



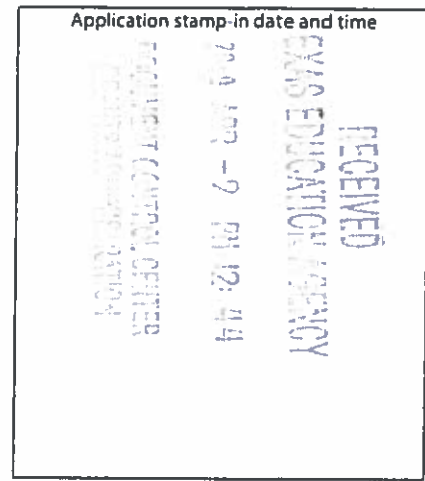
2019-2021 P-TECH and ICIA Success Grant Program
COMPETITIVE GRANT Application Due 5:00 p.m. CT, Tuesday, April 9, 2019

NOGA ID

Authorizing legislation **GAA, Article III, Rider 67 & 49, 85th TX Leg, and TEC 29.551-29.556 & 29.908**

Applicants must submit one original copy of the application and two copies of the application (for a total of three copies of the application). All three copies of the application MUST bear the signature of a person authorized to bind the applicant to a contractual agreement. **Applications cannot be emailed.** Applications must be received no later than the above-listed application due date and time at:

Document Control Center, Grants Administration Division, Texas Education Agency
 1701 N. Congress Avenue, Austin, TX 78701-1494



Grant period from **June 1, 2019 - June 15, 2021**

Required Attachments

- Four (4) attachments are required to be submitted with this application:
1. A completed "Crosswalk" template.
 2. A completed "Work-Based Education Matrix" template.
 3. A signed and dated MOU with an IHE partner - 3 pages max.
 4. A signed and dated MOU with a business/industry partner - 3 pages max.

Amendment Number

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

Applicant Information

Organization CDN Vendor ID ESC DUNS

Address City ZIP Phone

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 grant application, as applicable, and that these documents are incorporated by reference as part of the grant application and Notice of Grant Award (NOGA):

- Grant application, guidelines, and instructions
- Debarment and Suspension Certification
- General Provisions and Assurances
- Lobbying Certification
- Application-specific Provisions and Assurances
- ESSA Provisions and Assurances requirements

Authorized Official Name Title

Email Phone

Signature Date

Grant Writer Name Signature Date

Grant writer is an employee of the applicant organization. Grant writer is not an employee of the applicant organization.

2019-019514

Shared Services Arrangements

SSAs are not permitted for this grant.

Identify/Address Needs

List up to three quantifiable needs, as identified in your needs assessment, that these program funds will address. Describe your plan for addressing each need.

| Quantifiable Need | Plan for Addressing Need |
|---|--|
| Increase number of students in College Career Readiness | Increase the number in the CNA program by targeting students who have not historically been a part of the program. |
| Increase the rigor of the instructional programs | Increase linkages between IHE, LEA and the workforce by increased utilization of the director of the workforce programs. |
| Increase attendance rate | Increase number of at risk students who participate in the CNA program. |

SMART Goal

Describe the summative SMART goal you have identified for this program (a goal that is Specific, Measurable, Achievable, Relevant, and Timely), either related to student outcome or consistent with the purpose of the grant.

Goal #2-CAREER/MILITARY (CCMR)-Hamlin ISD will increase its overall CCMR score from 81% to 100% by 2023. (cut score = 47 to 64)
 Goal #2 aligns to TEA’s strategic plan to “Connect High School to Career and College.”

Measurable Progress

Identify the benchmarks that you will use at the end of the first three grant quarters to measure progress toward meeting the process and implementation goals defined for the grant.

First-Quarter Benchmark

The applicant will ensure that all at-risk students will have some form of work-based learning exposure.

Measurable Progress (Cont.)**Second-Quarter Benchmark**

The applicant will make sure that at-risk students who have an interest, are linked with an industry mentor. T

Third-Quarter Benchmark

The applicant will ensure that the number of at-risk students in the program is at, or higher than the percentage of the equal population. The applicant will host open enrollment for the CNA program. The applicant will host an informational meeting for parents and the community. The applicant will use digital resources to advertise the program to parents/students.

Project Evaluation and Modification

Describe how you will use project evaluation data to determine when and how to modify your program. If your benchmarks or summative SMART goal do not show progress, describe how you will use evaluation data to modify your program for sustainability.

The site based committee will evaluate the process to educate students on the work based learning options, including the health field and the CNA program. The site-based committee will take the program data from the CNA program to determine the positives and negatives and make adjustments as needed.

The CNA Program should help raise the percentage in our SMART Goal of having 100% CCMR by 2023.

The site based committee will be able to see if the data is changing each year to see what adjustments are needed to get our students College and Career ready.

Students in the CNA Program will be encouraged to continue their education at Cisco College for the LVN program (The CNA class is a per-requisite). Students from the LVN Program could then apply to the RN program at Cisco College.

Statutory/Program Assurances

The following assurances apply to this grant program. In order to meet the requirements of the grant, the grantee must comply with these assurances. Check each of the following boxes to indicate acceptance.

- 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 grant 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 Statutory Requirements and TEA Program Requirements as noted in the 2019-2021 P-TECH and ICIA Success Grant Program Guidelines.
- The applicant provides assurance to adhere to all Performance Measures as noted in the 2019-2021 P-TECH/ICIA Success Grant Program Guidelines and shall provide TEA, upon request, any performance data necessary to assess the success of the program.
- P-TECH and ICIA schools will provide participating students with flexibility in class scheduling and academic monitoring.
- The P-TECH/ICIA school will be open enrollment. Enrollment decisions will not be based on state assessment scores, discipline, history, teacher recommendations, minimum grade point average (GPA) or any other criteria that create barriers for student enrollment.
- P-TECH and ICIA schools will allow participating students to complete high school and, on or before the sixth anniversary of the date of the student's first day of high school: receive a high school diploma, an associate degree, a two-year postsecondary certificate, or industry certification; and complete work-based education through an internship, apprenticeship, or other job training program.
- P-TECH and ICIA programs will be provided at no cost to participating students.
- LEA will submit an action plan based on blueprint initial self-assessment and needs assessment.
- LEA will submit confirmation of a) the campus/program as a designated Texas Success Initiative (TSI) assessment site and, b) timeline for testing students to ensure that passing rates meet outcome based measures on the P-TECH and ICIA Blueprint.

Statutory Requirements

1. P-TECH and ICIA schools must establish recruitment and enrollment processes and requirements that will not exclude or discourage the enrollment of any of the subpopulations of at-risk students, including, but not limited to, students who are of limited English proficiency or who have failed a state administered assessment. Describe the recruitment and enrollment plan. Include a general timeline and describe the specific activities planned to serve the target population.

In 9th grade, we will expose all students to an assembly hosted by a health care professional. In 10th grade, we will link all at-risk students with a mentor. In 11th grade, we will continue to link at-risk students with a mentor in a work based learning environment. In 12th grade, we will ensure the at-risk students with interest in the medical field are in the CNA program.

There will be an open enrollment for anyone interested in the CNA program. We will advertise using digital tools to let the parents and students know about the program. An assembly will be hosted to peak student interest. There will be a question/answer session after the program for all students and parents to get any and all questions answered. The program director, the nurse from Cisco College that teaches the course, and the JHHS Counselor will all be available for questions and more information regarding the open enrollment for the CNA program. The CNA program will be free of cost to the students.

Meetings will be held in May and early in the fall for the open enrollment of the Fall CNA Program. Meetings will be held after Christmas for the open enrollment of the Spring CNA Program.

Statutory Requirements (Cont.)

2. P-TECH and ICIA schools must provide for a program/course of study that enables a participating student in grade levels 9 -12 to combine high school courses and postsecondary courses. Describe the course of study that the school is planning to offer and how it expands upon current offerings. Include how the course of study will enable a student to combine high school courses and postsecondary courses and identify crosswalks, sequence of courses, degrees/certificates/certifications earned, and work-based education that will be available to students at every grade level. Describe how the selected course of study will address regional workforce needs.

The students enrolled in the CNA class take the 60 hour Texas Nurses Aide class with Cisco College at Hamlin ISD, as well as 40 clinical hours with work exposure at Wisteria Place Nursing Home. In 9th grade, the students will have an assembly from a healthcare professional. In 10th grade, the students will visit the nursing home and work with patients in the healthcare field. In 11th grade, students will visit the WOW (World of Work) Expo with different careers, including healthcare. In 12th grade, students will participate in the CNA class and 40 hours of work based learning through clinical rotations.

In 9th grade, the students experience job exposure through site tours and visits by the medical industry to the campus. In 10th grade, students have an expanded site tour. In 11th grade, industry professionals will visit the campus and students will visit the regional job fair. In 12th grade, students will enroll in the CNA class and complete 40 hours of work based learning in the cohort.

Algebra I, Biology Grade 8

Principles of Health Science, Grades 9-10, 1 credit. The principles of health science course is designed to provide an overview of the therapeutic, diagnostic, health informatics, support services, and biotechnology research and development systems of the health care industry.

Medical Terminology, Grades 9-12, 1 credit. The medical terminology course is designed to introduce students to the structure of medical terms, including prefixes, suffixes, word roots, singular and plural forms, and medical abbreviations.

Anatomy & Physiology, Grades 10-12, 1 credit. The Anatomy & Physiology course is designed for students to conduct laboratory and field investigations, use scientific methods during investigations and make informed decisions using critical thinking and scientific problem solving.

3. P-TECH and ICIA schools must enter into an articulation agreement with IHEs that are accredited by a national or regional accrediting agency recognized by the Texas Higher Education Coordinating Board (THECB) in accordance with Texas Administrative Code (TAC) §74.25. The articulation agreement must provide a participating student access to postsecondary educational and training opportunities at an IHE and must address all the following items: curriculum alignment, instructional materials, instructional calendar, programs/courses of study, student enrollment and attendance, grading periods and policies and administration of statewide assessments. Name the IHE and describe how the proposed program will meet the requirements for the partnership with the IHE.

Hamlin ISD is in a partnership with Cisco College. Hamlin and Cisco have established a CNA class to be hosted at the Hamlin Piper Center for the students to participate. A local CNA program will help fill local work needs of Hamlin Medical Clinic, Hamlin Memorial Hospital, and Home Place Manor. Our area has a high demand for Registered Nurses, LVN's, and CNA's. CNA is a requirement for most RN programs and is a requirement for the LVN program at Cisco College. The Hamlin Memorial hospital has agreed to give interview preferences to the students who complete the CNA Program.

The students will be held to the same attendance standards as any college student attending the CNA Program. The student is required to miss no more than 8 hours of the total class time, or the class must be retaken. When the students finish the CNA Program, they may take the state exam to become a Certified Nurses Assistant.

Students in the CNA program will then be encouraged to continue their studies in the LVN program at Cisco College upon completion of their HS Diploma.

Statutory Requirements (Cont.)

4. P-TECH and ICIA schools must enter into a MOU with regional industry or business partners in Texas and must meet the following guidelines: provide 100% of participating students access to appropriate work-based education at every grade level, address regional workforce needs, the industry/business partner will give to a student who receives work-based training or education from the partner with a P-TECH and ICIA first priority in interviewing for any jobs for which the student is qualified that are available on the student's completion of the program and be reviewed at least every two years and updated as necessary. Name the regional industry or business partner and describe how the proposed program will meet the requirements for the partnership with the industry/business partner.

The applicant has entered into MOU's with multiple partners, with Hamlin Memorial Hospital being the lead partner. Students in the CNA program will have preference in hiring from Hamlin Memorial Hospital after passing the CNA Program. Hamlin Memorial Hospital has committed to work with the students in any way they can help. They have doctors, nurse practitioners and nurses who are willing to mentor the students and possibly provide a work based learning opportunity for them.

The CNA program will benefit Hamlin Medical Clinic, Memorial Hospital, and Home Place Manor, as our area is considered to have a shortage of RN's, LVN's, and CNA's. CNA is a requirement for most RN programs and is a requirement for the LVN program at Cisco College.

The local dentist office, Hamlin Dentistry, has also offered to help in any way needed.

Upon completion of the CNA Program, the participants are encouraged to apply to Hamlin Memorial Hospital. Assuming Hamlin Memorial Hospital has a vacancy, the participant will automatically have interview preference over all other applicants.

TEA Program Requirements

1. Grantee must establish a Leadership Team. Describe the current Leadership Team. Include a list of the individuals and their titles, along with how often the Leadership Team will meet, the dates of meetings that have already been held, any upcoming meetings and agenda topics.

Jamie Woods, JHHS Teacher
 Gary Ford, JHHS Teacher
 Russell Lucas, JHHS Athletic Director
 Matt Pond, JHHS Principal
 Cindy Hastings, JHHS Counselor
 Stephanie Wills, ES Teacher
 Diane Edwards, ES Teacher
 Kristi Byerly, ES Teacher
 Michelle Jones, ES Principal
 Leroy Arce, ES Parent
 Amber Moore, JHHS Parent
 Deanna McNeely, JHHS Parent
 Troy Harper, Business Representative
 Miles Mayfield, Community Representative
 Dr. Randy Burks, Superintendent
 Katrina Bogle, DCSI/IT/AP
 Lauri Pond, Business/Instructional Services
 Meetings:
 March 5, 2019
 November 15, 2018

2. Grantee must develop wrap-around strategies and services involving multiple stakeholders (parents, teachers, counselors, community members, etc.) to strengthen both the academic and social/emotional skills and support necessary for high school and college readiness, as well as provide academic and social/emotional support for students to be successful in rigorous academic and work-based educational experiences. Describe the current wrap-around strategies and services the school is offering, as well as the additional strategies and services that are planned to support P-TECH.

- The applicant has an ICU Database with parent texting ability to show missing assignments. The teachers enter missing assignments on a daily basis. Students who do not have any missing assignments get a longer lunch on Friday. The program has progress reports to show success. Students who have all assignments turned in, get a "Taking Care of Business" event every 6 weeks as a reward.
- The applicant has mandatory tutorials before and after school on Tuesday, Wednesday, and Thursday. Evidence of this program is monitored every 3 weeks on 3 weeks progress reports.
- The applicant provides a Career/Technology Program Period called STAR Period. This program is monitored by CTE Staff and the principal. Success of the program is monitored by improved performance on concept-specific aligned assessments. It is also monitored by walk-through documentation. At-risk students are paired with a mentor teacher. Evidence of success of the STAR periods are seen through community service projects and UIL results.
- The applicant provides a credit recovery program and/or acceleration program for students at-risk for failure or drop out. The success of this program is monitored by completion of course work to recover credits.
- The applicant provides counselor services. The success of this program is seen when students express a desire to come to school.
- The applicant provides guidance opportunities for students when choosing graduation plans and post-secondary readiness planning. Hamlin Memorial Hospital representatives are able to attend class meetings. These are documented by student logs and class meeting agendas.
- The applicant provides the Stephen Mackey Character Program. This targets all students, including at-risk students.

Request for Grant Funds

List all of the allowable grant-related activities for which you are requesting grant funds. Include the amounts budgeted for each activity. Group similar activities and costs together under the appropriate heading. During negotiation, you will be required to budget your planned expenditures on a separate attachment provided by TEA.

| PAYROLL COSTS - 6100 (include direct program and direct admin costs) | BUDGET |
|---|---------------|
| Portion of High School Principal and HS Counselor Salary | 20,000 |
| Portion of Curriculum Director Salary | 30,000 |
| Portion of PEIMS Clerk | 5,000 |
| | |

| PROFESSIONAL AND CONTRACTED SERVICES - 6200 (include direct program and direct admin costs) | |
|--|--------|
| Direct Cost for Program | 10,000 |
| Testing Fees | 5,000 |
| | |

| SUPPLIES AND MATERIALS - 6300 (include direct program and direct admin costs) | |
|--|-------|
| Scrubs, shoes, materials | 5,000 |

| OTHER OPERATING COSTS - 6400 (include direct program and direct admin costs) | |
|---|-------|
| Travel | 5,000 |
| Professional Development | 5,000 |
| | |

| CAPITAL OUTLAY - 6500 (include direct program and direct admin costs) | |
|--|--------|
| Large items for skills preparation | 75,000 |

