



**2023-2024 TIA System Renewal and Continuous Improvement Grant
Letter of Interest (LOI) Application Due 11:59 p.m. CT, June 6, 2023**

NOGA ID

Authorizing legislation

ESEA of 1965 as amended by P.L. 114-95, ESSA, Title II, Part A, Sec. 2101(c)(B)(v)(II)

This LOI application may be submitted via email to **competitivegrants@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, June 6, 2023**.

Application stamp-in date and time

Grant period from

August 1, 2023 to August 31, 2024

Pre-award costs are **not** permitted for this grant.

Required Attachments

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

Amendment Number

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

Applicant Information

Organization CDN Campus ESC UEI

Address City ZIP Vendor ID

Primary Contact Email Phone

Secondary Contact Email Phone

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 Title

Email Phone

Signature Date

Shared Services Arrangements Shared services arrangements (SSAs) are **not** permitted for this grant.**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.

- 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.
- 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.
- The applicant provides assurance to adhere to all the Statutory and TEA Program requirements as noted in the 2023-2024 TIA System Renewal and Continuous Improvement Grant Program Guidelines.
- The applicant provides assurance to adhere to all the Performance Measures, as noted in the 2023-2024 TIA System Renewal and Continuous Improvement Grant Program Guidelines, and shall provide to TEA, upon request, any performance data necessary to assess the success of the program.
- The applicant provides assurance that they accept and will comply with [Every Student Succeeds Act Provisions and Assurances](#) requirements.
- The LEA assures that it will remain in compliance with all requirements related to the Teacher Incentive Allotment (TIA).
- The LEA assures that this Letter of Intent (LOI) has the support of the superintendent and other relevant senior LEA officials.
- The LEA assures that they will make every effort to publish materials and make them publicly available for stakeholders.
- The LEA assures that it will make every effort to contract with an approved Technical Assistance Provider by September 30, 2023 that will be able to meet the scope of work and deliverable(s) timeline outlined in this grant.
- The LEA assures that the primary point of contact will remain aware of this work and involved in matters related to implementation of the TIA local designation system. Additionally, the LEA assures that the primary point of contact will address any requested updates, requested meetings or communications, on progress related to this grant.

Goals, Objectives, and Strategies

Describe how the LEA will establish and document clear district-level goals, with measurable outcomes, which align to at least one key area of the TIA system renewal process including, but not limited to: **i.** Teacher Observation Systems and Practices; **ii.** Student Growth Measure Expansion and **iii.** Change Management and Systems Implementation.

Lubbock ISD is seeking funding through this opportunity to help its local designation system in (ii.) Student Growth Measure Expansion and (iii.) Change Management and Systems Implementation. More specifically, Lubbock ISD would like to pursue the following goals:

(ii.) Student Growth Measure Expansion

- The Lubbock ISD local designation system already includes almost every teaching assignment, as described in the next question. Most of these assignments are included through a Pre-Test/Post-Test framework facilitated through the Lubbock ISD Curriculum & Instruction Department and validated through our Technical Assistance partner, Deep Dive, LLC. District leaders would like to develop a cost-efficient, continuous improvement cycle for its Pre-Test/Post-Test assessments to ensure assessment item validity and reliability, make necessary changes where content standards are updated, cycle out bad assessment items, and write new assessment items to ensure test administration security for the district's 100+ assessments. Successful implementation will allow this framework to be sustained via the 10% of allotments retained by the district and a clearly articulated assessment evaluation plan.

(iii.) Change Management and Systems Implementation

- Develop a more efficient process for student/teacher linking for VAM and Pre-Test/Post-Test systems. Current processes requires an expensive, time-intensive, manual confirmation of student rosters by teachers and campus administrators through a third-party vendor. District leaders would like to automate this process to reduce future costs and significantly decrease necessary labor hours.
- Evaluate the effect of the currently approved spending plan on teacher recruitment and retention. Although designated teacher retention (94%) is significantly higher than Lubbock ISD's overall teacher retention (80%) for SY 2021-2022, it is not clear what effect, if any, TIA had on overall district recruitment and retention rate. As part of the Strategic Compensation Fellowship, Lubbock ISD is shifting towards a more strategic spending plan that allows principals, working with Central Office, direct control of TIA funds from resigning teachers to prioritize recruitment and retention of non-designated teachers to their campus. If effective, the teacher vacancy rate should decrease from 3.9%.

Describe any identified barriers to expanding eligible teaching categories in the approved local designation system, and how the district will address those barriers through the scope of work with the Technical Assistance Provider.

