



## Integrated Multi-tiered System of Supports (I-MTSS)

### Consultant Community of Practice

#### Preparing for DSLT Coaching

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## Coaching Pulse Check

### In the chat, share:

- Status of coaching at each of your sites:
  - Not yet started
  - Started (and how many sessions so far)
- One word or short phrase for how coaching feels right now at your sites



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## AIR Inclusive Meeting Guidelines

### Hosting and Participating in Meetings

- 1 ENGAGE EVERYONE**  
Consider participants' needs (e.g., visual, auditory, sensory, cognitive, physical, and language). Establish meeting norms to encourage participation. Ask participants to alert the meeting facilitator if they have difficulty seeing the content and/or hearing the presenter. Designate a meeting monitor to address audiovisual issues, monitor the chat box, and respond to participants as needed.
- 2 MINIMIZE NOISE**  
Avoid moving around or shuffling materials on your desk during the meeting. Eliminate crunching or chewing noises and loud typing, which interfere with sound quality for virtual participants and are amplified by microphones and sensory aids for visual or auditory impairments. Speak from a stationary position to keep the audio clear. Mute your phone or your computer microphone when you are not speaking.
- 3 MAXIMIZE MICROPHONES**  
Presenters should use microphones to ensure that their voice is loud enough for all to hear. Microphones are needed for face-to-face and virtual meetings and are critical for engaging remote colleagues as well as persons with hearing loss. During virtual meetings, use headphones with a built-in microphone to make sure that the facilitator and attendees can hear you. During face-to-face meetings, set up microphones for the facilitator, presenters, and attendees. Make sure that hand-held microphones are available for meetings that include audience participation. Make sure that speakers are positioned near a microphone.
- 4 ACKNOWLEDGE SPEAKER**  
Provide an auditory or visual cue before speaking to identify yourself as the speaker. State your name for those who cannot see you. When asking for questions or comments, meeting facilitators should allow five to seven seconds for participants to use the "raise the hand" tool, unmute their phones, or provide a response in the chat box. Be comfortable with the wait time.
- 5 BE HEARD AND SEEN**  
Project your voice when speaking. Only one person should speak at a time. Avoid overlapping and sidebar conversations. Position everyone present so that they can be seen on screen. Encourage virtual participants to use their webcams if they feel comfortable doing so. Let people see your facial expressions and body language clearly if you are using your webcam.
- 6 MAXIMIZE VISUAL DISPLAYS**  
Email materials to participants before the meeting. Display meeting documents on screen and capture the main discussion points verbally and visually by taking notes, restating key concepts, or using the chat box. If a participant asks for clarification, rephrase the content instead of repeating it. Assign a meeting note taker so that the meeting leader and monitor can focus on engaging participants. Notes also ensure access for individuals with executive function-related needs, processing disorders, or visual/auditory impairments.

These guidelines are intended to improve the meeting experience for all participants, including meeting facilitators, monitors, and attendees, as well as people with hearing loss or visual impairments, and those for whom English is an additional language. Some of the guidelines presented here may apply only to one-on-one meetings, or virtual meetings, while other guidelines apply to both meeting types. Developed by the AccessAIR and AIRCROW Employee Resource Groups With Support From the AIR Diversity, Equity, and Inclusion Office

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Virtual Meeting/Conference Recording Notice

The American Institutes for Research (AIR®) allows for the recording of audio, visuals, participants, and other information sent, verbalized, or utilized during business-related meetings.

This meeting is scheduled to be recorded by AIR. Your consent to the recording is requested. Participation in the meeting without expressing an objection to recording will be treated as consent. Any participant who prefers to participate via audio only should disable their video camera so only their audio will be captured. External AI bots are prohibited unless specifically authorized.