Total Direct Costs

Indirect Costs

TOTAL BUDGET REQUEST (Direct Program Costs + Direct Admin Costs + Indirect Costs)

REQUIRED MATCH AMOUNT (total budget request x 20%)

ATTACHMENT #1: 2019-2021 P-TECH AND ICIA SUCCESS GRANT PROGRAM

Crosswalk Template

You may delete or expand rows but **do not exceed one page**

| | | | CDN 127903 | | | |
|---|---------------------|-------------------------------------|-----------------------------------|---|------------------------|----------------------|
| Program of Study | IHE Partner | Program Offered In 2018-2019? (Y/N) | Expected Program Student Outcomes | | | |
| CNA | Cisco College | Y | CNA Certification | | | |
| | | | | | | |
| Year / Grade Level | High School Course | | | Post-Secondary Course | | |
| | REIMS Course/Code # | High School Course Name | High School Credits | Texas Common Course Numbering System Number | College Course Name | College Credit Hours |
| Year 0 / Grade 8 | | | | | | |
| Year 0 / Grade 8 | | | | | | |
| Total Year 0 High School Credits | | | | Total Year 0 College Credit Hours | | |
| Year 1 / Grade 9 | 13020200 | Principles of Health Science | 1 | | | |
| Year 1 / Grade 9 | | | | | | |
| Year 1 / Grade 9 | | | | | | |
| Year 1 / Grade 9 | | | | | | |
| Year 1 / Grade 9 | | | | | | |
| Year 1 / Grade 9 | | | | | | |
| Year 1 / Grade 9 | | | | | | |
| Year 1 / Grade 9 | | | | | | |
| Total Year 1 High School Credits | | | | Total Year 1 College Credit Hours | | |
| Year 2 / Grade 10 | 13020300 | Medical Terminology | 1 | MDCA 1313 | Medical Terminology | 3 |
| Year 2 / Grade 10 | | | | | | |
| Year 2 / Grade 10 | | | | | | |
| Year 2 / Grade 10 | | | | | | |
| Year 2 / Grade 10 | | | | | | |
| Year 2 / Grade 10 | | | | | | |
| Year 2 / Grade 10 | | | | | | |
| Year 2 / Grade 10 | | | | | | |
| Total Year 2 High School Credits | | | | Total Year 2 College Credit Hours | | |
| Year 3 / Grade 11 | 13020600 | Anatomy & Physiology | 1 | | Texas Nurse Aide Class | |
| Year 3 / Grade 11 | | | | | | |
| Year 3 / Grade 11 | | | | | | |
| Year 3 / Grade 11 | | | | | | |
| Year 3 / Grade 11 | | | | | | |
| Year 3 / Grade 11 | | | | | | |
| Year 3 / Grade 11 | | | | | | |
| Year 3 / Grade 11 | | | | | | |
| Year 3 / Grade 11 | | | | | | |
| Total Year 3 High School Credits | | | | Total Year 3 College Credit Hours | | |
| Year 4 / Grade 12 | | | | | Texas Nurse Aide Class | |
| Year 4 / Grade 12 | | | | | | |
| Year 4 / Grade 12 | | | | | | |
| Year 4 / Grade 12 | | | | | | |
| Year 4 / Grade 12 | | | | | | |
| Year 4 / Grade 12 | | | | | | |
| Year 4 / Grade 12 | | | | | | |
| Total Year 4 High School Credits | | | | Total Year 4 College Credit Hours | | |
| Optional Year 5 | | | | | | |
| Optional Year 5 | | | | | | |
| Optional Year 6 | | | | | | |
| Optional Year 6 | | | | | | |
| Total Years 5 & 6 High School Credits | | | | Total Years 5 & 6 College Credit Hours | | |
| Total High School Credits | | | | Total College Credit Hours | | |
| Certification (s) to be earned by high school graduation: | | Certified Nurse Aide | | | | |
| Degree (s) to be earned by high school graduation: | | | | | | |

ATTACHMENT #2: 2019-2021 P-TECH AND ICIA SUCCESS GRANT PROGRAM WORK-BASED EDUCATION MATRIX TEMPLATE

Work-based education is an educational strategy that provides students with real-life work experiences where they can apply academic and technical skills and develop employability skills. Work-based education experiences for the P-TECH program should be provided at every grade level and should be appropriate in scope for the age of the student. Examples of work-based learning experiences are: job shadowing, cooperative education, career mentoring, internships, apprenticeships and can be paid or unpaid

Please complete the chart below with at least 3 examples of work-based learning that your program provides to students at each grade level.

