implementation capacity, and improves problem solving due to the variety of skill sets, experience, and expertise of the team members.

Responsibilities of the MTSS team include:

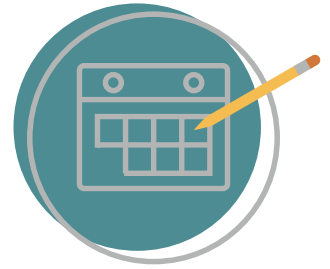
- Reviewing the data comprehensively
- Linking data to action
- Monitoring implementation of the action plan and problem-solving
- Helping to support staff in the integration of systems and practices through training, coaching, technical assistance
- Evaluating action plan/school improvement plan for success
- Establish feedback loop to communicate system findings with the rest of the school community.

Identifying Team Members

Using what you learned from the Teaming Structures Inventory, which staff members already have expertise and access to data in the following areas?

- Academics
- Behavior (Discipline)
- Social-Emotional Learning
- Mental Health
- School Climate
- Attendance
- Relationship Building (Staff and Student)
- School Division Policies (Administrator)
- Resource Allocation (Administrator)
- Family and Community Outreach
- Specialized Populations
- Data Access and Analysis

What Does an MTSS Team Meeting Look Like?



The MTSS Team meeting is a system level meeting where trends across the school are discussed, not individual students. Schools identify the data strands they wish to review and recognize that there will be a mix of data reviews, especially following a fall, winter, or spring assessment window.

Each data strand has an assigned MTSS team member who comes to the meeting prepared to share a 3-5 minute overview of the data/update for that particular data strand. The rest of the team listens for trends and highlights and is provided with an opportunity to ask clarifying questions about the data that has been presented.

Essentially, the team is looking for patterns across the data or a through line.

After the data has been shared, the team engages in discussion where they link the data to action. Action steps may arise that need to be completed by additional members of the school staff, growing the collective responsibility for the work.

Sample MTSS Meeting Agenda

MTSS Systems Meeting Agenda		Establish Purpose (5 minutes) Systemic Discussion (20 minutes) <ul style="list-style-type: none"> - What trends are there across multiple data strands? - What are areas of strength and improvement across the student population, including by sub-groups? - What might be some root causes for these issues? Action Steps and Assignments (15 minutes) <ul style="list-style-type: none"> - What can we do to help address areas of weakness? 	
Strand	Data Trends & Highlights	Reflection and Questions	Actionable Next Steps
Attendance	Increase in absences for 8 th grade students identified as Hispanic.	There is a pattern across attendance, reading, and behaviors for students identified as Hispanic. What is the root cause? Do students feel welcomed, safe, and supported in our school?	Focus group with students who are Hispanic to learn about their experiences and determine needs and solutions. Engage parents in a similar conversation. Consider level of English learner support in academics.
Academics: Universal screening data, D's & F's list	Universal reading screening indicates 15% of students scored between the 15 th and 39 th %tile. Of those 15%, 75% identify as Hispanic. - Refer students to Tier @ academic interventions.		
Academic intervention progress monitoring data	85% of students are making growth.		
Discipline: Office referrals, suspensions	Disproportionate office referrals for disorderly conduct behaviors for students with IEPs and students identified as Hispanic, in all grades. No suspensions.		
Mental Health Referral	3 suicide screenings and 1 threat assessment conducted this quarter. No trends across students. Peer-led, prosocial programs are being implemented.		



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Watch Multi-Tiered System of Supports PD
“What is MTSS?”

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