PATHWAY 2 - ACTION PLAN

Available to all VES who work at a systems level and can implement action planning at a systems level.

- **Integrate TALE curriculum at systems level.**
- **Focus on one module, or a blend of modules**

  - **Ideally should be based on one of the three completed modules, but may include other module content, provided the VE has thorough understanding of that content.**

Action Plan Components #s 1-3

1. **Why**
   - **How will this plan benefit my educational community?**
   - **How did I arrive at this plan – survey data, needs assessment, district/school planning and collaboration.**

2. **Module Focus**
   - **Which module(s) will I focus on?**
   - **Which sessions in those modules?**

3. **Title**
   - **Examples:**
     - **Districtwide Professional Development Plan: Teaching in Remote/Hybrid Learning Environments for All Educators**
     - **Integrating Strategies for Supporting English Language Learners Across Learning Environments into Course 301 [Insert Course Title and College]**

Action Plan Component #4

4. Training Target Audience

- **Participants – who and how many?**

- **Level**
  - **Statewide**
  - **Regional**
  - **District**
  - **School**
  - **University or College**

Target Audience
(Estimate Total # Served: insert text)

Part 1 - Participants	Part 2 - Level
☐ All Educators (# Insert Text)	☐ Statewide
☐ Administrators (# Insert Text)	☐ Regional
☐ Classroom Teachers (# Insert Text)	☐ District
☐ School Counselors (# Insert Text)	☐ School
☐ Technology Specialists (# Insert Text)	☐ College or University
☐ Other (Specify): Insert Text	☐ Other (Specify): Insert Text

Action Plan Components #s 5-6

5. Delivery Method
- **In-Person**
- **Remote**
- **Hybrid**
  - **For Remote or Hybrid:**
    - **Synchronous**
    - **Asynchronous**
    - **Blended**

7.   Depth
- **Am I training for:**
  - **Knowledge and Understanding**
  - **Skill and Application of Knowledge**

Delivery Method		Depth	
☐	In-Person	☐	Knowledge and Understanding
☐	Remote	☐	Skill and Application
☐	Hybrid	☐	Both
If Hybrid Specify: Insert Text		☐	Other (Specify): Insert Text

Action Plan Component # 7

7. Training Goals, Objectives, Action Steps, and Monitoring/Evaluation

- **Goal: General statement about what your action plan will accomplish**
  - E.g., Build the capacity of teachers in _____ district to incorporate strategies to support English Language Learners across all teaching environments through a school wide professional learning plan.
- **Objectives**
  - E.g., By October 30, 2024, all teachers will complete a needs survey to identify baseline skills/understanding of strategies to support ELLS across all learning environments.
  - By March 1, 2025, all teachers will participate in two full day professional development sessions on supporting ELLs across learning environments.
  - By June 15, 2025, 70% of teachers will demonstrate use of at least one TALE strategy to support ELLs, based on review of lesson plans and classroom lesson observations.

- **Action Steps: How will you determine if you have achieved your training goals?**
  - E.g. Develop and administer survey/assessment. Develop action professional development plan based on assessment data. Conduct professional development plan. Integrate TALE Academy Module 4 strategies into lesson plans through communication, policies, processes.

- **Monitoring/Evaluation Criteria: How will you evaluate if you have achieved your goal and objectives?**
  - E.g., Through observation of remote/hybrid lessons, participants will demonstrate the use of ELL strategies in their lesson implementation.

Action Plan Components # 8-10

8. Timeline for Delivery
- **When in 2024-2025 will you implement your plan?**

9. Training Persons, Organization/Affiliation
- **Will there be others assisting with the planning and implementation of your action plan?**
- **If they are participating in the direct delivery, they must complete the module of focus prior to the training.**

10.Resources
- **What resources will you use?**
  - **TALE Academy**
  - **Conference space**
  - **Copies of materials**
  - **Internet Access**

Action Plan Component # 11

11. Action Plan Description

- **Must include:**

  - **Module of Focus**

  - **Target Audience**

  - **Who will be delivering or sponsoring the plan**

  - **Goal/Outcomes**

  - **Issuing of CTLEs if applicable (Must be awarded through a sponsor organization, such as a BOCES, school district, university)**

  - **General timeline**

Action Plan Components # 12 -13

12. Action Plan Gap Rationale

- **Explanation of any gaps in your plan**

  - **E.g., <u>Requires explanation during an office hours session</u>**

  - **Documentation of any gaps/missing information**

13. Peer Review Process - additional guidance forthcoming

- **Peer review process used for those not participating in one or more coaching sessions.**

- **<u>Peer reviewers must be fellow Vital Educators</u>**

- **If seeking a peer partner, VEs must email Noel Granger by Friday, April 26.**

- **Process must be documented in action plan template**

  - **Name, address, email and phone of Peer Review Partner**
  - **Dates/times of calls, emails, or Zoom meetings to review work**

Collaboration Process

- VEs may choose to collaborate on the development of a training plan.

- Collaboration Requirements:

    - Team-level collaboration will require VE Program approval.

