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| **Action Area & Steps**  **What task(s) will be done?** | **Responsible**  **Who will do it?** | **Deadline**  **By When?** | **Resources**  **People, money, etc** | **Potential Barriers**  **What can get in the way?** |
| **School Culture** |  |  |  |  |
| **Parent Engagement** |  |  |  |  |
| **Personal Instructional Practice** |  |  |  |  |