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	Fall 2022	Matt, Casey, Wilke Counselors	Done
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	Ongoing 2022-23	Wilke, Counselor	In Progress
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	Ongoing 2022-23	Wilke, Counselors	Not Started
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	Fall 2022	Wilke	Not started
Distribute recruitment communication and materials to appropriate audiences (i.e., students, families, caregivers, community members)	Spring 2023	Spring 2023	Wilke, Counselors	Not started
Organize celebration of E&T programming success at campus-level	Spring 2023	Late Spring 2023	Admin, Wilke	Not started

Compile and analyze enrollment, attendance, course completion, and graduation data for E&T programming at each campus	Spring 2023	Summer 2023	Matt, Counselors	Not started
Attend and participate in campus-level celebrations specific to teacher pathways (e.g., teacher awards, end-of-year achievements, panels)	Ongoing	Ongoing	Matt, Wilke, Admin, Counselor	Not started

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 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)	Summer 2022	Admin, Counselors, Wilke	Done
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	2022-23	Wilke	Done

If offering dual-credit options, coordinate with an Institute of Higher Education (IHE)	Passed	NA	NA	NA
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	Ongoing 2022-23	Wilke	In Progress
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	2022-23	Wilke, Counselors	Not started
Set growth targets for E&T students	Summer to Fall 2022	Fall 2022	Wilke	Not started
Monitor and track progress to student growth targets through student portfolios, exit tickets, unit summative assessments, observations of teaching practices, etc.	Ongoing	Ongoing	Wilke	Not started
Provide ongoing observation and feedback on implementation of E&T curriculum (e.g., PLCs, video, student data)	Ongoing	2022-23	Admin, Wilke, Matt	Not started

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	Passed	Completed	Admin	Done

● 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				
If offering dual-credit options, select effective E&T teachers who hold a master's degree with 18 hours in the related field	Passed	NA	NA	NA
Actions to Consider	**Suggested Timeline**	**Actual Timeline**	**Owner(s)**	**Progress**
Develop recruitment plan for high-quality E&T teachers and field-site teachers	Passed	Summer 2022	Wilke, Elem and JH Admin	Not started
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	Spring 2022	Admin	Complete
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 2022	Wilke, Elem and JH Admin	Not started
Create a plan for getting students to field sites, including transportation and course-specific scheduling	Summer 2022	Spring/Summer 2022	Admin, Counselors	Complete
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	Summer to Fall 2022	Ongoing 2022-23	Wilke, Admin	Not started

• T-TESS Rubric Domain 3, Domain 4, and Dimension 2.3				
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	Ongoing 2022-23	Wilke	Not started
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	Ongoing	Counselors	Not started
Recognize and celebrate quality work of E&T and field site teachers	Ongoing	Ongoing	Admin, Wilke, Matt	Not started

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 2022	Admin, Wilke	Done
Identify and secure funding for students to attend Career and Technical Student Organization (CTSO) competitive events	Summer to Fall 2022	2022-23	Wilke	Done
Participate in at least one competitive event in 2022-2023	Ongoing	Spring 2023	Wilke	Not Started
Actions to Consider	**Suggested Timeline**	**Actual Timeline**	**Owner(s)**	**Progress**

Track student participation in CTSO events	Ongoing	Ongoing(Fall 2022)	Wilke	Not Started
Collaborate with CTSO partners to promote GYO movement and educator preparation opportunities	Ongoing	Ongoing(Fall 2022)	Wilke	Not Started

Section 4 Additional Notes:

Section 5: Monitor action plan

Prompts	**Plan**
Who will manage the team's action plan?	Co-managed by Matt, BHS admin, and Wilke - doc shared with all
How will individual owners monitor and share progress on their items? How often?	When making updates to the action plan, the updater will notify all other parties of changes/updates/edits.
Who should meet to discuss action plan implementation? When?	Matt, BHS admin, counselors, and Wilke - prior to the start of school and then at least 1 time per 9-weeks to monitor progress
Who will schedule action plan implementation meetings?	Matt

Section 5 Additional Notes:

Section 6: Plan immediate next steps

Prompts	**Plan**
Where will you save this action plan and who needs access?	via Google Drive and shared with all "updaters"
Is anyone from your team absent today? Who will follow up and when?	Wilke will attend virtually in July

Does anyone else in your district/campus need a copy of this action plan?	Not at this time- already shared with appropriate staff

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	April-May 2023	Hollomon/Mahlmann	Done
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	April-May 2023	Hollomon/Mahlmann	Done
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	April-May 2023	Hollomon/Mahlmann/Counselors	Still need to work on flyer and marketing materials
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	April-May 2023	Hollomon/Mahlmann/Counselors	Still need to work on flyer and marketing materials

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		Hollomon and Wilke	
Compile and analyze enrollment, attendance, course completion, and graduation data for E&T programming at each campus	Spring 2024		Hollomon and Wilke	
Attend and participate in campus-level celebrations specific to teacher pathways (e.g., teacher awards, end-of-year achievements, panels)	Ongoing		Hollomon and Wilke	

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			In progress
If offering dual-credit options, coordinate with an Institute of Higher Education (IHE)	Spring 2023			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 2023			N/A
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		Wilke	attending TAFE conference
Set growth targets for E&T students	Summer to Fall 2023		Wilke	in progress
Monitor and track progress to student growth targets through student portfolios, exit tickets, unit summative assessments, observations of teaching practices, etc.	Ongoing		Wilke	in progress
Provide ongoing observation and feedback on implementation of E&T curriculum (e.g., PLCs, video, student data)	Ongoing		Wilke	in progress

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	Spring 2023	Current	Hollomon and Wilke	in progress

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	Current	Hollomon and Wilke	in progress
Create a plan for getting students to field sites, including transportation and course-specific scheduling	Summer 2023	Summer	Hollomon	easily done
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		Wilke	ongoing
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		Wilke	ongoing
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		Mahlmann	ongoing
Recognize and celebrate quality work of E&T and field site teachers	Ongoing		All	not happened yet

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		Wilke	Done Chapter started
Identify and secure funding for students to attend Career and Technical Student Organization (CTSO) competitive events	Summer 2023		Hollomon	Done
Participate in at least one competitive event in 2022-2023	Ongoing		Wilke	Will register in Fall 2023
Actions to Consider	**Suggested Timeline**	**Actual Timeline**	**Owner(s)**	**Progress**
Track student participation in CTSO events	Ongoing		Wilke	will begin in Fall 2023
Collaborate with CTSO partners to promote GYO movement and educator preparation opportunities	Ongoing		Wilke	Begin Fall 2023

Section 4 Additional Notes:

Section 5: Monitor action plan

Prompts	Plan
Who will manage the team's action plan?	Hollomon and Mahlmann
How will individual owners monitor and share progress on their items? How often?	Meet quarterly
Who should meet to discuss action plan implementation? When?	Counselors, Wilke, Admin, Mahlmann
Who will schedule action plan implementation meetings?	Mahlmann

Section 5 Additional Notes:

Section 6: Plan immediate next steps

Prompts	Plan
Where will you save this action plan and who needs access?	Shared with all via Google Drive
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?	N/A

Section 6 Additional Notes: