



2018-2019 Grow Your Own Grant Program

Application Due 5:00 p.m. CT, March 13, 2018

NOGA ID

Three copies of the application are required to be submitted. **One copy MUST bear the original signature of a person authorized to bind the applicant to a contractual agreement.** All three copies must be received no later than the above-listed application due date and time at this address:

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

Application stamp-in date and time

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Grant Information

Grant Period to (Pathways 1 and 2)

to (Pathway 3)

Program Authority

Pre-award costs are not permitted.

Required Attachments

The following attachments are required to be submitted with the application. No other submitted materials will be reviewed.

Each of the three Grow Your Own pathways requires an attachment to be submitted with the application. You can find links to the required attachments on the TEA Grant Opportunities page. Download and complete the appropriate attachment and submit it with your application.

Applicant Information

Name CDN or Vendor ID ESC # Campus # DUNS #

Address City ZIP Phone

Primary Contact Email

Secondary Contact Email

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:

- Grant application, guidelines, and instructions
- General Provisions and Assurances and any application-specific provisions and assurances
- Debarment and Suspension Certification
- Lobbying Certification

Authorized Official Name/Title 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.

701-18-106-019

Shared Services Arrangements

- Shared services arrangements (SSAs) are permitted for this grant. **Check the box below if applying as fiscal agent.**
 The organization submitting this application is the fiscal agent of a planned SSA. All participating agencies will enter
 into a written SSA agreement describing fiscal agent and SSA member responsibilities. All participants understand
 that the written SSA agreement is subject to negotiation and must be approved before a NOGA can be issued.
 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
According to the 2018 TX Career Check, elem. (1st), secondary (2nd), and middle (7th) school teachers are among the top 10 high-demand occupations in the area.	Students will be advised of the benefits of pursuing a career in education (i.e. average pay rate, employment availability, etc.). Additionally, the district will establish a CTSO and have participants attend the annual conference.
Funds are needed to address the gap in student/teacher demographics. McDade ISD has 47.9% minority students and only 15.2% minority teachers for 2016 -2017.	Will identify and recruit 3 paraprofessionals, instructional aides, and substitute teachers to obtain their Bachelor's Degree and/or Teacher Certification, in an effort to address the gaps in the demographic gap seen between students and teachers.
The district's enrollment showed a 55.2% rise since 2016. The district needs funds to address the change in the student population.	Will identify and recruit 3 paraprofessionals, instructional aides, and/or substitute teachers to obtain their Bachelor's Degree and/or Teacher Certification, in an effort to address the changes in the demographics of the student population at the district which outpaces the teacher population.

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.

By May 31, 2020, teacher pathways will be established to promote growth; thus, facilitating the increased entry of qualified, diverse candidates into the teaching profession. A total of 3 paras, aides, and subs will receive their Bachelor's Degree and/or Teacher Certification to help address the shortage of teachers at the district and in the state. This goal addresses all the SMART elements, to include: Specific – (What) Teacher pathways established to promote growth; and (Why) Increase entry of qualified, diverse candidates into the teaching profession; Measurable – Number of degrees/certifications received; Achievable – Teachers selected are motivated and committed to the district; Relevant – The shortage of teachers in the targeted area has been illustrated; and Timely – By May 31, 2020.

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:

In developing the benchmarks that will be utilized to measure the progress towards meeting the SMART goal, the district created a timeline of events that would identify the stage of the program during each quarter. Based on timeline, during the initial period (May-Oct. 2018) of the grant, paras/aides/subs will have been identified and will be enrolled to begin their first courses at the partnering university. Furthermore, students will have been informed of the Education and Training courses, which will be available the 2018-2019 school year. The benchmarks will consist of the following:

- A minimum of 1 para/aide/sub will be enrolled in an Educator Preparation Program (EPP) at a partnering university and will turn in all enrollment information to the district;
- A minimum of 2 paras/aides/subs will be enrolled in courses to receive their Bachelor's and Teacher Certification; and
- A minimum of 15 students will be enrolled in Education and Training courses.

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

During the second-quarter of the program (Nov. 2018-April 2019), the educators should be through the first half of their EPP certification process and first set of college courses. Therefore, the following benchmarks have been established to measure progress:

- A minimum of 2 paras/aids/subs will have passed their first set of courses with a minimum of a C or above; and
- A minimum of 2 classroom observations will have been conducted in which the para obtaining her certification demonstrates the ability to create and administer lesson plans that align through TEKS practice and assessment within the classroom.

By this time, the high schools will have established a CTSO chapter. Therefore, the following benchmarks were created:

- A minimum of 5 students will become members of the CTSO and 3 members will compete in an academic event.

