



92
2023-2024 Summer Career and Technical Education Grant
Letter of Interest (LOI) Application Due 11:59 p.m. CT, January 29, 2024

NOGA ID [Redacted]

Authorizing legislation **General Appropriations Act, House Bill 1, Article IX, Section 18.114(c)(v)**

This LOI application must be submitted via email to loiapplications@tea.texas.gov.

The LOI application may be signed with a digital ID or it may be signed by hand. Both forms of signature are acceptable.

TEA must receive the application by **11:59 p.m. CT, January 29, 2024**.

Grant period from **March 20, 2024-September 30, 2024**

Pre-award costs permitted from **Not Permitted**

Application stamp-in date and time

Required Attachments

- 1. Excel workbook with the grant's budget schedules (linked along with this form on the TEA Grants Opportunities page)

See the Program Guidelines for for additional attachment information.

Select Focus Area (Applicants May Select One or Both Focus Areas)

- Focus Area 1: Career and Technical Education Course
- Focus Area 2: Work-Based Learning Experiences

Amendment Number

Amendment number (For amendments only; enter N/A when completing this form to apply for grant funds): [Redacted]

Applicant Information

Organization **East Central ISD** CDN **015911** ESC **20** UEI [Redacted]

Address **6634 New Sulphur Springs Rd** City **San Antonio** ZIP **78121** Vendor ID **714562392**

Primary Contact **Dr. Amanda Holman** Email **amanda.holman@ecisd.net** Phone **2105811188**

Secondary Contact **Judy Burns** Email **judith.burns@ecisd.net** Phone **2106346100**

Certification and Incorporation

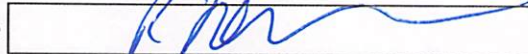
I understand that this application constitutes an offer and, if accepted by TEA or renegotiated to acceptance, will form a binding agreement. I hereby certify that the information contained in this application is, to the best of my knowledge, correct and that the organization named above has authorized me as its representative to obligate this organization in a legally binding contractual agreement. I certify that any ensuing program and activity will be conducted in accordance and compliance with all applicable federal and state laws and regulations.

I further certify my acceptance of the requirements conveyed in the following portions of the LOI application, as applicable, and that these documents are incorporated by reference as part of the LOI application and Notice of Grant Award (NOGA):

- LOI application, guidelines, and instructions
- Debarment and Suspension Certification
- General and application-specific Provisions and Assurances
- Lobbying Certification

Authorized Official Name **Roland Toscano** Title **Superintendent**

Email **roland.toscano@ecisd.net** Phone **210-6346100**

Signature  Date **1/31/24**

Shared Services Arrangements

Shared services arrangements (SSAs) are permitted for this grant. **Check the box below if applying as fiscal agent.**

The LEA or ESC submitting this application is the fiscal agent of a planned SSA. All participating agencies will enter into a written SSA agreement describing the fiscal agent and SSA member responsibilities. All participants understand that the "Shared Services Arrangement Attachment" must be completed and signed by all SSA members, and submitted to TEA before the NOGA is issued.

Statutory/Program Assurances

The following assurances apply to this program. In order to meet the requirements of the program, the applicant must comply with these assurances.

Check each of the following boxes to indicate your compliance.

- 1. The applicant provides assurance that program funds will supplement (increase the level of service), and not supplant (replace) state mandates, State Board of Education rules, and activities previously conducted with state or local funds. The applicant provides assurance that state or local funds may not be decreased or diverted for other purposes merely because of the availability of these funds. The applicant provides assurance that program services and activities to be funded from this LOI will be supplementary to existing services and activities and will not be used for any services or activities required by state law, State Board of Education rules, or local policy.
- 2. The applicant provides assurance that the application does not contain any information that would be protected by the Family Educational Rights and Privacy Act (FERPA) from general release to the public.
- 3. The applicant provides assurance to adhere to all the Statutory and TEA Program requirements as noted in the 2023-2024 Summer Career and Technical Education Grant Program Guidelines.
- 4. The applicant provides assurance to adhere to all the Performance Measures, as noted in the 2023-2024 Summer Career and Technical Education Grant Program Guidelines, and shall provide to TEA, upon request, any performance data necessary to assess the success of the program.
- 5. The applicant provides assurance that curriculum will be appropriately aligned to regional labor market supported CTE programs of study.
- 6. The applicant provides assurance to provide data to TEA on student completion of courses through a special collection process run by TEA.
- 7. The applicant assures that any Electronic Information Resources (EIR) produced as part of this agreement will comply with the State of Texas Accessibility requirements as specified in 1 TAC 206, 1 TAC Chapter 213, Federal Section 508 standards, and the WCAG 2.0 AA Accessibility Guidelines.