Lubbock ISD currently has 12 approved TIA Teacher Categories that includes nearly all active teaching assignments. This includes:

- All STAAR tested areas
- All non-STAAR tested core content areas grades K-12
- All Fine Arts
- All CTE
- Pre-Kindergarten
- Physical Education
- All Special Education teaching assignments
- AP Courses

The only teaching roles not currently eligible for TIA are teachers located at alternative campuses where students are enrolled intermittently for short periods of time and/or not permanently assigned to the campuses, making it difficult to attach students to teachers. This makes creating a valid and reliable student growth measure equivalent to the above categories very difficult. To address this barrier, Lubbock ISD has made available a district-run National Board Certified Teacher (NBCT) Cohort available to any teacher located on an alternative campus to provide them an alternative pathway to designation. Through this opportunity, Lubbock ISD will work with its partner, Deep Dive, to explore options on including our alternative campuses in the traditional data capture process.

Scope of Work

Develop and describe a scope of work (aligned to goal(s) in the above section) that define major tasks, subtasks, activities, and/or deliverables for the chose Technical Assistance Provider.

1) Pre-Test / Post-Test Evaluation.

- A) Deep Dive will assess each Item for LUBBOCK ISD according to the following criteria: (i) Bias and Sensitivity; (ii) Language and Vocabulary; (iii) Structure and Context; (iv) Answer Choices; and (v) Visuals.
- B) For each Item, Deep Dive will indicate if this Item meets the above criteria. If the Item fails to meet any of the criteria listed above, Deep Dive will indicate why this item failed and suggest some possible remedies. Once they have completed their review, Deep Dive will produce the following deliverable: (i) One shared Google Sheet with the following columns: (1) Assessment Name/Content Area; (2) Assessment Item Number; (3) Yes/No Indicator if all criteria was met; (4) If No, notes on why the item failed to meet the standard

2) Student-Teacher Linking.

- A) Deep Dive will investigate the student/teacher linking process related to the SAS EVAAS student growth model and Lubbock ISD Student Progress Measure, and determine if these processes can be automated.
- B) Deep Dive will provide a report to LUBBOCK ISD with the following information dependent upon the results of their investigation: (i) Narrative explanation detailing the automation process, specifically addressing: (1) co-teaching assignment; (2) mid-year student transfers; (3) mid-year schedule changes; (4) attendance discrepancies; (ii) Recommended steps for Lubbock ISD for future data collection and reporting; (iii) Communication brief for Lubbock ISD to explain this process to teachers and campus administrators; (iv) If automation is possible, Deep Dive will propose a cost for administering the student/teacher linking process by December 2023.

3) Spending Plan Evaluation.

- A) Deep Dive, using available Education Research Center (ERC) workforce data, will investigate the movement and pay of designated teachers moving to and from Lubbock ISD. Combined with data from Human Resources, Deep Dive will provide a report detailing the effects TIA has had (or not had) on teachers' decision to come to or leave the district.
- B) Deep Dive, working with district leaders, will lead focus groups of designated and non-designated teachers to obtain stakeholder feedback on current spending policies and compile a report detailing any recommended changes.

Stakeholder Engagement

Define the process for reporting progress and outcomes to stakeholders related to the continuous improvement of the local designation system through implementation and capacity-building partnership with the TAP.

Lubbock ISD engages stakeholders in a number of settings, facilitated by the Coordinator of Research and Innovation, who supervises the development, implementation, and continuous improvement of Lubbock ISD's local designation system:

- Lubbock ISD Board of Trustees: Bi-annual updates that present system updates and new/continuing designations.
- TIA Planning Committee: Committee includes the Chief Academic Officer, Chief Operations Officer, Chief Innovation Officer, Assistant Superintendent of Curriculum & Instruction, Executive Director of Leadership & Professional Development, Executive Director of Assessment & Accountability, and Coordinator of Research and Innovation. The Planning Committee meets weekly as part of the broader Academic Support Team (AST) meeting. TIA training, updates, and discussions are included as agenda items as needed by any Committee member.
- TIA Working Group: Composed of over 50 teachers, campus administrators, and community members (including Deep Dive). This group, a majority of which are teachers, meets monthly during the school year. Any proposed changes to Lubbock ISD's local designation system are discussed by this group and voted on. Approved changes are submitted to AST and the Superintendent's office for final decisions.
- Central Office Departments: The Coordinator of Research and Innovation meets regularly with CO departments to ensure LDS fidelity. Cross-departmental collaboration is essential in order to efficiently handle data collection and submission.
- Lubbock ISD Employees: All system updates are recorded in a systems update report that is available at lubbockisd.org/ TIA and will be included in the district's TIA Teacher Playbook, TIA District Playbook, and annual training materials, as appropriate.
- Lubbock Education Policy Initiative. A research practice partnership composed of Lubbock ISD district leaders and Texas Tech University College of Education leaders, including all Deep Dive Associates. Meets monthly to collaboratively develop an ongoing research agenda, including TIA work, and provides updates/reports as appropriate.

Performance and Evaluation Measures

Describe the plan for review of progress towards meeting goals and how adjustments will be made, as needed. Include the tools and process that will be used to measure performance, objectives and strategies.