The AIR Team



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AIR Coaching Assignments

| AIR Coach                                              | Site                                                                        |
|--------------------------------------------------------|-----------------------------------------------------------------------------|
| Jennifer Pierce<br>jpierce@air.org                     | • Crossroads (with Heidi)<br>• Chartiers<br>• Salisbury                     |
| Heidi Enea<br>henea@air.org<br>Eastern time zone       |                                                                             |
| Kyle Allen<br>kysallen@air.org<br>Central time zone    | • Windber<br>• Central Township<br>• United<br>• Franklin                   |
| Sheila Lovato<br>slovato@air.org<br>Mountain time zone | • Radio Park<br>• Standing Stone<br>• Robb<br>• Warrior Run<br>• North Star |

## Agenda

- Welcome and Overview
- Revisiting The Foundation for Coaching
- Learning from Each Other:
  - Preparing for and Reflecting on Coaching
  - Problem Solving through Peer Consultancy
  - Identifying Cross-Site Implications and Next Steps
- Closing Commitments and Wrap Up

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## Objectives

By the end of today, consultants will move from where your site is now to concrete next steps for your site.

- Continue to connect the project arc, essential actions, and DSLT products to coaching.
- Identify current site needs, prepare for a first coaching conversation, and/or reflect on coaching sessions underway.
- Analyze a site-based coaching challenge with colleagues.
- Elevate cross-site patterns, support needs, and implications for the CLC.

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## Helpful Materials to Have on Hand

- Relevant site products or evidence:
  - IMFR results
  - I-MTSS vision and goals
  - Coherence Tool
  - Action plan
- Notes from coaching and/or recent site conversations

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# Revisiting the Foundation for Coaching

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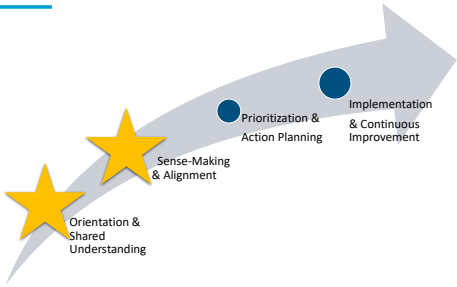
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## Building a Shared Understanding



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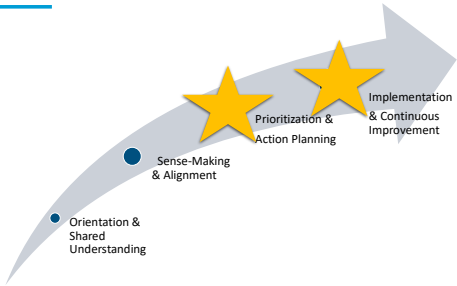
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## Turning Learning Into Application



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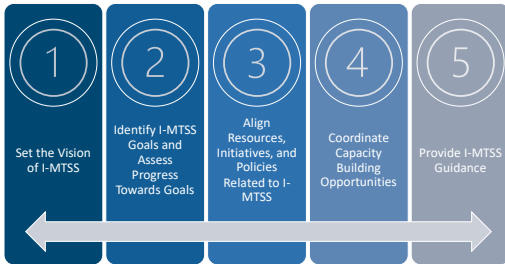
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## Essential Actions Shape How DSLTs Implement I-MTSS



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## Products Are More Than Products

| DSL Product             | What It Tells Us                                                                                                              | Status Update                                                                                                                                             |
|-------------------------|-------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|
| Teaming Structures      | The team is in place, what they do, and if adjustments are needed                                                             | <input type="checkbox"/> Not Started<br><input type="checkbox"/> Partially Complete<br><input type="checkbox"/> Done<br><input type="checkbox"/> Not Sure |
| I-MTSS Vision and Goals | Purpose of I-MTSS and what the team is trying to improve                                                                      | <input type="checkbox"/> Not Started<br><input type="checkbox"/> Partially Complete<br><input type="checkbox"/> Done<br><input type="checkbox"/> Not Sure |
| Coherence Tool          | What resources, initiatives, and policies are connected to the goal. Identify what may need to change, connect, or strengthen | <input type="checkbox"/> Not Started<br><input type="checkbox"/> Partially Complete<br><input type="checkbox"/> Done<br><input type="checkbox"/> Not Sure |
| Action Plan             | Clarify action steps, roles, timelines, feasibility, how the team will monitor action steps and outcomes                      | <input type="checkbox"/> Not Started<br><input type="checkbox"/> Partially Complete<br><input type="checkbox"/> Done<br><input type="checkbox"/> Not Sure |

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## What We learned in CoP 1

**Strengths**  
 • What stands out to you that the team is already doing well or building on?

**Context**  
 • What local priorities, dynamics, or history matter?

**Needs**  
 • Where might the team need clarity, connection, or support?

**Entry Point**  
 • What might be a useful first coaching focus?

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## Surfacing Your Coaching Question

- Think about the site that is the furthest behind in the Essential Actions and products.
- Use what you know about that site, including what you have learned since CoP 1, to surface an initial coaching question.
- That question will give your small group something specific and meaningful to explore together.

