

MNSA SCHOOL STRATEGIC PLAN

(OBJECTIVE 1) Provide for student academic, social, and emotional needs.

(STRATEGY 1) Implement a Social and Emotional Learning (SEL) Curriculum to be used school wide.

	Timeline	Responsibility	Progress Report
(Action Step 1) Form the implementation team to include the principal and two implementation team teachers.	December 2020	Principal	<i>SY2019-2020 There were a few factors involving staff availability to meet on regular basis that did not allow this to begin in December. Therefore, we need to move back a year.</i>
(Action Step 2) Identify 3-5 desired outcomes of the Social & Emotional Learning curriculum.	March 2021	Implementation Team	<i>Spring 2021 The principal began researching different SEL programs based on faith-based programs. A comparison was made of the programs based on the desires of the principal after seeing this school year in action. Teachers were also asked to research throughout the school year, but the hectic schedules of each day didn't leave an opportunity to fully dig into different SEL programs.</i>
(Action Step 3) Research SEL curriculum.	Spring 2021	Implementation Team	<i>April 8, 2021 The principal was in a Diocesan meeting where SEL was discussed and the Friendlyzy program was introduced. After more discussion and comparing to other programs, the principal introduced the program to staff and notified them of the implementation of the program for next school year. The staff agreed that this would be a good program to begin.</i>
(Action Step 4) Present new SEL curriculum to the Education Committee and Administrative Council for approval.	Spring 2021	Principal, Education Committee and Administrative Council	<i>May 13, 2021 The principal discussed the Friendlyzy SEL program at the Education Committee Meeting, and all agreed it sounded like a good program to implement. No discussion was needed with the Finance Council as the program will be covered primarily with EANS funding.</i>
(Action Step 5) Secure funding for SEL curriculum and training for all teachers.	Spring 2021	Principal, Education Committee and Administrative Council	<i>May 2021 St. Peter's School was approved for EANS funding which will be used to purchase the next two years of Friendlyzy SEL curriculum. The Education Committee approved using EANS funding for this.</i>
(Action Step 6) Purchase SEL curriculum.	July 2021	Principal	<i>June 2021 Purchase orders have been received and are being processed by the principal.</i>
(Action Step 7) Train Teachers and Paraprofessionals in SEL curriculum.	August 2021	Implementation Team	
Action Step 8) Begin student screenings for baseline.	September 2021	Principal & Teachers	

(Action Step 9) Implement SEL curriculum for students.	October 2021	Principal & Teachers	
(Action Step 10) Ongoing evaluation of SEL curriculum.	Yearly in Spring	Principals & Teachers	
(Action Step 11) Ongoing professional development for teachers and paraprofessionals.	Yearly	Principal	
(Action Step 12) Monitor and screen after year 3 to gauge progress and plans for continuation.	April 2024	Principal & Teachers	
(STRATEGY 2) Restructure and enhance Enrichment Program for excelling students.			
	Timeline	Responsibility	Progress Report
(Action Step 1) Review current Enrichment program (SAiLS) after the 2 nd year and discuss pros and cons.	Fall 2021	Principal	<p><i>Fall 2019 Due to unforeseen circumstances, the SAILS teachers was not available during the summer to do a thorough review of the SAILS program. Another teacher will take over SAILS for the upcoming school year and this strategy's timeline will be adjusted accordingly. Timeline was adjusted for the Response to the Team in December.</i></p> <p><i>SY 2020-2021 Due to COVID and pod-only groupings, we were not able to have SAiLS for the students this school year. This will be looked at in Fall 2021 to create concrete guidelines for SAiLS. Even through there was not SAiLS, the 5th/6th grade did some STEM activities in Spring 2020 as an introduction to another idea for an Enrichment program. STEM will also be a part of the discussion in the fall. (Timeline has been adjusted to meet the new needs.)</i></p>
(Action Step 2) Research other enrichment curriculums or programs available for schools.	Fall 2021	Principal and Enrichment Teacher	
(Action Step 3) Create guideline criteria for students to participate in.	August 2019	Principal and Teachers	<p><i>Fall 2019 The Guidelines and Handbook Policy was updated to make the entry to SAILS more rigorous and to guarantee that the students met a higher criteria of grades and NWEA test scores to reflect the original objective of the SAILS program. Policy was approved by Education Committee in August 2019.</i></p>
(Action Step 4) Present new Enrichment Program to the Education Committee and Administrative Council for approval.	October 2021	Principal, Education Committee and Administrative Council	