You may delete or expand rows but do not exceed one page

CDN: 127903

| Year / Grade Level | Work-based Education Example # 1 | | | Work-based Education Example # 2 | | | Work-based Education Example # 3 | | |
|--------------------|----------------------------------|------------------------------|-------------------------------|----------------------------------|------------------------|------------------|----------------------------------|------------------------|---------------------------|
| | Work-based Education Example #1 | Type of Activity | Business Partner | Work-based Education Example #2 | Type of Activity | Business Partner | Work-based Education Example #3 | Type of Activity | Business Partner |
| Year 1 / Grade 9 | Interest Assembly | Site Visit | Home Place Manor Nursing Home | | Speakers come to visit | | | | |
| Year 2/ Grade 10 | | Site Visit | Hamlin Memorial Hospital | | Speakers come to visit | | | | |
| Year 3/Grade 11 | | Site Visit | Hamlin Medical Clinic | | Speakers come to visit | | | WOW – World of Work | The Work Force Commission |
| Year 4/Grade 12 | | 40 hours Work Based Learning | Wisteria Place | | Site Visits | | | WBL at Clinic/Hospital | |
| Optional Year 5 | | | | | | | | | |
| Optional Year 6 | | | | | | | | | |



Cisco College Agreement to Provide Instructional Services for Dual Credit Courses

Hantlin Independent School District, located at 509 NW 4th Street, Hamlin, Texas 79520 ("HISD") and Cisco College, located at 101 College Heights, Cisco, Texas 76437 ("Cisco") agree to articulate for the purpose of providing dual credit courses for HISD students. All communications regarding teaching requirements, schedule changes, instructional problems, or any other issues related to this agreement will be channeled through Cisco's Director of Dual Credit Programs and the designated dual credit contact for HISD.

1. Nature of the Agreement. This is an Agreement for Cisco to deliver courses for college-level credit and that satisfy appropriate high school competencies to the students of HISD. Due to the nature of this agreement, both Cisco and HISD will be required to meet certain terms and conditions to ensure successful delivery of instruction.

2. Cisco College

2.1. Professors – Cisco will provide qualified, appropriately credentialed professors to conduct dual credit classes as agreed upon by Cisco and HISD. HISD personnel who meet Cisco credentialing requirements may be approved as adjunct professors. These individuals must go through the adjunct hiring process and submit all documents required by Cisco in order to be approved by the appropriate Cisco division chair and listed as the Instructor of Record for a course.

2.2. Instructional Format & Location Course – Classes may be taught at the HISD campus on a mutually agreeable schedule. The preferred method of instructional delivery will be through on-campus faculty. However, depending on the availability of qualified professors and number of students served, Cisco may opt to deliver instruction via traditional classroom format, web-based LMS courses, interactive TV (ITV), or a blend of instructional formats (hybrid).

2.3. Registration – Cisco will provide registration services for students to enroll in dual credit courses delivered by Cisco.

2.4. Grade Recording – Cisco will provide college transcription of each student's grades. The professor will report student grades to Cisco in accordance to Cisco grade reporting policy and schedule. It is recognized that grade reporting may vary between the college and high school in terms of format and specificity.

2.5. Curriculum and Learning Objectives – Dual credit course curriculum will consist of college-level content and subject matter rigor. The Cisco professor will provide a course syllabus that explains the course requirements to HISD and to students. The Cisco professor will provide subject matter instruction that aligns with learning objectives defined by the Texas Higher Education Coordinating Board. The professor may also be responsible for incorporating the appropriate high school state-mandated education learning objectives into the course material. The high school must provide this material for the professor prior to the first day of class.

2.6. Textbooks & Course Resources – Course syllabi will contain required textbook information and ISBN numbers. Course textbooks will be available to HISD students at the Cisco College Bookstore. Textbooks purchased through the Cisco Bookstore will be eligible for buy-back under the same regulation provided to non-dual credit students at the end of each semester. Courses may require students to purchase and/or utilize electronic resources. Dual credit courses must use textbooks selected by Cisco.

2.7. Class Schedule The class schedule will be prepared and agreed upon by Cisco and HISD on a semester basis. Classes must fulfill semester contact hour requirements consistent with the same courses taught on the Cisco campus.

2.8. Composition of Dual Credit Classes Dual credit courses may be composed only of students taking the class for college credit.

2.9 Course Facilities, Equipment & Access – Cisco will ensure that dual credit students will have access to appropriate facilities and equipment to complete the dual credit courses.



Cisco College Agreement to Provide Instructional Services for Dual Credit Courses

2.10. Professor Evaluation Cisco shall supervise and evaluate professors of dual credit courses using the same or comparable procedures used for faculty at Cisco. Evaluations may include announced or unannounced classroom observation, and may require professors to submit course assignments, assessments, and/or grades to the Cisco division chair.

2.11. Academic Policies and Student Services – All academic policies applicable to courses taught at Cisco apply to dual credit courses. These policies include the academic calendar, student grievance process, admissions policies, grade policy, attendance policy, drop policy, student privacy policy, and student conduct policy. Students in dual credit courses are eligible to utilize the same support services provided to all Cisco students, including the library, tutoring services, the writing center, distance education support, and counseling. Students in dual credit courses have access to college policies in the college catalog and student handbook.

3. Hamlin Independent School District

3.1. Student Qualifications – HISD will pre-approve students for taking dual credit courses and ensure that each student meets the requirements as defined in the Texas Administrative Code for Education (Part 1, Chapter 4, Subchapter D, Rule 4.85). If necessary, written approval by the high school principal and Cisco's Chief Academic Officer may be required for a student to enroll in a dual credit class. Each student must also meet the Cisco admissions requirements and course prerequisites prior to the first day of classes.

3.2. Grade Recording – HISD will provide high school transcription for each student's grades.

3.3. Classroom, Equipment, & Course Access HISD will provide a suitable classroom environment, including supplies and equipment necessary and appropriate for the subject matter being taught, for classes delivered at the high school. HISD will provide ITV facilities for ITV classes. HISD will verify reliable computer and internet access for students taking dual credit courses.

3.4. School District Supplied Personnel Teaching as Cisco Adjunct Professors – School district personnel delivering Cisco courses as adjunct professors will meet all credentialing requirements, course requirements, and adhere to course, exam, and grade schedules set forth by Cisco..

3.5. ITV Facilitator – HISD will also provide a qualified facilitator to supervise the classroom, oversee the operation of equipment and ensure connection with the professor site, assist students as necessary, and administer exams and written assignments.

3.6. Semester Credit Hour Load – HISD will advise students regarding the workload required for a college-level course in relation to time and travel commitments for extracurricular activities. 1 SCH represents 1 hour of in-class time which may be fulfilled in-person or via LMS and 2 hours of out-of-class work. A student can expect to fulfill 3 in-class hours and up to 6 out-of-class hours per week for each 3 credit hour college-level class.

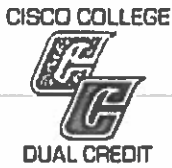
3.7. Waivers – Any dual credit course requiring a waiver must have this completed waiver in place prior to a student's enrollment in the course. Students must read and sign any required waiver. If the student is a minor, the parent or legal guardian of the student must also review and sign the waiver.

4. Payment Terms

4.1. Professor Compensation – Full-time Cisco professors are employees of Cisco and will be compensated according to the Cisco employee compensation policy. HISD teachers who are qualified to teach dual credit courses will be approved as adjunct professors for Cisco and will be compensated according to the current Cisco adjunct compensation policy.

5. Students

5.1. Policy Compliance Students will comply with all enrollment, academic, and financial policies and any other course related policy requirements by Cisco or HISD.



Cisco College Agreement to Provide Instructional Services for Dual Credit Courses

5.2. Course Participation Students will be responsible for in-class participation and out-of-class preparation as required for the college course. Students who must be absent for any reason are responsible for communicating with the professor and for completing make-up work per course policies.

