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 Coordinator	Gathering info 6/2022
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	Fall 2022	CTE Coord., E&T Teachers	On trackBrand

Organize celebration of E&T programming success at campus-level	Spring 2023	Feb. 2023 (CTE Month); Teacher Apprec. Wk.	Campus Admin & E&T Teachers	On track
Compile and analyze enrollment, attendance, course completion, and graduation data for E&T programming at each campus	Spring 2023	Apr/May 2023	Campus Couns.	On track
Attend and participate in campus-level celebrations specific to teacher pathways (e.g., teacher awards, end-of-year achievements, panels)	Ongoing	May 2023	Campus and district admin., E&T Teachers	On track

Section 1 Additional Notes:
Branding of program (t-shirts, announcements, CTE Fair, CTE in Library, 12 Days of CTE, Community Promotion - CTE Postcard "Top-3 POSs" - highlighting E&T), 5th Grade Transition- Texas A&M-SA, 8th grade campus tour guides

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 attend all days, campus principals and college/career counselors required to attend the first day)	June 27-29, 2022 (in-person) or July 18-20, 2022 (virtual)	June/July 2022	Campus and district admin., Couns., E&T Teachers	On track
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.	Ongoing	2022-2023 SY	Campus and district admin., E&T Teachers, HR	On track; *dual credit E&T not offered*

• 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				
If offering dual-credit options, coordinate with an Institute of Higher Education (IHE)	Passed	N/A	N/A	N/A
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	Summer 2022	E&T Teachers	On track
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	Summer 2022	E&T Teachers	On track
Set growth targets for E&T students	Summer to Fall 2022	Fall 2022	E&T Teachers	On track
Monitor and track progress to student growth targets through student portfolios, exit tickets, unit summative assessments, observations of teaching practices, etc.	Ongoing	Fall and spring 2022-2023	E&T Teachers	On track
Provide ongoing observation and feedback on implementation of E&T curriculum (e.g., PLCs, video, student data)	Ongoing	Fall and spring 2022-2023	Campus & CTE admin., E&T Teachers	On track

Section 2 Additional Notes: Will set goals for growth .

in Fall based on enrollment. Students will continue Job Shadow days, electronic portfolio, exit tickets, assessments, observations by mentor teachers.

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 2022	Campus Admin., & HR	On track
Select effective field-site teachers based on selection criteria. Examples include: ● Demonstrate track record of success with students	Summer 2022	Summer 2022	Campus Admin., & HR	On track

• Strong interpersonal and leadership skills • Ability to schedule and meet with E&T teacher(s)				
Create a plan for getting students to field sites, including transportation and course-specific scheduling	Summer 2022	Summer/Fall 2022	E&T teacher	On track
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/Fall 2022	Campus admin., E&T teacher	On track
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 to Fall 2022	Fall 2022	E&T teacher	On track
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	Fall 2022 thru Spring 2023	Campus Couns., E&T teacher	On track
Recognize and celebrate quality work of E&T and field site teachers	Ongoing			

Section 3 Additional Notes:
District communication feature E&T programs at HS campuses
Harlandale legacies
Use MHS printing shop for recruitment materials
Branding.

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	Fall 2022	E&T teachers	On track
Identify and secure funding for students to attend Career and Technical Student Organization (CTSO) competitive events	Summer to Fall 2022	Fall 2022	E&T teachers, District CTE	On track
Participate in at least one competitive event in 2022-2023	Ongoing	Fall 2022 thru Spring 2023	E&T teachers	On track
Actions to Consider	**Suggested Timeline**	**Actual Timeline**	**Owner(s)**	**Progress**
Track student participation in CTSO events	Ongoing	Fall 2022 thru Spring 2023	E&T teachers, District CTE	On track
Collaborate with CTSO partners to promote GYO movement and educator preparation opportunities	Ongoing	Fall 2022 thru Spring 2023	E&T teacher	On track

Section 4 Additional Notes:

Section 5: Monitor action plan

Prompts	Plan
Who will manage the team's action plan?	Entire team; CTE coordinator
How will individual owners monitor and share progress on their items? How often?	Quarterly, beginning August 2022
Who should meet to discuss action plan implementation? When?	Entire team; CTE coordinator; during PLCs or Zoom
Who will schedule action plan implementation meetings?	CTE coordinator

Section 5 Additional Notes:

Section 6: Plan immediate next steps

Prompts	Plan
Where will you save this action plan and who needs access?	Google Docs, shared documents; entire team
Is anyone from your team absent today? Who will follow up and when?	Rebecca Humphrey - HHS CTE Counselor will share information with her.
Does anyone else in your district/campus need a copy of this action plan?	Rebecca Humphrey will attend virtual GYO Summer Institute session Michael Littlefield - grant writer. Document will be shared with him.

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:	Spring 2023			

• Grow Your Own Student Recruitment Panel recording (April 15, 2021) • Education and Training Student Marketing Posters and Flyers available at GYO website				
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.	Ongoing			

• 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				
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: