

# SAMPLE

## PAX Installation Planning Form



**Section A:** Complete the box below regarding the intervention you are choosing to implement. Think about how you will measure outcomes, fidelity and what resources will be needed.

TIER 1						
Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7
What are we implementing?	What data will we use?	When will we implement?	Who will do it?	What resources will we need?	How do we know it was implemented?	How will we know it worked?
PAX GBG	Spleem Counts, ODR, Teacher Self-Assessment, PET, My Voice	September 2020	Teachers, Counselors, Classified staff	Initial training, PAX Partner Training, PAX Coaching, Regular staff reviews during the year	Teacher self-assessments, PET	Fewer Spleem counts Reduced ODRS from last year Improved My Voice scores

**Section B:** Data Collection Schedule — Complete the boxes below for each set of data in **Column 2** above.

Data	When will we collect it?	Who will collect it?	What resources will we need?	Who is responsible?	Who will manage data?
Spleem Counts	Sept 15-October 12 May 13-Jun 5	PAX Partners	Release time for partners	Principal	PAX Partner
ODR	Live	Teachers complete form, secretary enters data into SWIS	Secretary time for data entry Training for teachers	Principal	MTSS Data analyst
Teacher Self-Assessment	November 12 staff meeting March 5 staff meeting June 1 staff meeting	Implementation team	Teacher time	MTSS Team	MTSS Data Analyst
PAX GBG Evaluation Tool	Spring-To be scheduled	Sustainability Coach	None	MTSS Team	MTSS Team

**Section C:** Communication Plan — Complete the boxes below for staff expected to implement in **Column 4** in the first table of this form. Use the 9 Week Roll Out to assist your planning.

Staff	How will staff let us know what they need for implementation?	How will we let staff know what to expect?	How will we let staff know how well we are doing?	How will we let staff know if it is working?
Teachers	<p>Grade level teams will meet monthly to discuss implementation problems solve. If they have questions they can tell the PAX Partner and the PAX Partner will provide support or submit request to implementation team</p> <p>We will survey staff at least once a year regarding PAX implementation</p>	<p>We will provide a 9 week roll out at the August Staff meeting. The principal will send out a reminder on Friday for the following week.</p> <p>We will provide teachers with a implementation calendar with training and coaching dates.</p> <p>We will show teachers the self-assessment during the August PIR day and list self-assessment dates in the implementation calendar</p>	<p>We will provide self-assessment data three times a year</p> <p>Partners will do walk-thrus and leave Tootle notes about what PAX they saw</p> <p>We will share PET at out June staff meeting</p>	<p>We will share Spleem counts for each grade level in the fall and spring.</p> <p>We will share Academic benchmark data and ODR in Spring, Winter and Fall at our school-wide data meetings.</p>
<b>Counselors</b>	<p>Counselors will attend grade level meetings and work with PAX Partner if they need support. PAX Partner will relay needs if unable to provide support.</p>	<p>We will provide a 9 week roll out at the August Staff meeting. The principal will send out a reminder on Friday for the following week.</p> <p>We will provide counselors with a implementation calendar with training and coaching dates.</p>	N/A	<p>We will share Spleem counts for each grade level in the fall and spring.</p> <p>We will share Academic benchmark data and ODR in Spring, Winter and Fall at our school-wide data meetings.</p>
Classified Staff	<p>PAX Partner will check in with classified staff once a month to determine needs.</p> <p>PAX Partner will let team know if additional resources are necessary.</p>	<p>We will provide a 9 week roll out at the August Staff meeting. The principal will send out a reminder on Friday for the following week.</p> <p>We will provide paras with a implementation calendar with training and coaching dates.</p>	N/A	<p>We will share Spleem counts for each grade level in the fall and spring.</p> <p>We will share Academic benchmark data and ODR in Spring, Winter and Fall at our school-wide data meetings.</p>

**Section D:** Professional Development Plan — Complete the boxes below for Professional Development Resources for **Column 5** in the first table of this form. Include initial training if it has not been completed, when and how you provide regular reviews of PAX, when will your coach be available to support teachers and conduct walk thrus? Use the ***PAX Grab and Go*** to help with your planning.

Training	Audience	Schedule	Provided By	Cost	Funding Source	Person Responsible
Overview and consensus activity	School Staff	May 25th staff meeting	MTSS Team			MTSS Team
Initial Teacher Training	40 Teachers	Aug 24	PAX Trainer	\$4200 \$2200 Travel 12,000 Kits	DPHHS	Principal
PAX Partner Training	2 lead teachers	Aug 25th and 26th	PAX Trainer	\$500 per Partner	DPHHS	Principal
Kernel Review for 9 Week Rollout	Teachers	Sept 1-November 6 at weekly staff meeting	MTSS Team/PAX Partners			MTSS Team
PAX Refresher	Teachers	January 6	State Sustainability Coach			Principal
PAX Coaching and walk-thrus	All Staff	Week of Dec 5 Week of March 9 Week of May 24	PAX Partners		DPHHS	Principal/MTSS Team
Classified Staff Training	Paras	Aug 24th	PAX Partners	\$1,000 Stipend per Partner and release time for coaching		Principal/MTSS Team
New Teacher Training	TBD					