Summary of Program (Focus Area 1)

Provide an overview of the program to be implemented with grant funds. Include the overall mission and specific needs of the organization. Describe how the program will address the mission and needs.

East Central ISD is aiming to implement a high quality, and engaging Summer Bridge Program for students entering 9th grade as a part of the Health Science Pathways of Technology Early College High School. The summer bridge program will support the engagement of students in the Health Sciences-Diagnostic and Therapeutic Healthcare Programs of Study. East Central ISD has identified a deep need in preparing students to pass college readiness assessments, to allow entry into Dual Credit CTE and academic courses. Seeing as how th PTECH program provides opportunity for Dual Credit, it is critical to prepare our PTECH students for these college readiness assessments. Additionally, East Central ISD believes that exposing students to a variety of career exploration activities helps prepare them to enter high wage, high demand careers upon graduation. This grant will allow students and staff opportunities to participate in career exploration activities that they otherwise would not be able to experience. Lastly, East Central ISD aims for students to be prepared for college, career, or military opportunities upon graduation. In order for students to have all oportunitites available, it is critical to allow access to certification expeirences earlier in their high school career. This Summer Bridge will allow ECISD students to gain pre-certification credentials to expedite the earning of their Industry Based Credentials.

Summary of Program (Focus Area 2)

Provide an overview of the program to be implemented with grant funds. Include the overall mission and specific needs of the organization. Describe how the program will address the mission and needs.

East Central is situated in a rural area on the southeast side of San Antonio. The geographic location of the district makes it difficult for students to obtain and maintain internships. Several factors influence this, including but not limited to transportation and lack of business close to the campus.

It is the mission of East Central ISD to customize learning so that every student is continually challenged to advance their knowledge and ability in every classroom, every day. In order to accomplish this mission, and provide students with critical opportunities to explore high wage, high demand careers, East Central needs to provide students opportunities for travel to and from jobsites, as well as a professional dedicated to their growth, development, and sustainability of a summer internship program. The district is requesting funding to support growth and development of a robust summer internship program for CTE students. The internship program will develop opportunities for approximately 35 students, both internally and externally, to hold internship positions with the East Central Independent School District, as well as local industry partners. Transportation will also be provided to students who obtain an offsite internship.

The current internship model has been developed to allow for stable growth, however, East Central ISD is an unprecedented time of growth. Grant funding will allow for the program to expand along with the growth of the student body. Additionally, this program will allow leverage of external partners for the development of professionalism. Grant funds will allow the district to dedicate personnel, as well as integrate external industry partners into the work.

Qualifications and Experience for Key Personnel (Focus Area 1)

Outline the required qualifications and experience for primary project personnel and any external consultants projected to be involved in the implementation and delivery of the program. Include whether the position is existing or proposed.

Title and Responsibilities of Position	Required Qualifications and Experience
Summer Bridge Coordinator	Administrator Certification, CTE Teacher Certification
Summer Bridge Instructor	CTE Teacher Certification, Health Science Preferred

Qualifications and Experience for Key Personnel (Focus Area 2)

Outline the required qualifications and experience for primary project personnel and any external consultants projected to be involved in the implementation and delivery of the program. Include whether the position is existing or proposed.

Title and Responsibilities of Position	Required Qualifications and Experience
Summer Intern Coordinator	CTE teacher certification

Goals, Objectives, and Strategies (Focus Area 1)

Describe the major goals/objectives of the proposed program. What activities/strategies will be implemented to meet those goals/objectives?

The main goal of this grant will be to prepare students to pass the College Readiness Assessment, through targeted instruction and interventions, along with providing real world, and relevant experiences in the Health Care Field. The Summer Bridge Program will build comradere among the students and staff, to allow for a trusted and secure environment. East Central ISD will contract out support for TSI readiness, and assess each individual student prior to the completion of Summer Bridge. Additionally, all students participating will have the opportunity to visit and tour one postsecondary institution aligned to their goals, as well as a minimum of one career site visit aligned to their goals. Students will also participate in team building, leadership development, and service learning throughout their time in the Summer Bridge. The Summer Bridge Program will be open to approximately 200 students.

Goals, Objectives, and Strategies (Focus Area 2)

Describe the major goals/objectives of the proposed program. What activities/strategies will be implemented to meet those goals/objectives?

The main goals of this grant will be 1) to obtain and complete 35 student summer internships both internally and externally with local business and industry partners, and 2) to provide resources for coordination of the program and professional development support.

In order to meet these goals, it will be necessary to build community partnerships with local businesses who are willing and capable of hosting internships, but lack the fiscal resources. Additionally, the district will plan and execute three professional development opportunities for the internship participants to cover topics such as customer service, financial literacy, professional communication, and more. A program Coordinator will conduct frequesnt job site checks and provide feedback to both the students, and internship sites, in order to develop the student's professionalism and prepare them for future high wage, high demand careers. Exploration of careers, as well as frequesnt reflection pieces will be included to ensure the students learn and grow from these experiences.

Performance and Evaluation Measures (Focus Area 1)

Describe the performance measures identified for this program which are related to student outcomes and are consistent with the purpose of the program. Include the tools used to measure performance, as well as the processes that will be used to ensure the effectiveness of project objectives and strategies.

The performance measures that will be used to determine success will be 1) number of students scoring college ready on their TSI assessment, allowing them to successfully enter Dual Credit Courses, and 2) the number of students who receive and complete remediation if necessary, based on their TSI scores.

Additionally, student feedback will be gathered to determine effectiveness and meaningfulness of each individualized experience the students participate in. All students will begin the Summer Bridge with aspirations surveys to determine their goals, and aspirations for postsecondary. This will guide the individualized experiences each student will receive during their Bridge. Individual conferencing and coaching will occur to ensure that all students generate their goals, and meet them.

Performance and Evaluation Measures (Focus Area 2)

Describe the performance measures identified for this program which are related to student outcomes and are consistent with the purpose of the program. Include the tools used to measure performance, as well as the processes that will be used to ensure the effectiveness of project objectives and strategies.

The performance measures that will be utilized to determine the effectiveness of this program will include the number of internship participants that successfully complete an 8-week summer internship.

In order to accomplish this, there will be numerous benchmarks that the program must meet, including but not limited to feedback requests on the students' performance, student reflection pieces, and frequent onsite observations. The district will have positions secured, both internally and externally, no later than May 1, 2024.

Additionally, the application process, including interviews, will be complete with offers to students, no later than May 30th, 2024. The students will participate in professional development prior to beginning their internship, on day in mid June, and one day in Mid July, culminating with a celebration event.

Ongoing coaching will occur on the job site throughout the duration of the 8-week internship. Feedback documents will be sent to the employers and students in June, July, and August to determine the effectiveness of the program, as well as for monitoring of student success.

Prior to the start of the internship, employer meetings will be held to train employers on expectations of the program, as well as how to work with a pre-professional high school student. This is to ensure that the positions and experience generates real world work and scenarios for the student, meets the needs of the employer, and aligns to the student's CTE program of study.

Budget Narrative (Focus Area 1)

Describe how the proposed budget will meet the needs and goals of the program, including for staffing, supplies and materials, contracts, travel, etc. If applicable, include a high-level snapshot of funds currently allocated to similar programs. Include a short narrative describing how adjustments will be made in the future to meet needs.

East Central ISD has a robust and well developed summer program, however, it lacks the capacity to provide enriching summer bridge programs for a PTECH. ECISD will utilize the funding to stand up a meaningful and effective Summer Bridge Program, specifically for the Health Science PTECH. The funding will support a variety of areas including program staffing, contracted services, supplies for enrichment and remediation, and travel to local business and industry and postsecondary sites. Funding that is currently available, is utilized for elementary grade level enrichment programming, and all level remedial programming. This does not leave opportunity for engagement programs such as Summer Bridge to be provided funding. As more students earn CCMR accountability and CCMR Outcomes bonuses, through efforts of a Summer Bridge, the goal would be to transition funding to the Outcomes Bonus funding.

Budget Narrative (Focus Area 2)

Describe how the proposed budget will meet the needs and goals of the program, including for staffing, supplies and materials, contracts, travel, etc. If applicable, include a high-level snapshot of funds currently allocated to similar programs. Include a short narrative describing how adjustments will be made in the future to meet needs.

The current internship model utilized by East Central ISD lacks a dedicated professional, transportation opportunities for students, professional development opportunities for students, and support for employers, both internal and external. In order to mitigate these shortcomings and continue the development of a robust summer CTE program, East Central ISD is requesting grant funding.

The proposed budget will meet the needs of the program by providing staffing resources for a professional employee to provide support to the students and industry partners who are participating. Additionally, funding will be utilized to increase the number of students and the wage of the students involved in the program. ECISD currently employs an average of 12 student interns through an 8-week summer internship program, costing the district approximately \$15,000.00. The addition of grant funds will be utilized to increase the number of participants to 18 internally and 17 externally, as well as funding a professional position to coordinate the employers and employees.

Funding uses will include staffing of the professional position for coordination of the program, additional internal internship positions, a wage increase for internal positions, minimal supplies and materials for professional development trainings for students and employers, travel expenses for the professional position, travel for students to the jobsite and trainings, and any other necessary materials.

