Grow Your Own Education & Training Action Planning

Directions:

1. In Sections 1-4, start with green areas of **Required Actions** (#7 will address **Actions to Consider**)
    a. Required Actions: Actions that must be taken per grant requirements. Refer to the GYO E&T Grant Requirements Document as needed.
    b. Actions to Consider: Actions that are not required by the grant, but may need to be considered for quality implementation
2. Skim through the **Suggested Timeline** column for when to take these actions. Note that some actions specific to Year 1 have already passed on the timeline and have been grayed out. You may wish to start planning the timeline of similar actions for Year 2.
3. Determine an **Actual Timeline** that is feasible for your team, considering the district/campus calendar and turnaround times for completing certain actions. Try to be specific when possible (e.g., writing the specific month or dates if it can happen within that timeframe).
4. Identify **Owner(s)** for each action. Ensure that the owner(s) would be the appropriate person(s) to take on the action (i.e., has the necessary knowledge, skills, and capacity).
5. As you go through this process, you may capture any additional notes or actions in the **Additional Notes** box under each Section.
6. In Section 5, answer the prompts to coordinate how the action plan will be monitored
    a. Include descriptors that will be used in the **Progress** column (e.g., Complete, On Track, Off Track, etc.) and what level of detail will be used to update the status of that action
7. In Sections 1-4, fill out green areas of **Actions to Consider** that your team can commit to taking
8. In Section 6, answer the prompts to identify immediate next steps.
9. If time permitted, start filling out green areas of Year 2 template immediately following Year 1 template.

GYO Actions for Year 1 (2022-2023)

Action Plan Goal
Create an action plan, including required actions, actions to consider, owners, and timelines, for successful implementation of Education & Training programming in Year 1 based on grant requirements.

Section 1: Market and recruit students for Education & Training courses

Required Actions	**Suggested Timeline**	**Actual Timeline**	**Owner(s)**	**Progress**
Upon request, submit each high school's plan for marketing and student recruitment to TEA	Upon request	Upon request	CTE Director - Kathy Gaw & Teacher - Hannah Farrell	Upon Request
Actions to Consider	**Suggested Timeline**	**Actual Timeline**	**Owner(s)**	**Progress**
Identify and plan E&T recruitment strategies for middle school students (e.g., school visits, future teachers club, E&T ambassador outreach, Practicum course shadowing)	Passed			
Develop a calendar of school-based student recruitment events throughout the year to grow Education & Training (E&T) course enrollment for the following school year	Passed			
Develop materials, resources, and list of staff needed for school-based recruitment events. Potential GYO resources include: ● Grow Your Own Student Recruitment Panel recording (April 15, 2021) ● Education and Training Student Marketing Posters and Flyers available at GYO website	Passed			
Draft recruitment communication and materials (e.g., newsletter, social media, emails, posters, etc.), including course-specific information, key practices, and life skills to build interest in E&T courses	Passed			

Distribute recruitment communication and materials to appropriate audiences (i.e., students, families, caregivers, community members)	Fall 2022	August 2022	Teacher - Hannah Farrell	On Track - First Week of School
Organize celebration of E&T programming success at campus-level	Spring 2023	May 2023	CTE Director - Kathy Gaw & Teacher - Hannah Farrell	On Track - Elementary Field Day(s) & Pizza
Compile and analyze enrollment, attendance, course completion, and graduation data for E&T programming at each campus	Spring 2023	May 2023	CTE Director - Kathy Gaw	On Track - Provided Enrollment #s for 2022-2023 School Year
Attend and participate in campus-level celebrations specific to teacher pathways (e.g., teacher awards, end-of-year achievements, panels)	Ongoing	May 2023	CTE Director - Hannah Farrell, CTE Director's Assistant - Judy Bollom, Teacher - Hannah Farrell	On Track - Planning will take place Fall 2022 and Spring 2023

Section 1 Additional Notes:

Section 2: Implement Education & Training curriculum

Required Actions	**Suggested Timeline**	**Actual Timeline**	**Owner(s)**	**Progress**
Attend TEA-led Grow Your Own Institute to learn about E&T curriculum and implementation supports available (E&T course teachers required to	June 27-29, 2022 (in-person) or	June 2022	CTE Director - Kathy Gaw &	Completed

