



2024-2025 Effective Advising Planning Grant
Letter of Interest (LOI) Application Due 11:59 p.m. CT, June 7, 2024

NOGA ID

Authorizing legislation

This LOI application must 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 7, 2024**.

Application stamp-in date and time

Grant period from

Pre-award costs permitted from

Required Attachments (linked along with this form on the TEA Grants Opportunities page)

- Excel workbook with the grant's budget schedules
- Attachment 1: Planning Grant Agreement

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.

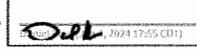
I further certify my acceptance of the requirements conveyed in the following portions of the LOI application, as applicable, and that these documents are incorporated by reference as part of the LOI application and Notice of Grant Award (NOGA):

- 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 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.

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 2024-2025 Effective Advising Planning Grant Program Guidelines.
- 4. The applicant provides assurance to adhere to all the Performance Measures, as noted in the 2024-2025 Effective Advising Planning Grant Program Guidelines, and shall provide to TEA, upon request, any performance data necessary to assess the success of the program.
- 5. 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.

Program Requirements

1. **Summary of Program:** a) Provide an overview of the program to be implemented with grant funds. b) Describe how this program will support individual planning in the context of comprehensive school counseling. c) Describe how this program will foster innovation in CTE programming and/or promote careers pathways aligned to high-skill, high-wage careers or industries.

Region One ESC serves 38 school districts and 10 charter school systems in an eight-county area in deep South Texas with over 430,000 student enrollments. Region One has a long history of effective partnerships and has extensive experience managing federal and state-funded grants, including 5 GEAR UP grants, 2 TRIO grants, multiple TEA grants, and CTE Perkins Reserve grants.

Texas faces challenges in strengthening advising efforts for LEA's that ultimately increase student awareness as well as student achievement in college and career readiness, and the ability to earn postsecondary degrees and credentials with careers aligned with current and future workforce needs.

Region One Education Service Center (ESC) will serve as the convener of the Effective Advising Program grant by planning and providing resources, guidance, and professional development opportunities to support counselors, educators, and administrators at our partner districts. The goal of the EAF is to strengthen advising efforts for LEA' s that ultimately increase not only student awareness but also attainment of a student' s postsecondary chosen pathway.

The planning for the implementation of an individual student system will be developed to ensure students' academic, career, personal, and social development. The EAF Coach will develop and build relationships with each partner district to ensure deliverables are met as indicated in the grant. Data will be collected and completed and the EAF coach shall meet with LEAs to answer questions and offer assistance regarding their program mission, vision, and goals to ensure alignment the EAF in the development of a comprehensive advising program. Partner districts will commit representatives that will attend work group meetings. The goal is that all students are equipped with academic and career development knowledge that will prepare them for college, career, and military endeavors as well as the development of social and emotional skills.

Throughout the year Region One, ESC we will holistically address the barriers and adjust programming efforts that deter students from postsecondary attainment. The goal is to increase student, educator, and community awareness in postsecondary programs and postsecondary options. The EAF Steering Committee with work together to bring program leadership, ownership, management, and content expertise for a strategic and collaborative approach within counseling. This will empower and engage students in individual career and academic planning and promote CTE programs of study and careers aligned to high wages.

Program Requirements, cont'd.

2a. **Project Leadership:** 1) Explain the **EAF Coach** selection. Include the following: Who will serve as the EAF Coach(es)? What are this person's qualifications and what is your justification for selecting them as the EAF Coach? What percentage of time will the EAF Coach(es) be allocated to this project? Include any other roles the EAF Coach holds and the percentage of time they are allocated to other projects, not to exceed 100%. If selecting more than one EAF Coach, indicate which district(s) each coach will be held accountable for supporting for the duration of the grant cycle.

2) Provide an overview of the **EAF Coach Strategy** for implementing this project. Include the following: What is the training and communication strategy the EAF Coach(es) will use to ensure participating districts fulfill their commitments to the deliverables of this project? How will the EAF Coach(es) monitor progress toward completion of deliverables? How will an EAF Coach intervene, if necessary, with districts who are not meeting expectations?

3) Provide an overview of the **ESC's strategy** for overseeing this project. Include the following: How will the ESC ensure the EAF Coach(es) have the necessary time and resources to successfully complete all grant requirements? How will the ESC monitor the performance of the EAF Coach(es) and track progress toward grant deliverables? What protocol and strategy will be followed if the ESC recognizes the EAF Coach is at risk or if they are notified by TEA that an EAF Coach is at-risk? What steps will be taken if the ESC does not retain the selected EAF Coach(es) for the entirety of the grant? How will the ESC ensure the grant project is integrated with other internal efforts?

1) Ms. Jennifer Avelar will serve as the EAF Coach. As the Director of College and Career Success at Region One, ESC, she facilitates post-secondary achievements for students in the Region One districts. She brings extensive experience in counseling and advising and provides technical assistance, training, professional development, legislative updates, and College, Career, and Military Readiness (CCMR) training to enhance student academic success and district achievement. Currently recognized by TEA as an EAF Designated Coach, Ms. Avelar helps districts improve student academic achievement and raise awareness of college and career paths, contributing to the region's economic stability and workforce success. She serves as the EAF Implementation Coach for the 2023-24 school year, aligning the EAF Grant with two school districts. Ms. Avelar will dedicate 40% of her time to the EAF Planning Grant to support 2 additional districts in designing, developing, and implementing the EAF. She will lead a Steering Committee to collect data, identify goals, and plan the implementation and monitoring of an individual student planning system aligned to the EAF, ensuring program requirements and deliverables are met.

2) The EAF Coach will complete training through TEA and work with the Steering Committee to identify goals, collect data, and plan for the implementation of an individual student planning system aligned with the EAF. The committee will meet regularly to discuss project updates, goals, and timelines, and to build strong relationships. The EAF Coach will communicate with all committee members before meetings to confirm attendance and implement a timeline and framework. Monitoring will occur routinely through site visits, meetings, video conferencing, phone calls, and emails.

After data collection is completed, the EAF Coach will meet with districts to address questions and assist with program alignment and data collection. Ongoing support will help build rapport and trust. The planning process will identify key transition milestones and K-12 grade-level benchmarks in academic development, career development, personal and social development, and financial literacy. The team will identify the support needed for students and the staff, training, and resources required to implement grade-level benchmarks and expectations.

The EAF Coach will support all districts with professional development and training. Routine visits will ensure deliverables are progressing as indicated in the grant. If needed, interventions and adjustments, including one-on-one meetings, will be made to ensure understanding and that all deadlines and goals are met.

3) The Office of College, Career, and Life Readiness (OCCLR) at Region One is led by Melissa I. Lopez, the Executive Administrator of Region One ESC. With 25 years in education, including 21 years dedicated to federal grant administration, Mrs. Lopez leads a team of directors, coordinators, accountants, education specialists, and program assistants. Mrs. Lopez and her team ensure that all OCCLR programs adhere to federal and state regulations and financial accountability requirements.

The ESC Administration will regularly meet, monitor, and collaborate with the EAF Coaches to ensure program deliverables are met. Clear and concise communication between ESC Administration and the EAF Coach is crucial for the program's success. These continued efforts will build capacity for sustainability in the EAF. Internally, the ESC staff will stay informed about the program and its impact on their work.

The ESC will manage the grant by monitoring the participation of all members to ensure compliance with the roles and responsibilities outlined in the agreement. The ESC will establish metrics for success and hold all participants accountable. If an EAF Coach is not retained, another specialist will be assigned to ensure that all grant activities and data collections are completed with other internal efforts.

Program Requirements, cont'd.

2b. **District Leadership:** 1) Provide an overview of the selection process for **partner school districts**. Include the following: an outline of the process you undertook to select partner districts, reasoning behind your selection, considering key elements such as current initiatives, participation in other projects, district and/or campus level leadership, etc., if any, that informed the selection.

2) Explain in detail how the districts you have selected meet the CTE defined criteria listed in the Eligible Applications section of these Program Guidelines. Include information for each criterion met by the individual districts.

3) Explain **Project Lead** selection. Who are the identified Project Leads at each partner district and what are their qualifications to serve as Project Lead? Include the strategy for each district selection of a Project Lead and how the district will ensure this person has the necessary time and resources to successfully complete grant deliverables.

1) Region One, ESC shared the Effective Advising Framework (EAF) opportunity with LEAs at an Instructional Leadership Network (ILN) informational webinar as well as via email. Districts also reached out to Region One ESC after the TEA shared the EAF opportunity in their CASS newsletter. LEAs that were interested submitted a request and further data analysis was done. After much consideration, Region One chose two districts to partner with in the Effective Advising Planning grant. Those districts are Donna ISD and Mercedes ISD. These districts are willing to commit to the work of the EAF program and have the capacity and sustainability intent to build an effective advising program that supports all students in making informed decisions related to postsecondary planning.

2) Additionally, each district has met the criteria of having a CTE program with high numbers of CTE concentrators and completers in grades 9-12 according to the District CTE Concentrators and Completers Enrollment, 2022-23 that were posted with the RFA materials.

Donna ISD met the following CTE defined criteria: A CTE program with high numbers of CTE concentrators or completers 4186 (9-12 Enrollment) / 1784 (CTE Concentrators/Completers) A CTE program with high percentages of CTE concentrators or completers 43% CTE Concentrator/Completer

Mercedes ISD met the following CTE defined criteria: A CTE program with high numbers of CTE concentrators or completers 1422 (9-12 Enrollment) / 854 CTE Concentrators/Completers Count. 60% CTE Concentrator/Completer.

Region One, ESC evaluated current LEA initiatives and programs to determine current resources that can be used as leverage in the program implementation phase. Each district has been made aware of the time commitment needed to be successful during the EAF planning year. Additionally, each district has been informed the budget that will assist them in supporting the time commitment for the staff members selected for the team. Each team will develop roles and responsibilities for advisors and related support staff, as well as identify gaps in staffing. The organizational structure will also detail the level of advising as aligned to the Effective Advising Framework among staff members and identify gaps to inform professional development and supports needed for program implementation. The Effective Advising Planning grant will be beneficial in guiding these districts and will have a positive impact on student outcomes as it pertains to their students in achieving post-secondary goals.

3) Dr. Melanie Ballardo, currently the Director for Student Support Services at Donna ISD, will serve as the District Project Lead. With 22 years of experience in education, including teaching, counseling, and administration, Dr. Ballardo holds a BA in Psychology, MEd in Counseling & Guidance, MPhil in Psychology, and a PhD in Psychology. She is certified as a Professional School Counselor and leads various committees within the district. Donna ISD's strategy for selecting Dr. Ballardo involved recognizing her extensive experience and leadership within the district in areas related to counseling, student support services, improvement planning and CCMR initiatives. The district understands the critical role of the project lead in enhancing the quality of services provided to counselors and improving the district's individual planning system for all students. Donna ISD will provide her with the necessary time and resources to successfully complete grant deliverables. Communication methods, including emails, TEAMS meetings, phone calls, and in-person meetings, will be utilized to facilitate efficient collaboration. The Project Lead and the Steering Committee members will sync calendars regularly to allocate appropriate time for grant deliverables, schedule weekly check-ins, and conduct monthly progress monitoring meetings to fulfill her role effectively.

Mrs. Christine Rocha will serve as the District Project lead for Mercedes ISD. She is a certified school counselor with 19 years of experience at both the elementary and secondary levels. Her expertise will be invaluable as the district develops a K-12 advising framework to ensure all students are meaningfully connected to college and career pathways. Additionally, Mrs. Christine Rocha serves as the lead counselor for Mercedes ISD, where she has established a strong rapport with counselors and campus leaders. Her leadership and collaborative experience with district and campus stakeholders will be crucial in creating an effective advising framework.

Program Requirements, cont'd.

3. **Goals Objectives and Strategies:** Provide an overview of the program to be implemented with grant funds. Describe the major goals/objectives of the proposed program. What activities/strategies will be implemented to meet those goals/objectives?

Region One ESC will convene the Effective Advising Framework (EAF) to bring district staff together, providing resources, guidance, and professional development opportunities. The goals are to increase awareness of postsecondary options, promote CTE programs, leverage family collaboration, and strengthen counseling teams to encourage healthy learning communities and student success.

The EAF Coach will build strong relationships with each partner district, providing training on program goals, expectations, EAF Prioritized Levers, Essential Actions, and Key Practices. Support will be given to partner districts to design an individual student planning system aligned with EAF, including a vision, mission, long-term goals, and K-12 grade-level expectations for postsecondary success.

The EAF Coach will communicate with all members before meetings, confirm attendance, and implement a timeline and framework. Progress will be monitored through site visits, meetings, video conferencing, phone calls, and emails to ensure deliverables are on track. Data will be collected regularly, and the coach will meet with LEAs to answer questions and ensure alignment with program goals. The coach will assist districts in analyzing postsecondary success data and advising practices using the EAF Diagnostic Tool.

The EAF Coach will complete training through TEA and regularly update the EAF Team from participating districts on project goals and timelines. The EAF coach will support districts with professional development and training to meet deadlines and goals. The coach will help districts inform stakeholders about advising priorities and build an internal advising culture. Monthly training on EAF topics as well as meetings, workshops, and office hours, will be facilitated to support districts with all EAF deliverables.

Program Requirements, cont'd.

4. **Performance and Evaluation Measures:** 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 and data used to measure performance, as well as the processes that will be used to ensure the effectiveness of project objectives and strategies.

ESC Administration will meet regularly to monitor and collaborate with the EAF Coach to ensure program fidelity. Guidance and meetings will be conducted regularly, along with evaluations using SMART goals to check for progress. Communication between ESC Administration and the EAF Coach will be clear and concise, ensuring the program's success. The EAF Coach will make sure expectations are outlined and understood by all participants.

To ensure effective feedback and program sustainability, the EAF Coach will continuously refine and integrate effective programming. Clear communication will be maintained between all parties involved. The EAF Coach will ensure the program is driven by collected data and feedback. The program will utilize the data collection systems already implemented by the district to maximize and leverage data collection. This process will ensure the effectiveness of the project objectives and strategies, leading to positive student outcomes. These processes will generate outcomes that will increase student, educator, and community awareness in postsecondary programs and postsecondary options and empower, engage students in individual career and academic planning aligned to high wage in demand careers.

5. **Budget Justification:** Describe how the proposed budget will meet the needs and goals of the proposed program. Include justification for the specific funding allocations in the proposed budget and provide detail on stipends and hours expected for services rendered.

The proposed budget of \$75,000 is designed to meet the needs and goals of the EAF program effectively. Below is a detailed justification for the specific funding allocations and an overview of the stipends and hours expected for services rendered. Payroll costs for the EAF Coach, who will spend 40% of their time on the grant, total \$26,250. An additional \$8,750 is allocated to cover 25% of employee benefits. Total for EAF Coach: \$35,000 EAF District Steering Committee Stipends: Region One will reserve a budget for stipends for the EAF District Steering Committee members at each participating school district. Each member of the Donna ISD and Mercedes ISD Steering Committees will allocate at least 2-12 hours per month and receive a stipend of \$2,000, \$3,750 or \$5,000. Total for Donna ISD: \$15,000. Total for Mercedes ISD: \$15,000 for a grand total of \$30,000. Professional and Contracted Services: \$2,000. This allocation will cover costs related to professional and contracted services necessary for the program. Other Operating Costs: \$2,000. This includes travel funds and additional training opportunities to enhance the knowledge of comprehensive school counseling programs or effective advising practices. It will also support visits and convening with each district as well as training costs. Supplies and Materials: \$2,250. These funds will be used to purchase necessary supplies and materials to support the program. Indirect Costs: \$3,750 (5% of the total budget) This will cover indirect costs associated with administering the grant.

Total Budget: \$75,000

EAF Coach: \$35,000

EAF Steering Committee District Stipends: \$30,000 (\$15,000 per district x 2 districts)

Professional and Contracted Services: \$2,000

Other Operating Costs: \$2,000

Supplies and Materials: \$2,250

Indirect Costs: \$3,750

If budget adjustments are needed throughout the course of this grant, we will seek approval internally as well as through the TEA grant department prior to making any changes. The Region One business office has extensive experience managing grant expenditures and has successfully handled competitive grant work in various other departments.

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

24-25 Effective Advising Framework Planning Grant Agreement

This agreement is written by and between:

Region One, ESC hereinafter referred to as "ESC", and

Donna Independent School District, hereinafter referred to as "District",

regarding the 2024-2025 Effective Advising Framework Planning Grant.

This agreement provides the core functions required of the ESC and District within the Effective Advising Planning Grant. By signing this document, the identified organization(s) commit to the roles and responsibilities as outlined below. This agreement will go into effect on August 1, 2024, or on the start date of the grant, whichever is earlier, and will terminate at the end of the grant period.

Purpose of this grant program:

The Carl D. Perkins Career and Technical Education Act is intended to expand opportunities for every student to complete career and education pathways that lead to credentials with value in the labor market. The planning and implementation of an individual student planning system within the context of a comprehensive school counseling program in a school district is essential to students' academic, career, personal, and social development. This grant project supports school districts in the leadership and planning of an individual student planning system, aligned to the Effective Advising Framework (EAF), with technical assistance provided by Effective Advising Framework Coaches (EAF Coaches).

Effective Advising Planning Grant Roles and Responsibilities

Education Service Centers agrees to the following key functions:

1. Serve as fiscal agents and grant leads throughout the grant period; and
2. Identify a staff member to serve as the EAF Coach throughout the grant period and reserve the necessary capacity for all staff to meet grant requirements.

EAF Coaches agrees to the following key functions:

1. Complete all TEA grant requirements to achieve EAF Coach Designation or EAF Coach Designation with Distinction;
2. Lead the district in the completion of a Diagnostic Tool, Grade-level Expectations Guide, and Gap Analysis Tool;
3. Provide technical assistance and coaching to the district's Project Lead and Steering Committee to identify EAF implementation priorities and student outcome goals; and
4. Oversee the timely completion of all grant deliverables.

The District agrees to the following key functions:

1. Identify a certified school counselor or administrator to serve as the Project Lead throughout the grant period who will be responsible for submission of grant deliverables to the EAF Coach;
2. Provide the Project Lead with the necessary capacity, support, and authority to convene and lead an Effective Advising Steering Committee;
3. Identify an Effective Advising Steering Committee representing elementary and secondary levels, which is made up of at least one administrator, one certified school counselor, one Career and

Technical Education representative, and one representative of programs serving special populations; and

4. Provide the Steering Committee Members with the time and capacity to support the completion of all grant requirements with fidelity, including the training on each component, under the direction of the Project Lead.

The Project Lead agrees to the following key functions:

1. Serve as the district's representative for effective advising in the context of the district's comprehensive school counseling program;
2. Work closely with and complete all grant requirements set forth by the EAF Coach; and
3. Convene and coordinate the work of an Effective Advising Steering Committee.

Effective Advising Planning Grant Staff Contact Sheet

ESC Information:

Name of ESC Region One, ESC

Name of Authorized Representative Melissa I. Lopez

Authorized Representative Title Executive Administrator

Authorized Representative Email mlopez@esc1.net

Authorized Representative Phone Number 956.984.6046

Name of EAF Coach Jennifer Avelar

EAF Coach Title Director-College and Career Success

EAF Coach Email javelar@esc1.net

EAF Coach Phone Number 956.984.6082 956.457.3778

District Information:

Name of District Donna Independent School District

Name of Authorized Representative Dr. Angela Dominguez

Authorized Representative Title Superintendent of Schools

Authorized Representative Email angela.dominguez@donnaisd.net

Authorized Representative Phone Number 956.464.1600

Name of Project Lead Dr. Melanie Ballardo

Project Lead Title Social Emotional Learning (SEL) Supervisor

Project Lead Email meballardo@donnaisd.net

Project Lead Phone Number 956.464-1600 ext 1421

District Effective Advising Steering Committee

Identify the staff members within the district who will serve on the Effective Advising Steering Committee. Indicate their level of involvement in the planning of the Effective Advising System.

The Effective Advising Steering Committee represents elementary and secondary levels and includes, but is not limited to, one certified professional school counselor, one administrator, a representative of career and technical education, and a representative of students from special populations.

Team Member 1 (Project Lead, required, certified school counselor or administrator with knowledge of comprehensive school counseling programs)

Name	Title	Approximate Hours per Month allocated to EAF	Stipend Amount
Dr. Melanie Ballardo	SEL Supervisor	12	3750

Email address: meballardo@donnaisd.net

Team Member 2 (required, certified school counselor or administrator)

Name	Title	Approximate Hours per Month allocated to EAF	Stipend Amount
San Juanita Franco	Advanced Academic Services Director	12	3750

Email address: sfranco@donnaisd.net

Team Member 3 (required, CTE representative)

Name	Title	Approximate Hours per Month allocated to EAF	Stipend Amount
Juan C. Leal	CTE Director	12	3750

Email address: juan.leal@donnaisd.net


Team Member 4 (required, Special Populations representative)