(Action Step 5) Secure extra funding if needed.	October 2021	Principal, Education Committee and Administrative Council	<i>May 2021 EANS funding will be used to purchase new equipment if needed to ensure there is enough available for each to have their own due to COVID.</i>
(Action Step 6) Purchase enrichment programs or curriculum needed to implement program.	October 2021	Principal	
(Action Step 7) Provide professional development for Enrichment Teacher.	October 2021	Principal and Enrichment Teacher	
(Action Step 8) Communicate new format with parents and implement newly structured Enrichment Program.	October 2021	Principal and Enrichment Teacher	
(Action Step 9) Quarterly for the 1 st year and beyond, meet to review student criteria and assess program to make it a best practice.	Quarterly 2021-2022 Starting with 2 nd Qtr.	Principal and Teachers	
(Action Step 10) Assess yearly to make adjustments or order more materials if needed.	Yearly in Spring	Principal and Enrichment Teacher	
(STRATEGY 3) Assess the new NWEA data to use new standardized testing to find achievement gaps and strengths of students. <i>(This is a carryover from our previous SSP as it was a strategy to explore new testing options instead of the ITBS.)</i>			
	Timeline	Responsibility	Progress Report
(Action Step 1) Review in detail the NWEA data from the 2018-2019 SY and communicate with parents.	May 2019	Principal and Teachers	<i>May, 2019 Teachers met to review and discuss the NWEA results. Areas of strength and weakness were identified and discussed. Data was sent home to parents following NWEA testing.</i>
(Action Step 2) Compare gaps and strengths to current curriculum to make needed changes.	Fall 2019	Principal and Teachers	<i>August, 2019 NWEA data was reviewed at the Fall Workshops with the teachers. Areas of weakness in the tests were reviewed to put an emphasis on that area in the curriculum to make sure it will be reviewed in the classroom.</i>
(Action Step 3) Create AIMS Web lesson plans as needed and implement in classroom for the upcoming year.	Fall 2019	Principal and Teachers	<i>Fall 2019 AIMS Web lesson plans have not been created at this time. Teachers reviewed the NWEA results after the Fall 2019 testing to see areas of improvement and concern. The areas of concern will be emphasized in the classroom in preparation for the Fall 2020 testing. Some teachers have also begun to use the Khan Mappers site that guides students through lessons based on their NWEA test scores. This is a self-paced individualize site that allows students to work on areas to improve for the next NWEA test.</i>