attend all days, campus principals and college/career counselors required to attend the first day)	July 18-20, 2022 (virtual)		Teacher - Hannah Farrell	
Implement high-quality E&T curriculum. As required: ● Each high school must implement at least the Instructional Practices and/or Practicum courses in the E&T course sequence in 2022-2023, with the teachers receiving the stipend as teachers of record for both or either course. ● E&T teacher stipend recipients must be the teacher of record for at least one section of the Principles of Education, Instructional Practices, or Practicum in the 2022-2023 school year. ● If offering dual-credit options, E&T stipend recipients for the dual-credit E&T courses must be the teacher of record for at least one dual credit course section in 2022-2023	Ongoing	2022-2023 School Year	Teacher - Hannah Farrell	Ongoing Meeting with Kilgore College for Dual Credit Options was held in 2021; implementation meetings will be held in 2022 with the goal of offering in 2023.
If offering dual-credit options, coordinate with an Institute of Higher Education (IHE)	Passed			
If piloting TEA E&T curriculum, plan accordingly for receiving implementation supports and coaching through Texas Lesson Study and RTI. Identify the teachers who will participate in the Lesson Study cycles and the teachers in the quarterly cohort	Summer 2022	August 2022	Teacher - Hannah Farrell	Ongoing - 2022-2023 School Year
Actions to Consider	**Suggested Timeline**	**Actual Timeline**	**Owner(s)**	**Progress**
Plan and calendar for: ● Lesson Study for Instructional Practices teachers (2 x 4-week cycles—fall and spring) ● Support cohort meetings for Principles of Education and Practicum E&T teachers (4 x 90-minute meetings—quarterly)	Summer 2022	August 2022	Teacher - Hannah Farrell	Ongoing - 2022-2023 School Year
Set growth targets for E&T students	Summer to Fall 2022	August 2022	Teacher - Hannah Farrell	August 2022

Monitor and track progress to student growth targets through student portfolios, exit tickets, unit summative assessments, observations of teaching practices, etc.	Ongoing	2022 - 2023 School Year	Teacher - Hannah Farrell	On Track End of the Year Summative Assessment: Mock Interview & Student Portfolios
Provide ongoing observation and feedback on implementation of E&T curriculum (e.g., PLCs, video, student data)	Ongoing	2022 - 2023 School Year	Teacher - Hannah Farrell	Ongoing - 2022-2023 School Year

Section 2 Additional Notes:

Section 3: Select and Support E&T Teachers and Field Site Mentors

Required Actions	**Suggested Timeline**	**Actual Timeline**	**Owner(s)**	**Progress**
Select E&T teachers based on pre-requisites: ● Hold a standard or life teacher certification in the state of Texas ● To the extent practicable, be employed as a teacher within district during 2021-2022 school year ● Demonstrate measurable evidence of student achievement within a diverse student population ● Willing to pilot E&T curriculum if not currently using a high-quality curriculum ● Agree to receive implementation supports and coaching	Passed			
If offering dual-credit options, select effective E&T teachers who hold a master's degree with 18 hours in the related field	Passed			

Actions to Consider	Suggested Timeline	Actual Timeline	Owner(s)	Progress
Develop recruitment plan for high-quality E&T teachers and field-site teachers	Passed			
Select effective E&T teachers based on selection criteria. Examples include: ● Demonstrate strong student-teacher relationships and involvement in student organizations ● Demonstrate track record of success with students	Passed	Summer 2021	Superintendent - John Martin & CTE Director - Kathy Gaw	Completed
Select effective field-site teachers based on selection criteria. Examples include: ● Demonstrate track record of success with students ● Strong interpersonal and leadership skills ● Ability to schedule and meet with E&T teacher(s)	Summer 2022	Summer 2021	HISD Principals & Teacher - Hannah Farrell	Completed
Create a plan for getting students to field sites, including transportation and course-specific scheduling	Summer 2022	Summer 2022	HS Principal James Gibson, CTE Director Kathy Gaw, Teacher - Hannah Farrell, HISD Transportation	Ongoing- 2022-2023 School Year
Align on criteria for effective E&T teaching. Examples include: ● Modeling best practices outlined in curriculum for classroom management, professionalism, instructional planning, instructional delivery, and assessment ● T-TESS Rubric Domain 3, Domain 4, and Dimension 2.3	Summer to Fall 2022	Summer 2021	Teacher - Hannah Farrell	Ongoing- 2022-2023 School Year
Plan for high-quality student field site experiences through collaboration between E&T teacher and field site teacher. Best practices include: ● Intentional pairing of field site teachers with E&T students	Summer to Fall 2022	Summer 2021	HISD Principals &	Ongoing- 2022-2023 School Year

