***December***

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| Date and Time | Audience | Description | Facilitator | Resources | PD Outcome/ Evidence |
| December 11, 2023 | Selected School Leadership Team | Participated as a team in the first Community of Practice (CoP) session which provided an overview of the Supporting Students in Poverty Instructional Toolkit and expectations of CoP members. | Principal | Uninterrupted time for school leadership team to participate in MDE sponsored CoP. | School leadership team attended the first CoP session and scheduled follow-up session. |
| December 14, 2023 | Selected School Leadership Team | School Leadership Team will meet to review CoP overview slides that will be shared with all teachers during school wide professional development day in January.    Agenda will be planned for a 45-60 minute Toolkit introduction session in January that includes work by grade level PLC teams to determine strategies (no more than three) that they feel are priority strategies based on the needs of students. | Principal  Ms. K. Smith  Ms. J. Smith | Sample slide deck provided by MDE that has been edited for our school.  Charts, markers, sticky notes for activities during January PD  Copies of one sample strategy from the toolkit | Slide deck completed; copies made for January session.  Each member of the leadership team has an assigned role during January training. |
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***January***

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| Date and Time | Audience | Description | Facilitator | Resources | PD Outcome/ Evidence |
| January 4, 2024 | Faculty and Staff | Lead a 45-60 minute Toolkit introduction session for faculty that includes work by grade level PLC teams to determine strategies (no more than three) that they feel are priority strategies based on the needs of students. During the training each grade level group will share their recommendations.  One toolkit strategy will be selected as a school wide strategy to explore over the next 2 weeks during PLCs (principal and/or assistant principal will attend PLCs). | Principal will facilitate with School Leadership Team support. | PPT for Toolkit overview  Charts, markers, sticky notes for activities during January PD  Copies of one sample strategy from the toolkit | Faculty completed session and feedback was positive from all grade levels.  Principal will follow-up with special subject teachers who may have additional questions.  **Strategy 4.1 was selected as the priority.**  Principal and AP created a schedule to ensure they can attend PLCs the next 2 weeks. |
| January 22, 2024 | Grade Level Teachers | Following the 2-week PLCs’ exploration/ study of a selected strategy, walkthroughs will be conducted to look for evidence of implementation of the selected strategy.  Walkthrough team members will reach consensus on specific evidence of implementation they will look for during informal observations. Walk throughs may also be conducted by peer-to-peer grade level teams.  Feedback will be provided individually and in PLCs. | Principal with support from AP and School Leadership team | Walkthrough checklist  Schedule for informal observations that includes times, dates, observer names, and classrooms to visit.  Create a schedule to provide feedback | **PENDING** |
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***February***

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| Date and Time | Audience | Description | Facilitator | Resources | PD Outcome/ Evidence |
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***March***

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| Date and Time | Audience | Description | Facilitator | Resources | PD Outcome/ Evidence |
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***April***

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***May***

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| Date and Time | Audience | Description | Facilitator | Resources | PD Outcome/ Evidence |
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