<p>(Action Step 4) Implement NWEA testing for the 4th time. (Second year of testing after above initiatives.)</p>	<p>Fall 2020</p>	<p>Principal and Teachers</p>	<p><i>Spring 2020</i> Due to school closures, NWEA test was not given in the Spring 2020. At the final staff meeting, teachers met to look over Fall 2019 results to look at areas of concern and recommend students for Title 1.</p> <p><i>Fall & Spring 2020-2021</i> NWEA testing was given to students in grades K-6. Teachers assessed the data after Fall testing to see if there were any major gaps in learning from the prior year and adjusted lessons as needed to fill in those gaps.</p>
<p>(Action Step 5) Assess and compare results with year prior.</p>	<p>Spring 2021</p>	<p>Principal and Teachers</p>	<p><i>Spring 2021</i> Before testing occurred, teachers in grades 3-6 did an individual goal setting activity with their students based on their fall score. Students and teachers could instantly see the growth (which occurred for most students) or to see why they maybe didn't meet their goal. After testing in the spring, the teachers met and took a closer look at the testing results to identify low achievement scores. The brainstormed strategies with each other in the lowest achieving areas. Plans were made to try new programs in the fall to begin targeting those areas of concern such as vocabulary and informational text.</p>
<p>(Action Step 6) Communicate the results with parents.</p>	<p>Spring 2021</p>	<p>Principal and Teachers</p>	<p><i>Fall & Spring 2020-2021</i> After both testing sessions, reports were sent home to parents with an included explanation of test results that NWEA provides.</p>
<p>(Action Step 7) Plan curriculum changes to meet the needs of the students based on NWEA results.</p>	<p>Spring 2021</p>	<p>Principal and Teachers</p>	<p><i>May 2021</i> The teachers met after school was out for kids and discussed in detail the Spring 2021 test results. There were areas that were low across most groups including vocabulary, informational text, and algebraic thinking. The teachers came up with ideas to implement Vocabulary Spelling City into their lessons each week, to do more note taking during social or science, and to continue to review algebraic math lessons in their textbooks. Some teachers have already began planning time in their day for next year to make these changes to their schedule.</p>
<p>(Action Step 8) Continue with action steps yearly.</p>	<p>Yearly</p>	<p>Principals and Teachers</p>	<p><i>May 2021</i> The process of reviewing NWEA test results in the Spring and Fall will continue as we have been. The teachers continue to use the scores for Title I recommendations, to create small groups, to track student progress, and to see how the curriculum needs to be adjusted each year depending on the students.</p>

(STRATEGY 4) Make advancements in technology to be competitive and provide access and resources for all students while at school.

	Timeline	Responsibility	Progress Report
(Action Step 1) Discuss current technology plan and resources available to the students.	August 2021	Principal, Teachers, Tech Committee & Education Committees	
(Action Step 2) Create a list of needs and wants for technology advancements and innovation.	September 2021	Principal, Teachers, Tech Committee & Education Committees	
(Action Step 3) Decide on the top three items that the school would like to implement and get quotes on cost.	October 2021	Principal, Teachers, Tech Committee & Education Committees	
(Action Step 4) Present proposal to the Administrative Council.	November 2021	Principal, Teachers, Tech Committee & Education Committees and Administrative Council	
(Action Step 5) Secure funding and/or create fundraiser opportunities to secure funding.	March 2022	Principal, Education Committee and Administrative Council	
(Action Step 6) Obtain new equipment or resources and set up for use.	June 2022	Principal and Tech Volunteer	
(Action Step 7) Provide staff development for training of new equipment or resources	August 2022	Principal, Tech Volunteer	
(Action Step 8) Implement new technology.	September 2022	Principal and Teachers	
(Action Step 9) Assess technology needs and professional development needs yearly.	Yearly in Spring	Principal, Teachers, and Tech Volunteer	

(OBJECTIVE 2) Create and maintain a positive school climate while focusing on our Catholic Identity.

(STRATEGY 1) Connect families together more to create open communication between school families and incorporate prayer as a connection.

