



## PURPOSE. . .

*“Education is the most powerful weapon which you can use to change the world.”*

Nelson Mandela

As we approach May, we ask that you reflect. When we began the school year, how did I want students to describe me as a teacher? As the school year ends, would I project that students are leaving the year describing me in this way?

- What were my areas of strength?
- Where was I strongest academically?
- What will I do differently next year to challenge students academically?
- What were my areas of strength with behavior and BIST?
- What will I do differently next year to intervene early with behavior?

As an administrator, what goals did I set for myself and the building in August? As the school year ends, did we meet our goals? Did I view my primary focus and provide support to the adults in the building first so they could support students?

- What were my areas of strength in supporting adults?
- What will I do differently next year to make supporting adults my primary focus?
- How will I articulate to staff my vision of outlasting students through support and accountability?
- What will the goals around BIST and behavior be for the building in August?

## **MAY ACTIVITIES**

*(Buildings may elect to review this checklist in August)*

- ✓ Use transition forms and be strategic with student placement.
- ✓ Teacher who has student this year calls parent and says, “This is what X needs to be successful next year. I will make sure this info gets transitioned to next year’s teacher so support can continue.”
- ✓ Begin triage or contribution with next year’s teacher.
- ✓ Vision Team/Leadership team meet
  - Assess whether 2013-2014 building goals were met
  - Review focus/recovery room data for the year (More proactive or reactive?)
  - Review office referral data for the year (Increased referrals or decreased?)
  - Review completed student transition forms for continuation of plan/support
  - Review training needs and set plan to obtain training
  - Based on above assessment, set goals for 2014-2015
- ✓ Discuss the vision team/building purpose
  - What is our purpose?
  - What do we believe about students who struggle?
  - Are we changing students or maintaining?
  - What do we need to recommit to changing students?
- ✓ Arrange to visit a BIST school to network, reenergize and help meet building goals.

# **BIST Consultant Guidelines**

## **ADMINISTRATION**

- Administration should attend grade level meetings as frequently as possible.
  - By having administration attend grade level meetings, there is a clear message that what the staff is doing is important.
  - Additionally, by administration attending grade level meetings, they can support concepts that the BIST Consultant might suggest.
  - Third, administration can learn BIST Concepts as well as monitoring the growth of grade levels and individual teachers regarding BIST.
- Administration should attend District BIST Leadership Meetings.
- Administration should attend training with staff members whenever possible.

## **VISION TEAM**

- Purpose: The Vision Team is a group of teachers/staff that should become the building BIST experts. The objective of this group is to consistently assess the philosophical foundation of the building. This group is not the SIT Team, which assesses student needs. Additionally, the group of staff should be able to support teachers in creating plans for students as well as supporting teachers in processing.
  - The building Vision Team should meet with the BIST Consultant at minimum every other month. (Ideally, monthly when the consultant is on-site.)
  - The Vision Team should attend the Vision Team Conference on an annual basis.
  - The Vision Team should develop surveys to help assess the areas of need as well as areas of strength.

## **TEACHING STAFF**

- Grade level meetings
  - Meetings can be topic focused in order to help staff learning as well as creating conceptual consistency among teachers.
  - Meetings can also be focused on individual students, however the consultant should be able to tie in philosophical concepts so that all teachers can stay engaged regarding students.
  - Consultants should model conversations with students for grade level teachers. Be sure that teachers have attained parent permission for this if it is needed.
  - All teachers should attend the Basic BIST Training as well as some type of review training on an annual basis if possible.

## **SUPPORT STAFF**

- All support staff should have some type of BIST Training.  
Some ways to train support staff are:
  - Basic BIST Training
  - On-site training while consultant is in the building, 1-3 hours.
  - The building Vision Team can facilitate training for support staff.
  - Buildings could collaborate with other schools to train support staff.

## **STAFF MEETINGS/FLEX TIME**

- The BIST Consultant should facilitate either staff meetings or flex time at minimum two times throughout each school year. The intent is to keep all staff members cohesive in the BIST Philosophy.

<b>BIST Summer Training Schedule</b> <i>Kansas City Area</i>		
<b>July 21-25</b>	<i>Basic BIST</i>	Brittany Hill MS Blue Springs, MO
<b>July 28-29</b>	<i>Building BIST</i>	Ozanam/Smith Hall
<b>July 30-31</b>	<i>Teaching &amp; Protecting</i>	RayPec Academy Peculiar, MO
<b>July 30-31</b>	<i>Effective Classroom Management</i>	Ozanam/Smith Hall
<b>August 1</b>	<i>Mental Health</i>	Ozanam/Smith Hall

<b>BIST Summer Training Schedule</b> <i>Nebraska</i>		
<b>June 9-13</b>	<i>Basic BIST</i>	Scott Middle School Lincoln, Nebraska
<b>July 16-30</b>	<i>Basic BIST</i>	Omaha, Nebraska

## **BIST Spotlight!**

Our own Marty Huitt will be interviewed and featured during  
 The Mindful Class Management Telesummit on June 9th!!  
 A link will be sent out 10 days prior to the summit and remain open  
 until June 21<sup>st</sup>. Be on the lookout for this link!!!

