



2023-2025 Title I, 1003 ESF-Focused Support Grant
Letter of Interest (LOI) Application Due 11:59 p.m. CT, April 21, 2023

NOGA ID

Authorizing legislation

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, April 21, 2023**.

Grant period from

Pre-award costs permitted from

Required Attachments

1. Excel workbook with the grant's budget schedules (linked along with this form on the TEA Grants Opportunities page)
2. Pathway 1: Pathway 1 Supplemental Attachment
3. Pathway 2: Pathway 2 Supplemental Attachment
4. Memo of Discussion

NOTE: All applicants MUST submit an appropriate Supplemental Pathway Attachment for EACH CAMPUS on behalf of which the applicant is applying.

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.

Number of Campuses Included in this Application

Pathway 1	<input type="text" value="1"/>
Pathway 2	<input type="text" value="0"/>

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 2023-2025 Title I, ESF-Focused Support Grant Program Guidelines.
- 4. The applicant provides assurance to adhere to all the Performance Measures, as noted in the 2023-2025 Title I, ESF-Focused Support 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 they accept and will comply with the requirements of [Every Student Succeeds Act Provisions and Assurances](#).
- 6. 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.
- 7. Title I served Federally Identified campuses awarded this grant will engage in the Effective Schools Framework (ESF) continuous improvement process and create a plan to be submitted to TEA that addresses the selected pathway aligned to the Essential Actions (EA) from the ESF.
- 8. The applicant ensures it will notify the Vetted Improvement Program provider of intent to apply and, if awarded, will work in good faith with the Vetted Improvement Program.
- 9. The applicant will identify a campus leader, on each awarded campus, who will be responsible for managing the grant project.

Statutory/Program Assurances, cont'd.

- 10. The applicant will provide access to TEA and its Vetted Improvement Partners for on-site visits to the district and campus(es) as appropriate.

- 11. The applicant provides assurance it will participate in all grant requirements including but not limited to an ESF Self-Assessment and ESF Diagnostic, developing a Targeted Improvement Plan, and submission of funding and pathway progress reports.

- 12. The applicant provides assurance it will provide awarded campuses access to grant funding and funding information in a timely manner, so that funding can be used to meet the needs and action steps of the campus during the grant period.

Summary of Program

1. Describe how the LEA will support campus(es) in carrying out school improvement activities, including how the LEA will help develop a Targeted Improvement Plan for the eligible campus(es) selected for this grant.

The prioritized focus areas for Hillsboro Intermediate School will be Lever 1: Strong School Leadership and Planning and Lever 3: Positive School Culture. Hillsboro ISD will partner with ESC 12 to support the campus in carrying out school support and improvement activities that are aligned to the ESF framework by:

- *Ensuring effective leaders are in place at all of our campuses
- *Providing ongoing support and coaching to campus leaders
- *Providing adequate funding for necessary campus resources for implementation of school targeted improvement plan
- *Supporting principals by protecting their time dedicated to instructional leadership
- * Providing best practice resources and tools for engaging families
- * Providing data systems to track pertinent school culture data
- * Ensuring district policies, practices, and support align with and promote positive school culture and support for campus leadership

The LEA will initiate and support the development of a Targeted Improvement Plan(TIP) through the program Plan4Learning. This program is already familiar to our campus leaders and will allow inclusion of the ESF focus strategies for improvement within the campus and district improvement plans. All school improvement efforts will align with the Hillsboro Intermediate School ESF diagnostic taken in the spring of 2022. Hillsboro Intermediate and Hillsboro Elementary, as a feeder school, will engage in ESF-aligned training to build capacity in the areas determined in the diagnostic as well as professional development through participation in Texas Instructional Leadership learning opportunities. Campuses will also receive grant spending support through the continuous connection with the District Coordinator of School Improvement (DCSI).

2. Describe how the LEA will monitor schools receiving the ESF-Focused Support Grant, including how the LEA will: (a) Monitor Targeted Improvement Plans upon submission and during implementation, and (b) Implement additional actions as needed to meet barriers and challenges, after the first year of the grant cycle.

a) The District will monitor the school receiving the ESF-Focused Support Grant and its subsequent Targeted Improvement Plan in the following ways:

- *Utilize Plan4Learning as a tool to develop and monitor the Targeted Improvement Plan and schedule regular plan reviews and checks throughout both years of implementation;
- *Support and monitor the alignment of the Targeted Improvement Plan and the Campus Improvement Plans (CIP) to strengthen campus culture and systems, build staff capacity, improve school outcomes, and continue improvement efforts at Hillsboro Intermediate School. Each strategy in the campus plans will be assessed in December, March and June by the CIP committee.
- *Support Campus Leadership Teams (CLT) with meetings with the DCSI at the end of each cycle to determine 90-day outcomes for each of the essential actions of the campus TIP;
- * Provide effective and timely feedback and recommendations for necessary adjustments based on evaluation of action steps.

b) If the implementation of the effective actions aligned to the campus's prioritized focus is not successful, the district will undertake the following actions:

- *Gather and evaluate evidence that aligns with specific essential actions and key practices from Lever 1 and Lever 3;
- *Meet with ESC 12 for guidance and support in building the capacity of district and campus instructional leaders;
- *Meet with campus leadership and TIL participants for feedback on implementation and attendance in ESF-aligned training;
- *Revisit each action in the improvement plan undertaken during Year 1 to ensure that each was done with fidelity throughout the first year of implementation; and
- *Determine if district or campus systems or processes interfered with or deterred successful completion of essential actions.