• Designating time for field site teachers to meet with E&T students and teachers			Teacher - Hannah Farrell	
Identify and collaborate with local high-quality EPPs, IHEs, and other organizations in encouraging students to pursue teaching post-graduation (e.g., site visits, recruitment events, course shadowing, etc.)	Ongoing	Summer 2022	Teacher - Hannah Farrell	Ongoing- 2022-2023 School Year
Recognize and celebrate quality work of E&T and field site teachers	Ongoing	Spring 2023	CTE Director - Kathy Gaw, CTE Director's Assistant Judy Bollom, Teacher- Hannah Farrell	Ongoing- 2022-2023 School Year

Section 3 Additional Notes:

Section 4: Establish and grow a CTSO organization and partnership with TAFE or FCCLA

Required Actions	**Suggested Timeline**	**Actual Timeline**	**Owner(s)**	**Progress**
Reach out to Texas Association of Future Educators (TAFE) or Family, Career and Community Leaders of America (FCCLA) to set up or confirm partnership	Summer to Fall 2022	Summer - Fall 2022	CTE Director - Kathy Gaw	On Track- Emails are being sent.
Identify and secure funding for students to attend Career and Technical Student Organization (CTSO) competitive events	Summer to Fall 2022	Summer - Fall 2022	CTE Director - Kathy Gaw & CTE Director's Assistant- Judy Bollom	On Track- Will follow up August 2022.

Participate in at least one competitive event in 2022-2023	Ongoing	Fall 2022-Spring 2023	CTE Director- Kathy Gaw & Teacher- Hannah Farrell	On Track- Will follow up August 2022.
Actions to Consider	**Suggested Timeline**	**Actual Timeline**	**Owner(s)**	**Progress**
Track student participation in CTSO events	Ongoing	Fall 2022-Spring 2023	CTE Director- Kathy Gaw & Teacher- Hannah Farrell	Ongoing- 2022-2023 School Year
Collaborate with CTSO partners to promote GYO movement and educator preparation opportunities	Ongoing	Fall 2022-Spring 2023	CTE Director- Kathy Gaw & Teacher- Hannah Farrell	Ongoing- 2022-2023 School Year

Section 4 Additional Notes:

Section 5: Monitor action plan

Prompts	**Plan**
Who will manage the team's action plan?	CTE Director - Kathy Gaw & Teacher - Hannah Farrell
How will individual owners monitor and share progress on their items? How often?	CTE Director - Kathy Gaw & Teacher - Hannah Farrell (And other GYO Participants, as needed) - Once a Month during 2022 - 2023 School Year
Who should meet to discuss action plan implementation? When?	CTE Director - Kathy Gaw & Teacher - Hannah Farrell (And other GYO Participants, as needed) - Once a Month during 2022 - 2023 School Year
Who will schedule action plan implementation meetings?	CTE Director's Assistant - Judy Bollom

Section 5 Additional Notes:

Section 6: Plan immediate next steps

Prompts	**Plan**
Where will you save this action plan and who needs access?	Google Drive
Is anyone from your team absent today? Who will follow up and when?	No
Does anyone else in your district/campus need a copy of this action plan?	Lindsay Slaten - HR Director and other GRO team members

Section 6 Additional Notes:

GYO Actions for Year 2 (2023-2024)

Action Plan Goal
Complete an action plan, including required actions, actions to consider, owners, and timelines, for successful implementation of Education & Training programming in Year 2 based on grant requirements.

Section 1: Market and recruit students for Education & Training courses

Required Actions	**Suggested Timeline**	**Actual Timeline**	**Owner(s)**	**Progress**
Upon request, submit each high school's plan for marketing and student recruitment to TEA	Upon request	Upon request		
Actions to Consider	**Suggested Timeline**	**Actual Timeline**	**Owner(s)**	**Progress**
Identify and plan E&T recruitment strategies for middle school students (e.g., school visits, future teachers club, E&T ambassador outreach, Practicum course shadowing)	Spring 2023			
Develop a calendar of school-based student recruitment events throughout the year to grow Education & Training (E&T) course enrollment for the following school year	Spring 2023			
Develop materials, resources, and list of staff needed for school-based recruitment events. Potential GYO resources include: ● Grow Your Own Student Recruitment Panel recording (April 15, 2021) ● Education and Training Student Marketing Posters and Flyers available at GYO website	Spring 2023			

Draft recruitment communication and materials (e.g., newsletter, social media, emails, posters, etc.) including course-specific information, key practices, and life skills to build interest in E&T courses	Spring 2023			
Distribute recruitment communication and materials to appropriate audiences (i.e., students, families, caregivers, community members)	Fall 2023			
Organize celebration of E&T programming successes at campus-level	Spring 2024			
Compile and analyze enrollment, attendance, course completion, and graduation data for E&T programming at each campus	Spring 2024			
Attend and participate in campus-level celebrations specific to teacher pathways (e.g., teacher awards, end-of-year achievements, panels)	Ongoing			