	Timeline	Responsibility	Progress Report
(Action Step 1) Assign “Mentor Families” to the new families each school year to have a connection for asking specific questions parent-to-parent.	August 2021	Principal and Education Committee	<p><i>Aug. 2019 No new school families this school year.</i></p> <p><i>Aug. 2020 We did not assign Mentor Families as being able to meet in person prior to school starting was not possible. This will be visited in the upcoming school year.</i></p>
(Action Step 2) Create a Family Directory based on volunteer participation.	August 2021	Principal and Administrative Secretary	<p><i>SY2019-2020 This did not get done last year due principal not getting a form put together last summer. Timeline adjusted to be done this coming school year.</i></p> <p><i>June 2021 Timeline adjusted to implement next school year. The principal was not able to find time to complete this with all other documentation needed this year.</i></p>
(Action Step 3) Work with PEACE (Parents Excited About Catholic Education) to create family events.	SY 2020-2021	Principal and PEACE	<p><i>SY2020-2021 Events were not able to be held in person due to COVID. PEACE did work with families during Teacher Appreciation Week to have students be involved in activities while at school each day.</i></p>
(Action Step 4) Implement “Prayer Partner Families” that will be asked to pray for each other during the school year.	August 2021	Principal	<p><i>June 2021 Timeline adjusted as this did not get done this year as the principal did not find time to do this while preparing for the upcoming school year last fall.</i></p>
(Action Step 5) Reserve a section on the weekly School Newsletter for a “Family of the Week” highlighting a family and its members.	September 2021	Principal and Administrative Secretary	<p><i>Oct. 2019 The Education Committee created a questionnaire to be used last year to get started early on this project. It was not followed through with by Principal as she felt it was too late in the year to get started and get all the families highlighted. The questionnaires will be handed out in Fall packets in 2020 to begin right away.</i></p> <p><i>June 2021 Timeline adjusted as this did not get done this year as the principal did not find time to do this while preparing for the upcoming school year last fall. The same questionnaire will be used, and the Administrative Assistant will be asked to take charge of this.</i></p>
(Action Step 6) Begin a “Staff Spotlight” on the school’s Facebook page to highlight a staff member.	September 2021	Principal	<p><i>Oct. 2019 The Education Committee created a questionnaire to be used last year to get started early on this project. It was not followed through with by Principal as we wanted to wait to do them both at the same time.</i></p> <p><i>June 2021 Timeline adjusted as this did not get done this year as the principal did not find time during the year to do this. The same questionnaire will be used.</i></p>

(STRATEGY 2) Communicate school events to stakeholders via different platforms to expand current communication.			
	Timeline	Responsibility	Progress Report
(Action Step 1) Create a Social Squad made up of parents, teachers, and staff.	April 2021	Principal	<i>SY2019-2020 The timeline has been adjusted in this strategy for most Action Steps due to school closure this spring.</i> <i>Fall 2020 A paraprofessional/parent volunteered last year to help take pictures and help to get them posted to school. The pictures still needed to be posted through either the principal or lead teacher. A bigger effort will be made to utilize a Social Squad next year.</i>
(Action Step 2) Meet with Social Squad and develop a strategy to post information, share information, and monitor what others post about our school.	April 2021	Principal and Social Squad	<i>June 2021 As of now, no meeting was held. The principal and lead teacher monitored the school's Facebook page throughout the year, and it seemed to work well. Others would message us to post information for them if needed. A variety of items got posted throughout the year to make the Facebook page useful to see what was happening at school each week. We will revisit the structure of the Social Squad next Fall.</i>
(Action Step 3) Develop a schoolwide Remind App page.	April 2021	Principal	<i>September 2020 The Remind App link for school was created and shared with parents to sign up for. Most families signed up for it. The app was used throughout the year for weather announcements and reminders. The hope for the future is to push more information about events and happenings at school.</i>
(Action Step 4) Revamp and create a new School Newsletter to highlight main events for parents.	September 2021	Principal and Administrative Assistant	
(Action Step 5) Include website link on all emails and information sent home.	September 2019	Principal, Administrative Assistant and Teachers	<i>Sept. 2019 All staff added the school's website link to their signature line.</i>
(STRATEGY 3) Transform old social hall (lunchroom) to create more useable classroom and meeting spaces.			
<i>(Pending the building of the new social hall. Social Hall Project is currently on hold pending donations.)</i>			
	Timeline	Responsibility	Progress Report
(Action Step 1) Brainstorm and create floorplans for the old social hall space.	Fall 2023	Principal, Staff, Education Committee	
(Action Step 2) Decide on the most feasible floorplan to create spaces for an Art area, Science area, prayer space, meeting area, and other areas needed after brainstorming.	Fall 2023	Principal, Staff, Education Committee	

(Action Step 3) Check all codes needed to comply with new space.	Fall 2023	Principal and Maintenance	
(Action Step 4) Get quotes for any construction and items needed for transformation.	Fall 2023	Principal and Education Committee	
(Action Step 5) Present all proposals to the Administrative Council for approval.	February 2024	Principal, Education and Administrative Committees	
(Action Step 6) Secure funding for dividers and other items needed to fill the spaces from budget or fundraisers.	March 2024	Principal and Education Committee	
(Action Step 7) Begin transformation and remodeling of old social hall to become useable space.	June 2024	Principal and Education Committee	
(Action Step 8) Begin using new space for classroom use.	September 2024	Principal and Teachers	

(OBJECTIVE 3) Develop a more structured procedure to ensure financial strength to support growth of the school.

(STRATEGY 1) Modify current budget procedure to reflect a budget based on school needs for staff and academic programs and then find ways to meet those needs.

	Timeline	Responsibility	Progress Report
(Action Step 1) Discuss alternative budgeting practices such as creating a budget based on needs and then look for sources of funding.	November 2019	Principal, Pastor, Education Committee and Finance Council	<i>Budget was not discussed in November as we were unable to have an Education Committee Meeting.</i> <i>Spring 2021 The way the budget was done was still based on available income vs. future funding needs. There were not many budget meetings this year due to COVID, so the discussion on budgeting for what we need vs. what we have available right now was not had. The principal hopes that since there has been a change in pastoral leadership over the past year that a budget discussion based on needs can be had. We know we need to support the teachers better financially, especially for a starting teacher to have them become interested in teaching at a Catholic school. The principal will begin early discussion with the Finance Council about these concerns next school year.</i>
(Action Step 2) Identify the main needs of the school in regards to staffing and academic needs based on class size and curriculum.	January 2020	Principal, Pastor, Education Committee and Finance Council	<i>January 23, 2020 The principal presented a proposed budget to the Education Committee with 3 different scenarios of raises for staff. All agreed with the highest percent based on current pay and other budget numbers present. They also agreed that classroom instructional needs should be maintained for the teachers to have access to extra materials for their classroom without having to spend their own money.</i>
(Action Step 3) Evaluate fundraising efforts and explore ideas to create more of an income and support of fundraisers.	January 2020	Principal, Pastor, Education Committee and Finance Council	<i>January 23, 2020 The Education Committee reviewed fundraisers and discussed possible ways to change the format on some of them. They also discussed how to change current ones to make better and easier for parents and students.</i>
(Action Step 4) Evaluation current tuition and set an increase scale to meet the financial needs of the school.	January 2020	Principal, Pastor, Education Committee and Finance Council	<i>February 27, 2020 The Education Committee approved a tuition increase based on the same formula used the year prior. The Finance Council agreed to the increase at their March meeting.</i>
(Action Step 5) Create a budget that reflects all needs of the school being met and strategies to fund to meet those needs.	February 2020	Principal, Pastor, Education Committee	<i>February 27, 2020 The Education Committee approved a proposed budget for the principal to present to the Finance Council.</i>

(Action Step 6) Present budget to the Administrative Council for approval.	February 2020	Principal, Pastor, Education Committee and Finance Council	March 5, 2020 <i>The budget was presented to the Finance Council who requested an updated version with other suggested raise options for staff. They were not confident in the presented numbers due to the low income from the church in Sunday offerings. A couple of weeks following the proposal, the principal was asked to redo the budget with new suggested increases from the Finance Council.</i>
(Action Step 7) Approve or modify budget based on Administrative Council's suggestions.	March 2020	Principal, Pastor, Education Committee	April 14., 2020 <i>The newly figured budget was presented to the Finance Council for approval via Zoom meeting. After lengthy discussion, the Finance Council decided to freeze wages for next year and not offer raises. They could not justify a raise at this time of uncertainty without having a consistent income at church and already having to use savings. After concern was brought up by the principal, they agreed to give a bonus based on donations Father Craig established following principal concerns.</i>
(Action Step 8) Continue to do budget based on the needs of the staff and academics.	Yearly	Principal, Pastor, Education Committee and Finance Council	May 2020 <i>The principal hopes that in the future, the budget process can begin earlier in the school year so an established plan can be in place to again focus on teacher retention and accommodate the rest of the budget to meet that financial requirement.</i>

(STRATEGY 2) Re-establish the Marketing and Development Committee to help increase enrollment and retain current students (especially preschool students).

	Timeline	Responsibility	Progress Report
(Action Step 1) Secure a new Marketing & Development Committee including principal, parents, an Education Committee Member and staff.	November 2022	Principal and Education Committee	<p>October 2019 <i>Sub-committees were formed from members of the Education Committee. One member volunteered to be part of the Marketing & Development Committee. There was no further discussion before January as the Committee was not able to meet in Nov. and Dec. The principal did not add this to agenda items as the budget was the focus of the January and February meetings. The goal is to establish this next year.</i></p> <p>May 2021 <i>The Education Committee spent some time talking about recruitment and what that could look like. Some suggestions were to go back to doing a Baptismal card each year until the child is school aged to keep St. Peter's School current in the family's thinking each year. The forming of a Marketing & Development Committee was put on hold until next school year. The timeline below has been adjusted.</i></p>

(Action Step 2) Meet as a Marketing & Development committee to discuss avenues to market the school more.	January 2022	Principal and Marketing & Development Committee	
(Action Step 3) Explore opportunities to recruit more students by looking at baptismal records and parish records of new families and families not enrolled at St. Peter's.	January 2022	Principal and Marketing & Development Committee	
(Action Step 4) Create a means of communicating with recruitment families such as mailings, invitations to school events held in the community, or personal phone calls.	January 2022	Principal and Marketing & Development Committee	
(Action Step 5) Begin more actively recruiting for Kindergarten and Preschool roundup and for the following school year.	January 2022	Principal and Marketing & Development Committee	
(Action Step 6) Maintain communication with parish secretary for any new families who may join the parish with children.	Yearly	Principal and Marketing & Development Committee	
(Action Step 4) Principal and Marketing Committee meet yearly in the spring to review recruitment plans.	Yearly in Spring	Principal and Marketing & Development Committee	
(STRATEGY 3) Create a stronger and ongoing relationship with alumni for further support of the school financially.			
	Timeline	Responsibility	Progress Report
(Action Step 1) Update our alumni mailing list that was completed for our 60 th Anniversary. Update will be done by those listed and by also adding an alumni Facebook page for people to leave mailing information via messenger.	Fall 2021	Principal, Marketing & Development Committee and Volunteers	<i>Timeline has been adjusted as this did not fully get done last year due to not having an established Marketing & Development Committee or Volunteers to work on the list.</i>
(Action Step 2) Create an alumni tab on the school's website for alumni to leave their information, see current events of the school, and donate to the school if interested.	Fall 2020	Principal and Administrative Assistant	<i>May 2020 An Alumni tab was added to the school's website. It has not been fully advertised which is a plan to do this summer via FB and bulletin announcements.</i>

(Action Step 3) Create an alumni newsletter to send out yearly in the Fall highlighting upcoming events and fundraisers.	October 2021	Principal, Marketing & Development Committee	<i>Timeline has been adjusted as this did not fully get done last year due to not having an established Marketing & Development Committee or Volunteers to work on the list.</i>
(Action Step 4) Continue to keep alumni list current by requesting alumni notify the school of any change in address in the newsletter.	Yearly	Principal, Marketing & Development Committee	