Throughout this summer, work will occur with industry employers to create a sustainable model for internships that will allow the program to maintain. Employer involvement and buy in to the program will be critical to the success of the model. Therefore, a considerable amount of time will be dedicated to ensuring employer needs are met. Additionally, as internal departments hire and utilize student interns, they realize the educational and fiscal value of the program. Previously, this has led internal departments in the district to request additional internship positions that are funded with district funds. Ideally, increasing the amount of funded positions temporarily, will allow for more departments to realize the value of student internships, resulting in more departments funding these positions, creating a sustainable model for employment.

Program Requirements

1a. Needs Assessment (Focus Area 1): Applicants must complete a Needs Assessment Summary indicating specific area of need the LEA has that hinders the completion of courses within programs of study. (For example: describing scheduling conflicts, specific program of study teacher availability, etc.)

The East Central ISD sees a decrease in students completing their level 4 practicum courses in Health Science compared to the number of students who enter the program. This is a result of a multitude of concerns, but a main one being core credit deficiency. By hosting a Summer Bridge Program that builds relationships with students, and provides early intervention to College Readiness, ECISD will be able to track students into Dual Credit opportunities, reducing credit deficiencies. By keeping students on track academically, they are in turn able to stay on track with their CTE Programs of study and Industry based Certifications. Additionally, due to the rural area in which ECISD is situated, it is difficult to get students to and from industry partner and postsecondary partner sites throughout the school day. This does not allow for our students to be exposed to opportunities in their field of interest, close to home. Hosting a Summer Bridge removes time constraints of a typical school day and allows the district to spend more time with students on sites.

1b. Needs Assessment (Focus Area 2): Applicants must complete a Needs Assessment Summary indicating specific area of needs the LEA has to offer work-based learning opportunities. (For example: describing transportation limitations, describing scheduling conflicts, specific program of study teacher availability, etc.)

East Central ISD's geographic location makes it difficult for students to participate in typical wage earning internships located in the city's more bustling industrial areas. Approximately 61% of ECISD's students are considered economically disadvantaged and/ or at risk. Providing these students with opportunities to experience internships is a critical step in building economic prosperity for our students.

Additionally, East Central ISD strongly believes in growing our own to a career within the district. The district currently has approximately 70 positions posted. The majority of internship positions that will be offered, align directly to these posting, providing valuable experiences for students to seamlessly move into careers upon graduation. This will lead to an increase in students who choose to pursue a career within the Texas Public Schools system.

Approximately 81% of students in East Central ISD's secondary programs participate in CTE courses each year. However, only approximately 40% complete their program of study through the Senior year of High School. Providing meaningful experiences for paid work based learning opportunities, within student's programs of study, will significantly increase the percentage of students who meet completer status.

Program Requirements, cont'd.

2. **Focus Area 1:** Applicants must specify which program(s) of study and the CTE course(s) in the program(s) of study that will be offered (see <https://tea.texas.gov/academics/college-career-and-military-prep/career-and-technical-education/cte-programs-of-study> for a list of the approved statewide programs of study). Include the number of students who be engaged and supported in this focus area.

The Health Science - Diagnostic and Therapeutic Programs of Study will be offered through this summer bridge program. The CTE Course will be Principles of Health Science. Approximately 200 students will engage in the Summer Bridge Program through these two Programs of Study.

3. **Focus Area 2:** Applicants must specify business and industry partners who will be involved in the program. Additionally, specify the work-based learning model(s) which will be utilized and the number of students who will be engaged and supported.

Business and industry partners that will be involved include the Technology, Child Nutrition, Maintenance and Facilities, Business Operations, Personnel, Marcom, Summer Programs, and Transportation departments in East Central ISD.

Additionally, business and industry partners involved in the manufacturing, construction, public service, and healthcare fields will be involved to provide external internships. Industry partners such as San Antonio City Council, the National Parks Conservation Association (NPCA), YWCA-San Antonio, and Ingersoll Rand will consider hosting interns.

The Work Based Learning model for internships will be utilized, allowing students to experience industry in a protected and nurtured environment. Approximately 35 students will be engaged in this work and supported by the grant. However, foundational work this summer will pave the way for larger numbers of students to be impacted in subsequent summers.

Appendix I: Amendment Description and Purpose (leave this section blank when completing the initial application for funding)

An amendment must be submitted when the program plan or budget is altered for the reasons described in the "When to Amend the Application" document posted on the [Administering a Grant](#) page. The following are required to be submitted for an amendment: (1) Page 1 of the application with updated contact information and current authorized official's signature and date, (2) Appendix I with changes identified and described, (3) all updated sections of the application or budget affected by the changes identified below, and, if applicable, (4) Amended Budget Request. Amendment Instructions with more details can be found on the last tab of the budget template.

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Amended Section	Reason for Amendment
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