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## Learning from Each Other: Preparing for and Reflecting on Coaching



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## Where Coaching Stands Across Sites

If coaching has started, share:

+ **Plus**

Something going well, or  
something you are looking  
forward to

Δ **Delta**

One thing you would change, or  
one thing you are unsure about

If coaching has not yet started,  
identify:

**The first-session tone**

One norm or expectation  
you want to set for your first  
session

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## Breakout Room Discussion

### Room 1

Coaching has started.

What is one coaching move that worked, one adjustment you would make next time, and why?

### Room 2

Coaching has not started.

What is one priority you want to address in your first session and why?

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## Whole Group Share Out

### Share

- Type one insight, priority or question that arose during your breakout into the chat.

### Connect

- Look through the chat to see if there is a post that sounds like your site; consider reaching out to them.



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## Learning from Each Other: Problem Solving Across Sites

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## Identifying a Coaching Question for One Site

First, prepare to share your overview.

- What is the site working to accomplish?
- What evidence helps you understand where the DSLT is now?
- What appears to be the most important barrier or decision?
- What has already been implemented or planned?
- Where would colleagues' thinking be most useful?

**3 MINUTES**

Then, identify your coaching question.

- The coaching question I am still working out is...

**2 MINUTES**

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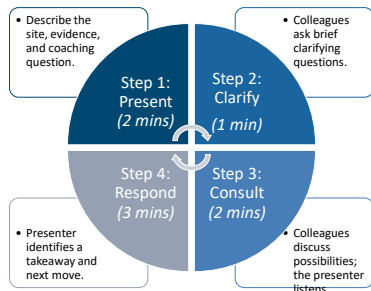
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## Peer Consultancy Protocol Steps



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## Stop and Jot: Capture Our Next Coaching Priority

Our next coaching priority is...

The evidence supporting this priority is...

One coaching question or move we will use is...

The support we need is...

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## What did we learn from one another?

What is one coaching strategy you want to borrow?

What is one question that changed your thinking?

What pattern or shared need did you notice across sites?

Which needs can be addressed locally?

Which needs require broader support?

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## Learning from Each Other: Identifying Cross-Site Implications and Next Steps



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## Turning Cross-Site Learning into Recommendations



DSLТ

- Address through site coaching or the action plan



AIR / Consultant Partnership

- Address through coordination, shared tools, or adjustments to coaching



CLC

- Address through broader infrastructure, guidance, policy, or resources

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### Find, Add, and Sort

1. Find it – Read the ideas.
2. Add to it – If an idea, question or concern is missing, add to the whiteboard.
3. Sort it – As a group, we will move each item into one of the three columns: Site or DSLT, AIR Consultant Partnership, or CLC/Commonwealth.

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### Reflecting, Sorting, Identifying, and Revisiting

- **DSLT items:** Go back to the site's action plan, so that it can be addressed during the next coaching session.
- **AIR Consultant/Partnership items:** The AIR team will use this information to adjust how we collaborate and support the work going forward.
- **CLC items:** Shared with the CLC to consider in their work to support local-level I-MTSS implementation.

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Closing Commitments

- A question or need I want this community to carry forward is...
- An idea I am carrying into my next coaching session is...



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Upcoming Consultant Events

| Event                 | Date               | Time              |
|-----------------------|--------------------|-------------------|
| Coaching Sessions 1-5 | Now-end of January | Varies            |
| CoP 3                 | 1/20/2027          | 12:00pm–3:00pm ET |

Project Year 2 dates are coming!

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Session Evaluation



Please fill out our event feedback form linked in the QR code or at <https://fillout.air.org/imtsseventfeedback>.

This survey is anonymous and we review every response!

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