



MTSS Toolkit

What's in This Toolkit?

The Multi-Tiered System of Supports (MTSS) has become a vital framework in classrooms nationwide, addressing the diverse needs of students. By combining academic and behavioral strategies, MTSS ensures that every student, from those who excel to those who struggle, receives the right level of support.

This toolkit will provide you with everything you need to:

- Understand and create MTSS meeting norms
- Plan and prepare for MTSS meetings
- Analyze and discuss MTSS data
- Set action items to support student growth

Table of Contents

Examples of MTSS Meeting Norms	3-4
Meeting Agenda Template	5-6
Data Discussion Guide	7-9

Examples of Meeting Norms

Teams should create and agree upon meeting norms in order to stay efficient and productive, while also creating and maintaining a respectful team environment. Here are some examples you should consider adopting.

1. **Punctuality:** Start and end meetings on time.
2. **Active Listening:** Encourage active listening by asking participants to avoid side conversations, use non-verbal cues (nodding, eye contact), and not interrupt while someone is speaking.
3. **Respect:** Foster a respectful environment where all opinions and contributions are valued.
4. **Confidentiality:** Emphasize the importance of confidentiality in MTSS meetings. What is discussed in the meeting should stay within the team, respecting student privacy.
5. **Data-Driven Discussions:** Ensure that discussions are data-driven and focused on the student's needs. Participants should come prepared with relevant data, assessments, and observations.
6. **Solution-Oriented:** Encourage a problem-solving mindset. Focus on finding solutions rather than dwelling on problems or placing blame.
7. **Participation:** Encourage active participation from all team members. Make sure everyone has the opportunity to contribute to the discussion.
8. **Agenda:** Share the meeting agenda in advance to help participants prepare. Stick to the agenda to stay on track.
9. **Time Management:** Allocate specific time limits to agenda items to prevent meetings from running too long. If a topic requires further discussion, consider scheduling a follow-up meeting.
10. **Follow-Up:** Assign action items and responsibilities at the end of the meeting. Ensure that there is a plan for follow-up and ongoing communication.
11. **Feedback:** Encourage open and honest feedback about the effectiveness of the meeting and the MTSS process as a whole. Use feedback to make improvements.
12. **Consistency:** Establish a regular meeting schedule to ensure continuity and ongoing support for students. Stick to this schedule as much as possible.
13. **Flexibility:** While sticking to the agenda is important, be flexible enough to address unexpected issues or concerns that may arise during the meeting.
14. **Celebration:** Take time to celebrate successes and progress made by students and the team.

MTSS Meeting Agenda Template

Date:

Members Present:

Meeting
• Review the agenda • Review norms • Updates from last meeting ◦ <i>Add any updates you may have here</i> • Celebrations ◦ <i>Have there been any wins since you last met? Add them here</i> • Data Analysis and Problem Solving ◦ <i>Review screening data</i> ◦ <i>Identify patterns</i> ◦ <i>Discuss implications</i> ◦ <i>Create action items</i> • Next Tasks ◦ <i>Set action items, owners, and deadlines</i> • Parking Lot ◦ <i>Are there any topics to discuss in a future meeting?</i> • Check-out ◦ <i>Did we stay on track?</i> ◦ <i>Did we follow our norms?</i>

MTSS Meeting

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Members Present:

Agenda

- Review the agenda
- Review norms
- Updates from last meeting
 -
 -
 -
- Celebrations
 -
 -
 -
- Data Analysis and Problem Solving
- Next Tasks
- Parking Lot
 -
 -
 -
- Check-out

MTSS Data Analysis Discussion Guide

For each data source you analyze, answer the following questions to help guide your discussion.

Data Source:

What patterns and trends do you notice?	What are the implications?	What follow-up tasks do we have? Who is responsible?

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MTSS Meeting Action Items

Task	Owner(s)