Section 1 Additional Notes:

Section 2: Implement Education & Training curriculum

Required Actions	**Suggested Timeline**	**Actual Timeline**	**Owner(s)**	**Progress**
Implement high-quality E&T curriculum. As required: ● Each high school must implement both the Instructional Practices and Practicum courses in the E&T course sequence in 2023-2024, with the teachers receiving the stipend as teachers of record for both or either course. ● E&T teacher stipend recipients must be the teacher of record for at least two sections of the Principles of Education, Instructional Practices, or Practicum in the 2023-2024 school year. ● If offering dual-credit options, E&T stipend recipients for the dual-credit E&T courses must be the teacher of record for at least two dual credit course sections in 2023-2024	Ongoing			

If offering dual-credit options, coordinate with an Institute of Higher Education (IHE)	Spring 2023			
If piloting TEA E&T curriculum, plan accordingly for receiving implementation supports and coaching through Texas Lesson Study and RTI. Identify the teachers who will participate in the Lesson Study cycles and the teachers in the quarterly cohort	Summer 2023			
Actions to Consider	**Suggested Timeline**	**Actual Timeline**	**Owner(s)**	**Progress**
Plan and calendar for: ● Lesson Study for Instructional Practices teachers ● Support cohort meetings for Principles of Education and Practicum E&T teachers	Summer 2023			
Set growth targets for E&T students	Summer to Fall 2023			
Monitor and track progress to student growth targets through student portfolios, exit tickets, unit summative assessments, observations of teaching practices, etc.	Ongoing			
Provide ongoing observation and feedback on implementation of E&T curriculum (e.g., PLCs, video, student data)	Ongoing			

Section 2 Additional Notes:

Section 3: Select and Support E&T Teachers and Field Site Mentors

Required Actions	**Suggested Timeline**	**Actual Timeline**	**Owner(s)**	**Progress**
Not Applicable				
Actions to Consider	**Suggested Timeline**	**Actual Timeline**	**Owner(s)**	**Progress**

Develop recruitment plan for high-quality E&T teachers and field-site teachers	Fall 2022			
Select effective field-site teachers based on selection criteria. Examples include: ● Demonstrate track record of success with students ● Strong interpersonal and leadership skills ● Ability to schedule and meet with E&T teacher(s)	Spring 2023			
Create a plan for getting students to field sites, including transportation and course-specific scheduling	Spring to Summer 2023			
Align on criteria for effective E&T teaching. Examples include: ● Modeling best practices outlined in curriculum for classroom management, professionalism, instructional planning, instructional delivery, and assessment ● T-TESS Rubric Domain 3, Domain 4, and Dimension 2.3	Summer 2023			
Plan for high-quality student field site experiences through collaboration between E&T teacher and field site teacher. Best practices include: ● Intentional pairing of field site teachers with E&T students ● Designating time for field site teachers to meet with E&T students and teachers	Summer 2023			
Identify and collaborate with local high-quality EPPs, IHEs, and other organizations in encouraging students to pursue teaching post-graduation (e.g., site visits, recruitment events, course shadowing, etc.)	Ongoing			
Recognize and celebrate quality work of E&T and field site teachers	Ongoing			

Section 3 Additional Notes:

Section 4: Establish and grow a CTSO organization and partnership with TAFE or FCCLA

Required Actions	Suggested Timeline	Actual Timeline	Owner(s)	Progress
Reach out to Texas Association of Future Educators (TAFE) or Family, Career and Community Leaders of America (FCCLA) to set up or confirm partnership	Summer 2023			
Identify and secure funding for students to attend Career and Technical Student Organization (CTSO) competitive events	Summer 2023			
Participate in at least one competitive event in 2022-2023	Ongoing			
Actions to Consider	**Suggested Timeline**	**Actual Timeline**	**Owner(s)**	**Progress**
Track student participation in CTSO events	Ongoing			
Collaborate with CTSO partners to promote GYO movement and educator preparation opportunities	Ongoing			

Section 4 Additional Notes:

Section 5: Monitor action plan

Prompts	Plan
Who will manage the team's action plan?	
How will individual owners monitor and share progress on their items? How often?	
Who should meet to discuss action plan implementation? When?	
Who will schedule action plan implementation meetings?	

Section 5 Additional Notes:

Section 6: Plan immediate next steps

Prompts	Plan
Where will you save this action plan and who needs access?	
Is anyone from your team absent today? Who will follow up and when?	
Does anyone else in your district/campus need a copy of this action plan?	

Section 6 Additional Notes: