Sample Stakeholder Engagement Plan: Palomino ISD

STAKEHOLDER ENGAGEMENT EXAMPLE – INITIAL ENGAGEMENT STUDENT GROWTH MEASURES

Summer 2023 – March 2024

Month	Stakeholders	Milestones	Guiding Questions	Action Steps

Summer 2023	• District-Level Administrators	• Design and schedule general TIA information session
		• Host general TIA information session for all stakeholders
			• What are the key areas of TIA that teachers must understand before providing input and feedback?
			• What parameters will we establish during the information session?
			• Who will be our TIA experts/ambassadors? Who has the most background knowledge and context to facilitate the session(s) and respond to questions?
			• How will we collect and respond to questions?
			• How will we differentiate information sessions for district stakeholders and campus stakeholders?
				• Decide on TIA Lead
				• TIA Lead to develop:
				  o General TIA information session
				  o Key areas of TIA that need additional parameters
				• Host general TIA information session on August 2nd
				• Develop surveys and engagement sessions for the school year (subject to change)

September	• District-level Administrators, including assessment,	• Collect district-level input on critical decisions: designation	• What growth measures are we currently using for different teaching assignments? • What evidence do we have on validity and reliability for each growth measures?	• Speak with District representatives about: o Student growth measures

	curriculum and instruction
	
	• TIA Committee
		eligibility, designation criteria around student growth measures
		
		• Develop parameters before planning outreach to campus-level stakeholders.
			• What systems are in place to support Continued validity and reliability?
			• What is possible with our current systems and what needs more time and training?
			• What limitations will we put in place before sharing information with campus-level stakeholders?
			• What are areas that potentially will require change management and advocacy from leadership?
			• How will we take into account what our surrounding districts are doing?
				o Current growth measures in place for different teaching assignments?
				• Speak with other districts engaged in TIA
				• Plan engagement opportunities and implement:
				  o Elementary Schools – attend PD Day at every campus and explain TIA to all teachers
				  o Middle/High School – Attend Wednesday initial PD Day to explain TIA to all teachers
				  o District created SGM survey
				    ▪ ES September 12-16th
				    ▪ MS/HS September 5th – 9th
				  o Meet with admin at ES and MS/HS about growth targets September 26th – 30th
				• TIA Committee drafts and revises surveys to use at various points in the year using guiding questions at each step.

September – October	• District-level Administrators
	• Campus-level Administrators
	• Teachers in each SGM category
	• TIA Committee
		• Which student growth measure to use for each eligible teaching assignment/ group - How student growth measures will be administered, scored, and kept secure
		• How individual student growth targets will be set and tracked
			• What is our rationale for selecting each growth measure?
			• How well do our current administration and scoring practices for each growth measure align with full readiness on the system application?
			• How will set individual growth targets for each measure and track student progress?
			• What growth measures are best for each subject area/grade level?
			• What role will teachers have in setting student growth goals?
			• Do teachers have the training they need to run data reports for progress monitoring?
			• How will we train teachers/campus leaders/district leaders to analyze student growth data, including correlation to teacher observation data?
			• How will we seek input prior to proposing student growth measures for each teacher group?
				• At 1st all-staff meeting: Intro to TIA video, district rationale and goals
				• September Principals meeting— share TIA video and present options for student growth measures and eligible assignments. Facilitate roundtable discussions and collect exit tickets.
				• Plan campus stakeholder engagement sessions.at staff meetings
				• Share TIA informational video with teachers
				• Share campus administrator input results, district parameters, and rationale for participating
				• Share possibilities for Student Growth Measures
				  o Growth Targets for teachers
				  o Role of teachers in system
				  o Training needs
				• Collect teacher input via Panorama survey
				• Share initial SGM and growth targets with teachers at campus level early – October
				  o Make adjustments based on initial feedback

				o Present final decisions during weekly staff meetings at both campuses at end of October • Process feedback and report to TIA committee October meeting. Begin drafting proposed Student Growth Measures for each assignment
November – December	• District-level Administrators • Campus-level Administrators • Teachers in each SGM category • TIA Committee	• Share first draft of Student Growth Measures component and collect feedback	• Do teachers agree that the measures are valid and reliable? • Do teachers and administrators understand what will be required of them during the data capture year if they select certain growth measures? • Do teachers understand how growth targets are set and their role in setting growth targets?	• Develop and send out survey regarding training needs to all campuses (early November) • Use survey results to plan December training sessions (given during the last two weeks of semester during weekly Wednesday PD *30 min. Max*) • TIA Committee discusses proposals with campus administrators at October admin meeting. Collect feedback via Google Forms. • Revise proposed student growth measures, process for setting growth targets. Highlight takeaways from initial stakeholder engagement surveys, changes made, rationale, and talking points for campus administrators

				• Campus administrators share proposals at department meetings week of November 8th • Teachers share additional feedback and questions with campus administrators by November 30th • TIA committee representatives host Q&A session/office hours Mondays throughout December
January – February	• District-level Administrators • Campus-level Administrators • Teachers in each SGM category • TIA Committee	• Implement Student Growth Measure component feedback and communicate changes	• If selecting new growth measures, what training is required to implement them with fidelity? • Who will lead this and when? • What is our timeline for securing/creating each assessment, if applicable?	• TIA Lead and District Leaders develop training for stakeholders (campus and teachers) for spring semester • Schedule training for all stakeholders and plan messaging – make sure to invite all stakeholders to the meetings on Google Calendar • Develop training schedule for February, March, and April (pay attention to testing dates for each campus) • Speak with campus admin to decide on training needs moving forward • Create feedback mechanisms for trainings (surveys, exit tickets, engagement activities to get information, etc.)

				• TIA Committee reviews all feedback and addresses questions • Committee creates final recommendation for student growth measures • Campus principals share student growth measures with faculty using slide deck Week of Feb 12th
March-April	• District-level Administrators submitting the TIA Application	• Submit the final TIA Application	• Prepare the district's TIA Application for submission • Submit the final TIA Application for Cohort F	• Continue with spring semester training schedule • Continue to meet with campus level admin to clarify expectation around SGM • Hold final informational/input sessions at each campus • Prepare to share finalized plan with campuses in May (after state and local testing is complete) • Continue Q&A sessions • Share district TIA email for questions
Early Fall 2024	• All Teachers	• Complete spreadsheet to submit TTU for TIA Teacher Buy-In Survey	• How do I ensure that I capture all teachers? • How can I explain the importance of completing this survey to my teachers?	• Begin compiling list of data points for submission • Create training surrounding the survey