General project progress will be reported on by the Coordinator of Research and Innovation during monthly Lubbock Education Policy Initiative (LEPI) meetings and weekly Academic Support Team (AST). Insufficient progress will be determined by the LEPI Executive Committee and/or AST, both led by Lubbock ISD's Chief Academic Officer. The goal of this partnership is to build organizational capacity and human capital leading to sustainable outcomes. Thus, action(s) taken as a result of insufficient progress will be made collaboratively between district leaders and Deep Dive Associates.

First Quarter

- Deep Dive provides Pre-Test/Post-Test assessment report, including item level evaluation.
- Lubbock ISD provides annual attendance and assessment data for previous three school years to Deep Dive for analysis.
- Deep Dive conducts ERC/HR study on teacher workforce related to TIA impact on recruitment/retention.

Second Quarter

- Deep Dives, working with Lubbock ISD district leaders, develops continuous improvement cycle for its Pre-Test/Post-Test assessments to ensure assessment item validity and reliability, make necessary changes where content standards are updated, cycle out bad assessment items, and write new assessment items to ensure test administration security.
- Deep Dive provides student-teacher linking report and evaluation of the efficacy of automating the process as indicated above. District Leaders collaboratively develop action plan with Deep Dive based on report recommendations.
- Deep Dive provides recruitment/retention report regarding the impact of TIA on teacher movement to/from Lubbock ISD

Third Quarter

- Project teams provides clearly articulated assessment evaluation and revision plan. Plan is incorporated in existing TIA reference and training materials.
- Project teams provides clearly articulated assessment evaluation and revision plan. Plan is incorporated in existing TIA reference and training materials.

All deliverables are housed in a secure Lubbock ISD Google Drive that is only accessible to district leaders and Deep Dive Associates to ensure student and teacher information is protected according to requirements in state and federal law.

Budget Narrative

Describe how the proposed budget will meet the needs and goals for capacity building through implementation, 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.

PROGRAM COSTS	
\$17,443	Service Contract for Technical Assistance from Deep Dive, LLC
\$ 2,000	Direct Administrative Cost (10%)
\$ 557	Indirect Administrative Cost (Restricted Rate - 2.785%)
<hr/>	
\$20,000	Total Program Cost

FUNDS CURRENTLY ALLOCATED TO SIMILAR PROGRAMS	
\$43,850	Service contract with with Batelle for Kids for student-teacher linking. If successful, this project would eliminate this expense.
\$93,000	Service contract with SAS for EVAAS student growth modeling.
\$30,000	Annual teacher extra-duty for Pre-Test/Post-Test Assessment building during the summer interim. Now that nearly all teaching assignment are included, this number should be reduced year over year. The goal of this project is to develop best practices on continuously improving the Pre-Test/Post-Test framework to meet budgetary constraints.
\$120,000	SY 2022-2023 TIA Allotment funds retained by Lubbock ISD for teachers who have resigned prior to payout. The current spending plan has these funds being equally distributed amongst teachers on the campus where the designation was earned. If successful, this project would prioritize these funds for high-need positions.

Equitable Access and Participation

Check the appropriate box below to indicate whether any barriers exist to equitable access and participation for any groups that receive services funded by this program.

- The applicant assures that no barriers exist to equitable access and participation for any groups receiving services funded by this program.
- Barriers exist to equitable access and participation for the following groups receiving services funded by this grant, as described below.

Group <input type="text"/>	Barrier <input type="text"/>
Group <input type="text"/>	Barrier <input type="text"/>
Group <input type="text"/>	Barrier <input type="text"/>
Group <input type="text"/>	Barrier <input type="text"/>

PNP Equitable Services

Are any private nonprofit schools located within the applicant's boundaries?

- Yes No

If you answered "No" to the preceding question, stop here. You have completed the section. Proceed to the next page.

Are any private nonprofit schools participating in the program?

- Yes No

If you answered "No" to the preceding question, stop here. You have completed the section. Proceed to the next page.

5A: Assurances

- The LEA assures that it discussed all consultation requirements as listed in Section 1117(b)(1) and/or Section 8501(c)(1), as applicable, with all eligible private nonprofit schools located within the LEA's boundaries.
- The LEA assures the appropriate Affirmations of Consultation will be provided to TEA's PNP Ombudsman in the manner and time requested.

5B: Equitable Services Calculation

1. LEA's student enrollment	<input type="text"/>
2. Enrollment of all participating private schools	<input type="text"/>
3. Total enrollment of LEA and all participating PNPs (line 1 plus line 2)	<input type="text"/>
4. Total current-year program allocation	<input type="text"/>
5. LEA reservation for direct administrative costs, not to exceed the program's defined limit	<input type="text"/>
6. Total LEA amount for provision of ESSA PNP equitable services (line 4 minus line 5)	<input type="text"/>
7. Per-pupil LEA amount for provision of ESSA PNP equitable services (line 6 divided by line 3)	<input type="text"/>
LEA's total required ESSA PNP equitable services reservation (line 7 times line 2)	<input type="text"/>

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.

You may duplicate this page

Amended Section

Reason for Amendment