Third-Quarter Benchmark:

The benchmark that will be utilized to measure the progress of the program during the third-quarter of the program (April-Oct. 2019) will include the following:

- A minimum of 2 paras/aids/subs will have passed their second set of courses with a minimum of a C or above;
- A minimum of 1 para/aid/sub will have completed their 300 hours of coursework;
- A minimum of 1 para/aid/sub will have completed 30 hours of field-based observations;
- A minimum of 1 para/aid/sub will have received their teachers' certification;
- A minimum of 13 students will have passed their Education and Training courses;
- A minimum of 3 additional students will become members of the CTSO; and
- A minimum of 3 members will attend an annual conference and competed in an annual academic event.

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 goals do not show progress, describe how you will use evaluation data to modify your program for sustainability.

Describe how you will use project evaluation data to determine when and how to modify your program: The district will collect data on a regular basis. The district will collect data on a regular basis. Student taking part in the Educational and Training courses will have their academic data submitted to the Program Director as it becomes available. This will include report 6-week report cards. Instructional staff that are obtaining a Bachelor's Degree and/or Teacher Certification through an EPP will be required to provide training attendance data which will detail the hours and dates attended, classroom observation reports, updates on the completion of modules, etc. Additionally, sign-in sheets will be collected from the district's CTSO which will be utilized to monitor participants attendance.

This data will be assembled into a progress reports which will be reviewed by the stakeholders. These reports will help the stakeholders to determine the following: 1) Is the campus on target to meet their identified benchmarks?; 2) Which benchmarks are at risk of not being met?; 3) What obstacles are putting the program at-risk?; and 4) What solutions can be implemented to address the obstacles?

If your benchmarks or summative SMART goals do not show progress, describe how you will use evaluation data to modify your program for sustainability: If it is determined that the benchmarks that were listed cannot be met, the stakeholders will discuss modifications that need to be made to the program. Examples of changes to the program may include: 1) Not enough paras/aides/subs are interested in obtaining their Teacher Certification; 2) Paras/aides/subs are not completing the required training hours and/or modules in a timely manner; 3) Not enough students are enrolling in the Education and Training courses; and 4) Not enough individuals become members of the CTO.

If modifications must be made, the district will send letters to parents/guardians, community, administrators, and board members notifying them of the intent to modify the program. If needed, an amendment will be submitted to TEA to receive authorization to modify the program. This is especially important since the funding allocated for this grant will be based on the number of paras/aides/subs that participate in the program.

Statutory/Program Requirements

1. Describe your plan for the implementation of the Education and Training courses, Instructional Practices and/or Practicum in Education and Training, and CTSO (TAFE/FCCLA) chapter at participating LEA high schools.

McDade ISD's small, 343 students (10 pts.), nature has always created a challenge for the hiring and retention of high-quality teachers. Therefore, if awarded, this grant will provide the district the means to address this issue.

What course(s) will be offered beginning Fall 2018: The district will offer Instructional Practices to students (11th and 12th grades) in Fall 2018. In Fall 2019 the course selections will be expanded to include Practicum in Education and Training (12th grade).

How will the teacher of record and mentor teacher for the course be selected: The district will utilize a current highly-qualified teacher to serve as the teacher of record. This selection will be made based on the commitment this individual has demonstrated to the school. The assigned teacher of record will be responsible for providing instruction, administering tests and quizzes, evaluating the students' performance, and assigning a grade to students based on their performance.

A mentor teacher will be selected from the instructional staff that received their teacher certification through the use of Grow Your Own grant funds. This individual will have demonstrated excellence in their studies and a commitment to the school district. As a mentor, this individual will provide leadership, support, and motivation to students that are enrolled in the Education and Training courses.

Which career and technical student organization will be established: The district will establish a Family, Career and Community Leaders of America (FCCLA) Chapter, which will be directed by a highly-qualified teacher. In addition, one of the paras that are working on obtaining their Bachelor's Degree and Teacher Certification will assist in the establishment of the Chapter and recruiting members. Through this Chapter, McDade ISD will be able to get the teacher and para licenses in Family and Consumer Education (FACS). This will allow for the alignment and instruction of students in FACS education standards, through classroom activities, competitive events, and service learning projects.

Pathway Selection and Participation

Complete the following section(s) to indicate your choice of pathway(s) and total request for funding.

You may apply for any pathway individually or for Pathways 1 and 2 together. Pathway 3 cannot be combined with any other pathway. Refer to the program guidelines for information on restrictions to the maximum number of participants.

Pathway 1

Check this box to apply for grant funding under Pathway 1.

Number of participants times \$13,000

Pathway 2

Check this box to apply for grant funding under Pathway 2.

Number of participants pursuing BA and certification times \$11,000

Number of participants pursuing certification only times \$5,500

Total of above two lines

Pathway 3

Check this box to apply for grant funding under Pathway 3.

Number of participants times \$22,000

Education/Training Courses and Related CTSO Participation and Events

Number of high schools times \$3,000

Funding Request

Pathway 1

Pathway 2

Pathway 3

Education and training courses

Total grant funds requested

Statutory/Program Assurances: All Pathways

The applicant assures that each high school campus within the participating LEA will offer the Instructional Practices and/or Practicum in Education and Training courses of the Education and Training course sequence.

