

**Professional Development Goal:** *The goal for Jefferson County Middle School (formerly Upper Elementary) PD is to strengthen instructional delivery in every classroom, thereby creating the conditions in which students can thrive and achieve academic success.*

**August**

Date and Time	Audience	Description	Facilitator	Resources	PD Outcome/ Evidence
August 1	5-6 Faculty	<ul style="list-style-type: none"> <li>Introduce the Supporting Students in Poverty with High Impact Instructional Practices Toolkit during the opening faculty meeting.</li> <li>Icebreaker: What comes to mind when you hear the word poverty? Staff will look at poverty data for MS, then the district and school level.</li> <li>Grade level teams will be assigned one of the 5 teacher strategies to explore (20 minutes) and then each team will share with the faculty what they liked about the resource and big “takeaways”.</li> </ul> <p>At the end of the overview, each faculty member will individually list the 3 specific strategy actions (example 2.3 or 5.2) they want to explore at a deeper level.</p>	Principal	<ul style="list-style-type: none"> <li>Sample slide deck provided by MDE/NCC</li> <li>Make copies of the Toolkit flyer (front/back) for all participants</li> <li>Copies of a strategy for the breakout/ small group activity</li> </ul> <p>Chart paper, markers, for report out</p>	<p>School wide consensus on the initial 3-5 instructional strategies/ actions to study as a school</p> <p>Agenda Sign-In Sheet Meeting Minutes</p>
August 8	School Leadership Team	<ul style="list-style-type: none"> <li>Conduct weekly walkthrough on initial 3-5 instructional strategies/actions to study as a school</li> </ul>	Assistant Principal	Survey	Likert Scale Analysis on Implementation
August 15	Grade level Professional Learning Community Teams	<ul style="list-style-type: none"> <li>During the weekly grade level team PLC meetings, share the top strategies that the faculty members identified for deeper exploration.</li> <li>Introduce the first selected strategy, 1.5 “Just in time support” as a grade level group (read the practice brief) and discuss the self-reflection prompts.</li> </ul> <p>Prior to the next PLC meeting, grade level team members will evaluate a previous week’s lesson and identify areas where additional support/</p>	Instructional Coach	Copies of strategy 1.5	<p>PLC notes Artifacts that reinforce implementation of practice 1.5 (lesson plan, student exit tickets, student work, etc.)</p> <p>Agenda Sign-In Sheet</p>

		<i>examples/ guidance could have strengthened the lesson delivery and achievement of students. Come prepared to share the reflection/ artifacts during Aug. 29 PLC.</i>			<i>Meeting Minutes</i>
<i>August 22</i>	<i>School Leadership Team</i>	<ul style="list-style-type: none"> <li>• <i>Conduct a weekly walkthrough on selected strategy, 1.5 “Just in time support”</i></li> </ul>	<i>Assistant Principal</i>	<i>Survey</i>	<i>Pre and Post Analysis</i>
<i>August 29</i>	<i>Grade level Professional Learning Community Teams</i>	<ul style="list-style-type: none"> <li>• <i>During the weekly grade level team PLC meetings, share identified areas where additional support/examples/guidance could have strengthened the lesson delivery and achievement of students.</i></li> <li>• <i>Report/feedback from School Leadership Team</i></li> <li>• <i>Introduce the second selected strategy, 1.6 “Just in time feedback” as a grade level group (read the practice brief) and discuss the self-reflection prompts.</i></li> </ul> <p><i>Prior to the next faculty meeting, each team member will come prepared with a 3-5 minute presentation to share on one of the 3 specific strategy actions they have explored at a deeper level.</i></p>	<i>Instructional Coach</i>	<i>Copies of strategy 1.6</i>	<p><i>PLC notes</i>  <i>Artifacts that show the reinforcement of practice 1.5(lesson plan, student exit tickets, student work, etc.)</i></p> <p><i>Agenda</i>  <i>Sign-In Sheet</i>  <i>Meeting Minutes</i></p>