5.3. Tuition and Fees The current rate for tuition and fees charged to the students by Cisco for courses where the course content is received by the student on the HISD campus is \$204 per three credit hour class and \$272 per four credit hour class.

5.4. Payments – Students will be billed for dual credit tuition unless alternate arrangements have been made by HISD and attached to this agreement. As with any college credit course, all student bills must be paid before a student may receive a college transcript. Students with unpaid bills will not be allowed to register for any other Cisco College course nor will a transcript be sent to any other college for enrollment purposes.

6. Term of Agreement

6.1. Term – The Agreement is in place until any changes are deemed necessary.

Agreed,

Cisco College

Hamlin Independent School District

Tianay Bralley
Tianay Bralley
Director of Dual Credit Programs

Date: 9/13, 2018

Misti Shoemaker
Signature

Misti Shoemaker
Printed Name

CTE Coordinator
Title

Date: 9-10, 2018



Cisco College

March 27, 2019

Hamlin Independent School District
Attention: Misti Shoemaker
509 NW 4th Street
Hamlin, TX 79520

Dear Ms. Shoemaker:

Hamlin Independent School District partnered with Cisco College and took Cisco College's Certified Nurse Aide course February 23, 2019, to March 24, 2019. This is a 5 week course with the skills and clinical taught at the Cisco College Abilene Educational Center located at 717 E. Industrial Blvd. Abilene, Texas 79602.

This is a 100-hour course that includes lecture and clinical components, and prepares students to take the State of Texas examination to become a Certified Nurse Aide by the Texas Department of Aging and Disability Services.

Successful completion of the Certified Nurse Aide certificate makes one Eligible to take the State of Texas Certified Nurse Aide Certification Licensing Exam.

Sincerely yours,

A handwritten signature in black ink that reads "Tianay Bralley". The signature is written in a cursive, flowing style.

Tianay Bralley
Director of Dual Credit



Cisco • Abilene
www.cisco.edu

November 17, 2018

Randy Burks, Ed.D.
Superintendent
Hamlin ISD
Hamlin, TX

Dear Dr. Burks

Cisco College is eager to partner with Hamlin ISD to build a program in health science and create a Health Science Academy.

The concept is to encourage student interest at an early age and then begin to train students in classroom and lab settings while still in high school. We can build a pathway to a career by beginning with dual credit and other experiences. Then students can attend Cisco College to complete their certification or licensure in a health career.

Being in a rural area as we are in West Texas, it is essential to our residents to provide adequate health care. This program will not only build skills in local residents but also provide jobs for them when they complete their education—thus, building these rural communities.

We are eager to work with Hamlin ISD by providing assistance from our counselors, dual credit director, and health faculty to build a Health Science Academy and provide these students with an option to a career in the healthcare field.

Cordially,

Carol S. Dupree, Ph.D.
Provost / CAO

Hamlin⁺ Health

MEMORIAL HOSPITAL

632 NW 2nd Street
Hamlin, Texas 79520
<http://www.hamlinhealth.org>

(325) 576-3646
(325) 576-3797 Fax

March 15, 2019

Randy Burks, ED.D.
Hamlin ISD Superintendent
45 Southwest Avenue F
Hamlin, TX 79520

Dear Dr. Burks,

Hamlin Memorial Hospital and Hamlin Medical Clinic are excited to partner with Hamlin ISD to assist building a program in health science, along with a Health Science Academy.

Being a rural hospital and clinic, we realize how important it is for our community to have great healthcare and beginning to educate our children at a young age of the importance can only be beneficial. The hospital/clinic would be interested in assisting with precepting Certified Nurses' Aide (CNA) students with the possibility of interviewing and hiring in a position, if one becomes available, once training is completed. The hope is that the health science program peaks an interest in the students and eventually leads them to a career in healthcare. The career could potentially lead them back to a rural area to serve their community.

We look forward to working with Hamlin ISD on this endeavor. Thank you for the opportunity.

Respectfully,



Tonia Cook, RN, MSN, FNP-C
Interim Chief Executive Office / Family Nurse Practitioner
Hamlin Memorial Hospital