The applicant assures the each high school campus within the participating LEA will establish or continue a chapter of a

CTSO that supports the Education and Training career cluster (TAFE or FCCLA) and participate in at least one competitive event.

Statutory/Program Assurances: Pathway 1

The applicant assures that LEA campus participants will establish or continue a chapter of a CTSO that supports the Education and Training career cluster (TAFE or FCCLA) and participate in at least one competitive event.

The LEA assures its participation in an initial TEA Teacher Institute on or around June 12-14, 2018, with participants

including Education and Training course teachers, campus principals and college/career counselors. Principals and counselors will only be required to attend on June 12.

Statutory/Program Assurances: Pathway 3

The applicant assures that the clinical teaching assignment is one academic year (28 weeks minimum) in length.

The applicant assures that the IHE/EPP provides residents with with teacher certification; evidence-based coursework; and an opportunity to practice and be evaluated in a school setting.

The applicant assures that the IHE/EPP provides residents with in-person and on-site coaching and evaluation, with at

least five on-site observation and feedback cycles per semester, at least two of which include the observation of a full lesson.

Request for Grant Funds

List all the allowable grant-related activities and other costs for which you are requesting to expend grant funds, along with the amount of grant funds you are requesting for each. The maximum grant amount you are awarded will not exceed the total you request. Before funds are awarded, you will be required to budget your planned expenditures by class/object code. In the list, group similar activities and costs, keeping salaries, contracts, computers, and other related expenses together.

Description of Activity or Cost	Amount Budgeted
1. Participants' Bachelor's Degree tuition cost	23,400
2. Participant's Teacher Certification cost	405
3. CTSO Membership fees	250
4. Travel for students and teacher to attend the annual CTSO conference	200
5. Supplies	153
6. Instructional materials	150
7. Education and training courses	2,892
8. Indirect Costs	1,099
9. Professional development training	1,951
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Total grant award requested 30,500

**Grow Your Own Grant
Pathway 2 Grow Your Own Program Attachment**

Pathway 2: Transition of Paraprofessionals, Instructional Aides, and Long-Term Substitutes to Full-Time Teaching Roles

Program Participants: Applicant must specify the number of paraprofessionals, instructional aides, and/or long-term substitutes who will participate in the program and receive the stipend.

A total of 3 paraprofessionals, instructional aides, and/or long-term substitutes will participate in the program and receive a stipend.

Teacher Recruitment and Selection Process: Applicant must articulate how they plan to recruit and select high potential paraprofessionals, instructional aides and/or long-term substitutes to participate in the program and receive the grant stipend to pursue their bachelor's degree and/or teacher certification.

- € The plan must address their process for identifying participants, with potential indicators including evaluation ratings, involvement in school activities, recommendations from colleagues, etc.
- € The plan must also address how the applicant has considered the following in their recruitment strategy: pursuit of certification in hard-to-staff areas and degree to which the diversity of the teacher population mirrors that of the student population.
- € The plan must also include a description of the Memorandum of Understanding (MOU) in which the paraprofessional, instructional aide, and/or long-term substitute commits to remain in the LEA for an agreed upon length of time in a full-time teaching role as a condition of receiving the stipend.

The district has outlined a process that will be utilized to recruit and select quality paras, aides, and/or subs to take part in the Grow Your Own, Pathway #2 Program. These individuals will be selected based on their perceived potential to receive their Teacher Certification and/or Bachelor's Degree. This outline includes the following:

- **The Process for Identifying Participants:** Participants that are seeking to take part in the program will be requested to submit the following information for consideration:
 - Results of their last performance assessment;
 - List of school activities he/she is involved in;
 - Written recommendations from colleagues;
 - Degree major; and
 - Signed MOU.
- **Recruitment Strategy:** Once the paras, aides, and/or subs have been preliminarily identified to take part in the Program, the district will rank them based on the following: Experience and Proficiency. Each of the candidates will be able to obtain up to 25 points in each of these areas. Points for Experience can be earned based on years of experience, attendance, community and extracurricular involvement, and more. For Proficiency, the district will look at classroom support and interaction, student and self-discipline, quality of work, work production, attitude towards work, etc. These totals will be combined to rank the candidate with additional points be provided for candidates that help to address the diversity of the teacher population in comparison to the student population.
- **Memorandum of Understanding (MOU):** Finally, the candidates will be invited to take part in the program, based on their ranking. Paras, aides, and/or subs that agree to be a part of the program will be required to sign a MOU which will commit them to continue their employment with the district for a minimum of 4-years as a condition of receiving the stipend. The paras, aides, and/or subs will be informed that the MOU is a condition set forth by TEA and if the teacher cannot commit, another teacher will have to be selected. McDade ISD is confident that the outlined process will help to ensure that the appropriate individual is selected to take part in the Program.