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## **MiBLSi Letter of Agreement for Partnership to Pilot the National PBIS Center's Framework for Equity**

Michigan's Integrated Behavior and Learning Support Initiative (MiBLSi) is working with the support of the Michigan Department of Education to address racial and ethnic disproportionality in school discipline. MiBLSi has formed an Equity workgroup within the project to take the lead on establishing a Multi-Tier System of Supports (MTSS) framework to assist schools with addressing racial and ethnic disproportionality in discipline. The focus of this workgroup is to identify and develop data analysis, planning tools and strategic interventions that will provide useful and accurate information and guidance to school leadership teams and district administrators in order to address the racial and ethnic disproportionality in discipline within their district. We are excited about the opportunity to partner with your district in piloting the PBIS National Center's framework for addressing disproportionality. This work will start with the Practice Guide: *Using Discipline Data within SWPBIS to Identify and Address Disproportionality: A Guide for School Teams* (Data Guide), which is a tool that has been created to guide school leadership teams through their school discipline data. Teams will then be able to begin identifying appropriate interventions with the guidance of the National Center's: *Recommendations for Addressing Discipline Disproportionality in Education* (Recommendations). These documents will guide our work with the school leadership team and district administrators in developing specific interventions to be implemented within the school with technical assistance, coaching and professional development provided by the MiBLSi Equity team.

### **Working Agreements Specific to MiBLSi's Equity Work:**

During the 2015-2016 school year, MiBLSi will partner with elementary/middle schools that are currently implementing a Positive Behavior Intervention Support (PBIS) framework. These partnerships will be for the entire 2015-2016 school year. The supports for schools will include at least one MiBLSi staff person attending the meetings with the school leadership team to help facilitate the use of the Data Guide and its process for determining a reference point in regards to racial and ethnic disproportionality in school discipline. The MiBLSi staff person will also assist the team with developing an implementation plan based on the school's data and targeted interventions that are included in the Recommendations available on the National PBIS Center's website.

In order to best provide these supports through the pilot, MiBLSi agrees to provide the following resources and supports related to the equity work.



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### **Expectations for MiBLSi Staff**

- MiBLSi will assist with the facilitation of the Data Guide at school leadership team meetings linking data analysis to an implementation plan.
- MiBLSi will provide training, technical assistance, and coaching supports based on a mutually agreed upon implementation plan for reducing racial and ethnic disproportionality. Training content and sequence based on MiBLSi's work with the National PBIS Center.
- MiBLSi will provide support to leadership team in implementation efforts through coaching from a MiBLSi equity coach that might include: coaching leadership team during implementation team meetings, coaching for individual members for the leadership to develop leadership function, coaching individual classroom team.

In order to best support the pilot, the District and School Leadership Teams agree to the following:

### **Expectations for School Leadership Team**

- Develop or utilize existing leadership team to address school wide equity issues. The building administrator is a member of the leadership team. Membership of the team is expected to be consistent for all meetings and trainings.
- Support the mutually agreed upon implementation plan for reducing racial and ethnic disproportionality in school discipline with support from MiBLSi project staff.
- Allocate one day per month for building leadership to attend professional development and implementation planning/progress monitoring with support from MiBLSi project staff.
- Implement Positive Behavioral Interventions & Supports (PBIS).
- Share equity work updates at regular school staff meetings.
- Recognize that this is a learning opportunity because of limited effectiveness research regarding the implementation of an MTSS framework to address racial and ethnic disproportionality in discipline.

### **Expectations for Participating School Staff/Faculty**

- Implement Positive Behavioral Interventions & Supports (PBIS).
- Participate in professional develop activities (total 10 hours of training to take place over the course of the school year).
- Participate in coaching activities provided by MiBLSi staff and district/school staff.



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## **Fiscal Support**

MiBLSi will offer a stipend per school for the 2015-2016 year to help offset costs associated with the MiBLSi equity pilot framework.

Allowable use of stipend funds include:

- Payment of School Wide Information System (SWIS) subscriptions for schools participating in the equity pilot work.
- Implementation materials for use in the implementation plan that is based on the data guide and developed and supported in partnership with MiBLSi.
- Attend PBIS National Forum in Rosemont, IL.
- Substitute cost for leadership team members- allowing for participation in monthly school leadership team.

MiBLSi will not require a report on the use of stipend funds. However, if the funds are not utilized for the supports of the MiBLSi Equity framework, the funds must be returned to MiBLSi.

## **Data Collection and Sharing**

- District agrees to provide the following data/information:
  - Allow select MiBLSi staff access to the school's SWIS data, or a district point person to obtain the necessary reports to complete the Data Guide.
  - School enrollment by race/ethnicity.
  - Positive Behavior Interventions Supports (PBIS) implementation fidelity data (i.e., PBIS Assessments including the Tiered Fidelity Inventory and the School-wide Evaluation Tool).
  - Project staff working with school/district on perception data (survey) on equity issues related to discipline procedures (collected anonymously and confidentially)
- Data security and privacy assurances
  - Login information will not be shared with anyone outside of the MiBLSi Equity workgroup which includes representation from MDE and the National PBIS Center.
  - MiBLSi staff will not email any reports with identifying student information.
  - If reports are generated with student names, they will be properly disposed of at the conclusion of the school team meeting.
  - Access to a school's data system with office discipline referral data will be used solely for the purpose of supporting the equity work to address disproportionality.



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- Any information shared with the PBIS National Center will not contain student level information.
- Any information shared in materials, including case studies on how to use the Data Guide, professional development, and implementation plans, will not contain student level information. At times, it may be desirable to share information on the good work taking place within the school/district, however, prior permission will be obtained before the school/district name is shared through dissemination of information.

**By signing below**

\_\_\_\_\_  
(District Name) hereby agrees to the above commitments.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Title \_\_\_\_\_

Please keep a copy for your records and send a copy to

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