Name	Title	Approximate Hours per Month allocated to EAF	Stipend Amount
Debra L. Harris	CCMR Coordinator	12	3750

Email address: dlharris@donnaisd.net

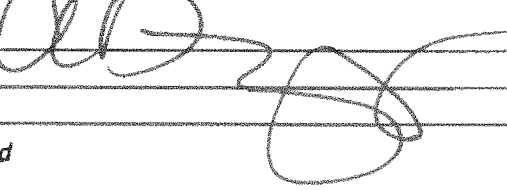
By signing this agreement, the identified party agrees to the roles and responsibilities that are outlined in this document and understand the importance of their roles and responsibilities in the success of this grant project. If either party chooses to terminate this agreement prior to the end of the grant period, a written notice which meets the requirements set forth by the Texas Education Agency (TEA) must be provided with a minimum 30-day notice. If any staff person named on page 3 of this agreement changes, written notice will be provided to the other party with a minimum 30-day notice.


ESC Signatures

ESC Authorized Representative
Name Melissa I. Lopez ESC Region One Title Executive Administrator
Signature  Date 05/28/24

EAF Coach
Name Jennifer Avelar ESC Region One Title Director-College and Career Success
Signature  Date 05/28/2024

District Signatures

District Authorized Representative
Name Dr. Angela Dominguez Title Superintendent of Schools
Signature  Date 5-23-24

Project Lead
Name Dr. Melanie Ballardo Title SEL Supervisor
Signature  Date 5-23-2024

24-25 Effective Advising Framework Planning Grant Agreement

This agreement is written by and between:

Region One, ESC hereinafter referred to as "ESC", and
Mercedes Independent School District, hereinafter referred to as "District",
regarding the 2024-2025 Effective Advising Framework Planning Grant.

This agreement provides the core functions required of the ESC and District within the Effective Advising Planning Grant. By signing this document, the identified organization(s) commit to the roles and responsibilities as outlined below. This agreement will go into effect on August 1, 2024, or on the start date of the grant, whichever is earlier, and will terminate at the end of the grant period.

Purpose of this grant program:

The Carl D. Perkins Career and Technical Education Act is intended to expand opportunities for every student to complete career and education pathways that lead to credentials with value in the labor market. The planning and implementation of an individual student planning system within the context of a comprehensive school counseling program in a school district is essential to students' academic, career, personal, and social development. This grant project supports school districts in the leadership and planning of an individual student planning system, aligned to the Effective Advising Framework (EAF), with technical assistance provided by Effective Advising Framework Coaches (EAF Coaches).

Effective Advising Planning Grant Roles and Responsibilities

Education Service Centers agrees to the following key functions:

1. Serve as fiscal agents and grant leads throughout the grant period; and
2. Identify a staff member to serve as the EAF Coach throughout the grant period and reserve the necessary capacity for all staff to meet grant requirements.

EAF Coaches agrees to the following key functions:

1. Complete all TEA grant requirements to achieve EAF Coach Designation or EAF Coach Designation with Distinction;
2. Lead the district in the completion of a Diagnostic Tool, Grade-level Expectations Guide, and Gap Analysis Tool;
3. Provide technical assistance and coaching to the district's Project Lead and Steering Committee to identify EAF implementation priorities and student outcome goals; and
4. Oversee the timely completion of all grant deliverables.

The District agrees to the following key functions:

1. Identify a certified school counselor or administrator to serve as the Project Lead throughout the grant period who will be responsible for submission of grant deliverables to the EAF Coach;
2. Provide the Project Lead with the necessary capacity, support, and authority to convene and lead an Effective Advising Steering Committee;
3. Identify an Effective Advising Steering Committee representing elementary and secondary levels, which is made up of at least one administrator, one certified school counselor, one Career and

Technical Education representative, and one representative of programs serving special populations; and

4. Provide the Steering Committee Members with the time and capacity to support the completion of all grant requirements with fidelity, including the training on each component, under the direction of the Project Lead.

The Project Lead agrees to the following key functions:

1. Serve as the district's representative for effective advising in the context of the district's comprehensive school counseling program;
2. Work closely with and complete all grant requirements set forth by the EAF Coach; and
3. Convene and coordinate the work of an Effective Advising Steering Committee.

Effective Advising Planning Grant Staff Contact Sheet

ESC Information:

Name of ESC	<u>Region One, ESC</u>
Name of Authorized Representative	<u>Melissa I. Lopez</u>
Authorized Representative Title	<u>Executive Administrator</u>
Authorized Representative Email	<u>mlopez@esc1.net</u>
Authorized Representative Phone Number	<u>956-984-6046</u>
Name of EAF Coach	<u>Jennifer Avelar</u>
EAF Coach Title	<u>Director-College and Career Success</u>
EAF Coach Email	<u>javelar@esc1.net</u>
EAF Coach Phone Number	<u>956- 984-6082 956-457-3778</u>

District Information:

Name of District	<u>Mercedes Independent School District</u>
Name of Authorized Representative	<u>Jeanne Venecia</u>
Authorized Representative Title	<u>Acting Superintendent</u>
Authorized Representative Email	<u>Jeanne.Venecia@misdtx.net</u>
Authorized Representative Phone Number	<u>956-514-2022</u>
Name of Project Lead	<u>Christine Rocha</u>
Project Lead Title	<u>MISD Lead Counselor</u>
Project Lead Email	<u>Christine.Rocha@misdtx.net</u>
Project Lead Phone Number	<u>956-514-2200</u>

District Effective Advising Steering Committee

Identify the staff members within the district who will serve on the Effective Advising Steering Committee. Indicate their level of involvement in the planning of the Effective Advising System.

The Effective Advising Steering Committee represents elementary and secondary levels and includes, but is not limited to, one certified professional school counselor, one administrator, a representative of career and technical education, and a representative of students from special populations.

Team Member 1 (Project Lead, required, certified school counselor or administrator with knowledge of comprehensive school counseling programs)

Name	Title	Approximate Hours per Month allocated to EAF	Stipend Amount
Christine Rocha	MISD Lead Counselor	8-10	\$5,000.00

Email address: Christine.Rocha@misdtx.net

Team Member 2 (required, certified school counselor or administrator)

Name	Title	Approximate Hours per Month allocated to EAF	Stipend Amount
Angela De La Fuente	Director of Secondary Education	2-4 hours	\$2,000.00

Email address: angela.delafuente@misdtx.net

Team Member 3 (required, CTE representative)

Name	Title	Approximate Hours per Month allocated to EAF	Stipend Amount
Juan Garza	Director of CTE	2-4 hours	\$2,000.00

Email address: juan.garza@misdtx.net

Team Member 4 (required, Special Populations representative)

Name	Title	Approximate Hours per Month allocated to EAF	Stipend Amount
Dora Rodriguez	Director of Special Education	2-4 hours	\$2,000.00

Email address: dora.rodriguez@misdtx.net

Team Member 5 (optional)

Name	Title	Approximate Hours per Month allocated to EAF	Stipend Amount
Norma Perales	Early College Counselor	2-4 hours	\$2,000.00

Email address: norma.perales@misdtx.net

Team Member 6 (optional)


Name	Title	Approximate Hours per Month allocated to EAF	Stipend Amount
Terry Anzaldua	Elementary Counselor	2-4 hours	\$2,000.00


Email address: maria.anzaldua@misdtx.net

**Add additional Team Members on a separate document as needed, and attach to this agreement.*


By signing this agreement, the identified party agrees to the roles and responsibilities that are outlined in this document and understand the importance of their roles and responsibilities in the success of this grant project. If either party chooses to terminate this agreement prior to the end of the grant period, a written notice which meets the requirements set forth by the Texas Education Agency (TEA) must be provided with a minimum 30-day notice. If any staff person named on page 3 of this agreement changes, written notice will be provided to the other party with a minimum 30-day notice.

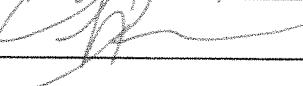
ESC Signatures

ESC Authorized Representative
Name Melissa I. Lopez ESC Region One Title Executive Administrator
Signature  Date 05/30/2024
Melissa Lopez (M, 05/30/2024 10:54 PDT)

EAF Coach
Name Jennifer Avelar ESC Region One Title Director-College and Career Success
Signature  Date 05/30/2024

District Signatures

District Authorized Representative
Name Jeanne Venecia Title Acting Superintendent
Signature  Date 5/17/24

Project Lead
Name Christy Rock Title Lead Counselor
Signature  Date 5/17/24