    - Only VEs can collaborate on the development of a training plan. The plan may identify other non VE individuals who go through the modules at a later date.

    - All team members must participate equally.

    - Team Leader must provide oversight and leadership over the team and the product.

    - The designated Team Leader is responsible for the submission and implementation of the team's product.

    - Products and teams must be program-approved - guidance on submitting a proposal will be provided.

Coaching Support

Flexibility For Those Selecting Coaching

Direct Coaching

- Offered in group format

- Provides Subject Matter Expert Support

- Provides ongoing support with check-in opportunities over time

- Designed to provide coaching for content integration into training/action plans

Consultative Coaching

- Offered through office hours meetings

- Consultation style

- May be 1:1 or small groups

- Designed to provide support in the structure of the planning process

Additional guidance on TALE Academy Website, under Resources/Training Resources/Coaching Documents

Direct Coaching Session Dates

Coaching support will be provided on the following dates/times:

Module 1
Four Fridays: Two Sessions
Session A: 4:00-5:00 pm
Session B: 5:30 - 6:30 pm
(May 10, 17, 29 and 31)**
(Note the 29th is a Wed. due to the holiday weekend)

Module 2
Four Wednesdays 4:00-5:00 pm
(May 8, 15, 22, and 29)

Module 3
Four Thursdays 4:00-5:00 pm
(May 9, 16, 23, and 30)

Module 4
Four Thursdays 4:00-5:00 pm
(May 9, 16, 23, and 30)

Module 5
Four Tuesdays 4:00-5:00 pm
(May 7, 14, 21, and 28)

Module 6
Four Tuesdays 4:00-5:00 pm
(May 7, 14, 21, and 28)

Module 7
Four Mondays 4:00-5:00 pm
(May 6, 13, 20, and 28)**
*(Note the 28th is a Tuesday due to the holiday weekend)*

Dates and Resources

Dates to Remember

- **Coaching Dates – refer to previous slide**

- **First Draft of Plan due for Review:**
- **   June 14**

- **Plan Review and Feedback: June 14-28 (Only one round of feedback provided)**

- **Final Plan due: July 12**

Resources Available

- **TALE Academy – all materials**

- **Action Plan Guidance and Template (on website)**

- **Facilitator Toolkit – Available April 30**

- **Coaching Sessions**

- **Peer Review Process**

- **Office Hours – general and individual upon request**

THANK YOU FOR YOUR WORK!
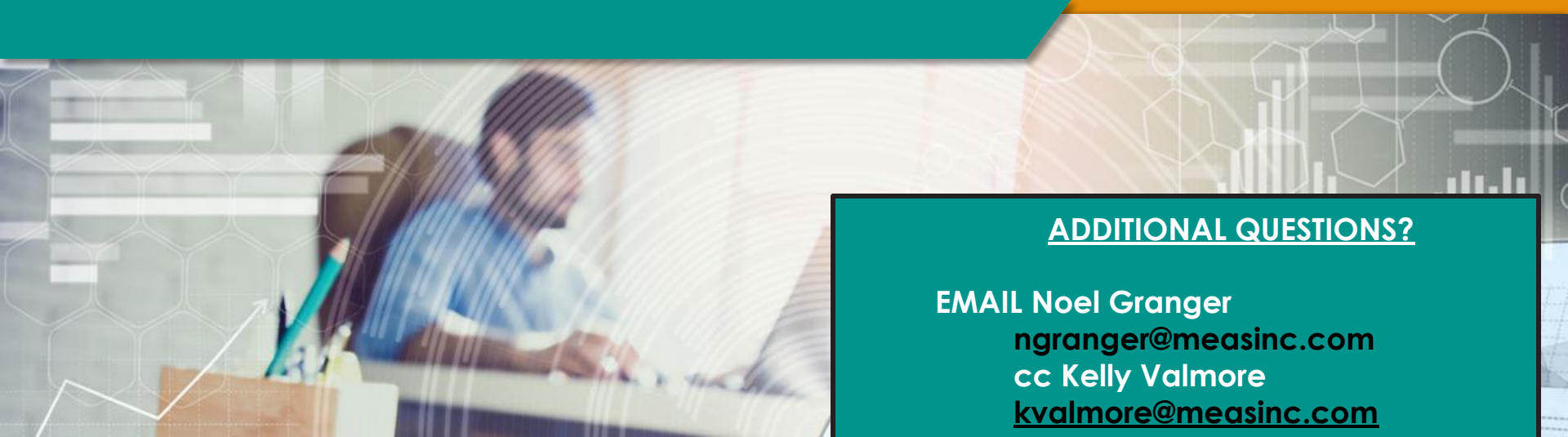
ADDITIONAL QUESTIONS?

EMAIL Noel Granger
    ngranger@measinc.com
    cc Kelly Valmore
    kvalmore@measinc.com

Participate in open office hours:

- **https://us06web.zoom.us/j/5182606150?omn=81652801459**
- **Meeting ID: 518 260 6150**
- **PW: Myschool#1**

Wednesdays and Thursdays, 3:30-4:30

Request your own office hours.