Goals, Objectives, and Strategies, Performance and Evaluation

1. Describe how the LEA will modify, as appropriate, practices and policies to provide operational flexibility to the awarded campus, that enables full and effective implementation of the Effective Schools Framework Essential Actions and aligned Targeted Improvement Plan.

Practices and policies which will support operational flexibility to awarded campus:

- *Assess practices and policies that could potentially interfere with effective implementation of ESF essential actions and targeted improvement plan.
- *Meet with district and campus leaders to determine ways to overcome barriers to effective implementation.
- *Ensure campus has operational flexibility and district support to effectively implement the Targeted Improvement Plan.
- * Engage staff as partners in improvement through inclusion of staff in processes, transparency in actions, and communications to ensure buy-in and engagement.
- * Create and support leadership groups consisting of the principal, assistant principal(s), and teacher advocates that reinforce the systematic implementation of the Effective Schools Framework Essential Actions and the aligned targeted Improvement Plan.
- * Provide time and resources for professional development for campus leaders in utilizing Plan4Learning to effectively develop a plan with strategies that are aligned to the identified ESF levers.
- * Identify strengths and challenges in the school climate by surveying parents, teachers, and students. Based on results, support campus to make needed changes to the "norms" of teachers and students in order to support improvement.
- * Develop benchmarks to monitor plan implementation by setting and measuring pre-determined success metrics and share results with campus.
- * Celebrate "quick wins" with staff when data indicate positive results.

Hillsboro ISD will determine success of practices and policies that are necessary for operational flexibility through continuous contact with the targeted campus and will modify practices to allow the flexibility necessary for success.

Budget Narrative

1. Describe how the proposed budget will meet the needs and goals of the program, including staffing, supplies and materials, contracts, travel, etc. Include a short narrative describing how adjustments will be made in the future to meet needs.

Based on Hillsboro Intermediate School's ESF diagnostic, the prioritized focus for Hillsboro ISD campus support will be in the areas of Lever 1: Strong School Leadership and Planning and Lever 3: Positive School Culture. Hillsboro ISD will partner with ESC 12 to support the campus in carrying out school support and improvement activities that are intentional and aligned to the ESF framework. The goals of the program are to partner with ESC Region 12 to provide campus and district leaders an opportunity to grow in guiding teachers and transforming campus culture. Through the partnership with ESC 12 and Texas Instructional Leadership the campus will focus on redefining campus leadership roles and responsibilities. Leadership development must be linked with system development and must be aligned in order for school leaders to clearly understand responsibilities and develop the capacity to lead change. The support and aligned professional development from ESC 12 and the Texas Instructional Leadership will help this campus develop systems, processes, and procedures to enhance teaching and learning. In year two, the focus will also include Observation and Feedback which will provide campus and district leaders opportunities to develop proficiency in establishing and coaching toward effective instructional practices in every classroom.

The proposed budget will meet the needs and the goals of the program in the following ways:

Payroll-

The budget will not include any additional staff but does include funds for substitute teachers needed for professional development coverage for classrooms.

Professional and Contracted Services-

Additionally, the proposed budget includes support from contracted services for supplemental resources that support the TIL framework.

Partnership with ESC 12 Texas Instructional Leadership

*Strong School Leadership and Planning

*Schoolwide Culture and Routines

*Campus-Based Coaching

*Teacher Training

* ESF Diagnostic for summative/comparison

* Lead Like a Champion Leadership Series for campus and district leaders

Supplies and Materials-

*Book study materials for campus staff to improve and increase leadership skills and self-efficacy

In the future, if adjustments are necessary to the actual improvement plan or budget as determined by the monthly meetings, the DCSI will make necessary amendments to the budget. Additionally, federal, state, and local funds will be utilized, if needed, to provide more support for campus and teacher leaders. The DCSI will also reach out for support of ESC 12 to align necessary actions with the program goals and reassess needs based on TIP cycle review.

Budget Narrative, cont'd.

2. Describe how the LEA will ensure campus leaders have direct access to grant funding to ensure alignment to the Targeted Improvement Plan.

The district will ensure that campus leadership has direct access to grant funding. This access will occur through:

- *Creation of a 211 ESF budget code that is accessible by campus administrators
- *Processes and procedures collaboratively established to ensure that funds are accessible to the campus while still maintaining district purchasing guidelines
- *Budget conversations during TIP review about additional resources /services/ personnel needed for essential actions and key practices
- *Access to DCSI for conversations about purchases in-between TIP reviews

CDN 109904

Vendor ID 746001096

Amendment #

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 Barrier

Group Barrier

Group Barrier

Group Barrier

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

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