**September**

<b>Date and Time</b>	<b>Audience</b>	<b>Description</b>	<b>Facilitator</b>	<b>Resources</b>	<b>PD Outcome/ Evidence</b>
<i>September 5</i>	<i>School Leadership Team</i>	<ul style="list-style-type: none"> <li>• <i>Conduct a weekly walkthrough on selected strategy 1.6 “Just in time feedback”</i></li> </ul>	<i>Assistant Principal</i>	<i>Survey</i>	<i>Pre and Post Analysis</i>
<i>September 12</i>	<i>5-6 Faculty</i>	<ul style="list-style-type: none"> <li>• <i>Review: Supporting Students in Poverty with High Impact Instructional Practices Toolkit during the opening faculty meeting.</i></li> <li>• <i>Icebreaker: What comes to mind when you hear the word fidelity?</i></li> <li>• <i>Each faculty member will do a short presentation on one of the 3 specific</i></li> </ul>	<i>Principal</i>	<ul style="list-style-type: none"> <li>• <i>Copies of a strategy for the breakout/ small group activity</i></li> </ul> <p><i>Chart paper, markers, for report out</i></p>	<p><i>Agenda</i>  <i>Sign-In Sheet</i>  <i>Meeting Minutes</i></p>



		<p><i>strategy actions (example 2.3 or 5.2) they have explored at a deeper level.</i></p> <p><i>Prior to the next PLC meeting, grade level team members will conduct peer observation and identify opportunities where monitoring and feedback that supports growth would be beneficial. Come prepared to share your notes during Sept. 26 PLC.</i></p>			
September 19	School Leadership Team	<ul style="list-style-type: none"> <li>Conduct a survey on strategy 5.3 “Embrace Family Expertise and Experience”.</li> </ul>	Assistant Principal	Survey Parents Survey Teachers	Analysis on Implementation
September 26	Grade level Professional Learning Community Teams	<ul style="list-style-type: none"> <li>During the weekly grade level team PLC meetings, share identified opportunities where monitoring and feedback that supports growth would be beneficial.</li> <li>Report/feedback from School Leadership Team</li> <li>Introduce the third selected strategy, 5.3 “Embrace Family Expertise and Experience” as a grade level group (read the practice brief) and discuss the self-reflection prompts.</li> </ul> <p><i>Prior to the next PLC meeting, grade level team members will evaluate previous work towards family engagement. Come prepared to share the reflection/ artifacts during Oct. 10 PLC.</i></p>	Instructional Coach	Copies of strategy 5.3	<p>PLC notes</p> <p>Artifacts that reinforce implementation of practice 5.3 (conference times, classroom invitations, partnerships, call logs, etc.)</p> <p>Agenda</p> <p>Sign-In Sheet</p> <p>Meeting Minutes</p>

**October**

Date and Time	Audience	Description	Facilitator	Resources	PD Outcome/ Evidence
October 3	School Leadership Team	Provide faculty feedback on strategy 5.3 “Embrace Family Expertise and Experience”.	Assistant Principal	PDF Resource	Artifacts that reinforce implementation of practice 5.3 (infographics, surveys, charts, etc.)

**November**

Date and Time	Audience	Description	Facilitator	Resources	PD Outcome/ Evidence

**December**

Date and Time	Audience	Description	Facilitator	Resources	PD Outcome/ Evidence

**January**

Date and Time	Audience	Description	Facilitator	Resources	PD Outcome/ Evidence

**February**

Date and Time	Audience	Description	Facilitator	Resources	PD Outcome/ Evidence

**March**

Date and Time	Audience	Description	Facilitator	Resources	PD Outcome/ Evidence

**April**

Date and Time	Audience	Description	Facilitator	Resources	PD Outcome/ Evidence

**May**

Date and Time	Audience	Description	Facilitator	Resources	PD Outcome/ Evidence