MNSAA SCHOOL STRATEGIC PLAN

(OBJECTIVE 4) Maintain and retain high quality teaching staff.			
(Strategy 1) Develop a pay scale to show a consistent increase in teacher's salaries to become within 85% of a public school teacher's salary within the next 5 years.			
	Timeline	Responsibility	Progress Report
(Action Step 1) Explore surrounding teacher pay scales and starting salary.	November 2020	Principal, Education Committee	<i>June 2021 The principal began looking at area salaries, primarily for pay scale of the Canby Public Schools and the average salaries of surrounding schools. It is the principal's recommendation to adjust the Strategy 1 increase to 85% instead of 75% to make our school more marketable to new teachers. We have struggled to hire new teachers for next school year based on our current pay. The principal feels this is also important for teacher retention.</i>
(Action Step 2) Create a sample pay scale to increase teacher pay on a yearly basis for the next five years.	December 2021	Principal, Education Committee	<i>Timeline has been adjusted as this was not a primary focus of last year with since we were not able to meet with Finance Council to discuss.</i>
(Action Step 3) Use projected pay for the following year to work into the budget proposals.	January 2022	Principal, Education Committee	
(Action Step 4) Develop increased revenue options such as tuition, fundraising, creating long-range financial planning.	January 2022	Principal, Pastor, Education Committee and Finance Council	
(Action Step 5) Present finding to Finance Council for approval for the next five year.	February 2022	Principal, Pastor, Education Committee and Finance Council	

(Action Step 6) Implement year 1 of new pay scale with the new teacher contracts for next year.	April 2022	Principal, Pastor, Education Committee and Finance Council	
(Action Step 7) Review budget and pay scale annually to maintain financial stability while working towards 85% public school salary.	Yearly in January	Principal, Pastor, Education Committee and Finance Council	
(Action Step 8) Approve or modify budget to continue to work towards 85% of public school salary.	Yearly in February	Principal, Pastor, Education Committee and Finance Council	
(Strategy 2) Promote an annual focus area for professional development to ensure best practices in all subject areas.			
	Timeline	Responsibility	Progress Report
(Action Step 1) Develop a list of professional development wants and needs.	Spring 2021	Principal and Teachers	<i>Aug. 2020 The teachers met to discuss areas of focus for professional development. Having an autistic student in our school, we all decided this was going to be a focus. There was a workshop scheduled for April that many were going to attend, but that did not happen due to COVID. We will reevaluate in the fall regarding professional development needs.</i> <i>August 2021 SEL curriculum was discussed as a focus for professional development needs. Due to COVID, teachers were not able to attend any professional development courses. The teachers were able to continue to access SimpleK12 for any needs they had for professional development throughout the school year and now summer.</i>
(Action Step 2) Research new best practices for a given subject area.	Spring 2022	Principal and Teachers	<i>This was not done due to scheduling conflicts and the lack of extra time this school year. Timeline has been adjusted.</i>
(Action Step 3) Find local or online resources for given topic chosen.	Spring 2022	Principal and Teachers	
(Action Step 4) Secure extra funding if needed.	Spring 2022	Principal	
(Action Step 5) Attend a course in chosen professional development topic	Spring/ Summer 2022	Principal and Teachers	

(Action Step 9) Discuss professional development course after attended and share findings with all teachers.	Fall 2022	Principal and Teachers	
(Action Step 10) Evaluate yearly to choose new professional development topic for the year.	Yearly in Spring	Principal and Teachers	
(Strategy 3) Develop a structured learning community within our small group of teachers			
	Timeline	Responsibility	Progress Report
(Action Step 1) Research best practices for implementing a learning community with a small teaching staff.	Fall 2021	Principal	
(Action Step 2) Introduce a learning community model to the teachers.	Fall 2021	Principal	
(Action Step 3) Develop a schedule for the upcoming school year to meet bi-weekly on the off weeks of a staff meeting.	Fall 2021	Principal	
(Action Step 4) Create topics for discussion for learning community meetings.	Monthly SY 2021-2022	Principal and Teachers	
(Action Step 5) Implement learning community model.	September 2021	Principal and Teachers	
(Action Step 6) Evaluate implementation of learning communities and make a plan to adjust format if needed.	May 2022	Principal and Teachers	