



2020-2021 Summer Career and Technical Education Grant
Letter of Interest (LOI) Application Due 11:59 p.m. CT, March 26, 2021

NOGA ID

Authorizing legislation

This LOI application must be submitted via email to loiapplications@tea.texas.gov.

The LOI application may be signed with a digital ID or it may be signed by hand. Both forms of signature are acceptable.

TEA must receive the application by **11:59 p.m. CT, March 26, 2021**.

Grant period from

Pre-award costs permitted from

Application stamp-in date and time

Required Attachments

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

See the Program Guidelines for for additional attachment information.

Select Focus Area (Applicants May Select One or Both Focus Areas)

- Focus Area 1: Career and Technical Education Course
- Focus Area 2: Work-Based Learning Experiences

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 DUNS

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. All participants understand that the "Shared Services Arrangement Attachment" must be completed and signed by all SSA members, and submitted to TEA before the NOGA is issued.

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 2020-2021 Summer Career and Technical Education Grant Program Guidelines.
- 4. The applicant provides assurance to adhere to all the Performance Measures, as noted in the 2020-2021 Summer Career and Technical Education Grant Program Guidelines, and shall provide to TEA, upon request, any performance data necessary to assess the success of the program.
- 5. The applicant provides assurance that curriculum will be appropriately aligned to regional labor market supported CTE programs of study.
- 6. The applicant assures that any Electronic Information Resources (EIR) produced as part of this agreement will comply with the State of Texas Accessibility requirements as specified in 1 TAC 206, 1 TAC Chapter 213, Federal Section 508 standards, and the WCAG 2.0 AA Accessibility Guidelines.
- 7. The applicant provides assurance to provide data to TEA on student completion of courses through a special collection process run by TEA.

Summary of Program

Provide an overview of the program to be implemented with grant funds. Include the overall mission and specific needs of the organization. Describe how the program will address the mission and needs. **NOTE: If applying for both Focus Areas, applicant must CLEARLY distinguish between the two in your response.**

OVERVIEW: Carlisle Independent School District is prepared through quality staffing to provide students an opportunity to gain experience and provide coursework to assist in succeeding from the start of their high school career through the ability to experience a number of CTE programs of study before they enter classes in fall. Paid internships and simulated workplace experiences at local businesses will provide the work-based learning opportunities for its students to provide a seamless transition from schooling to the workforce.

FOCUS 1 - Carlisle ISD will implement a Summer Career and Technology Education (CTE) Bridge program for incoming 9th graders. This grant will target students for students who want to seek information about programs of study, such as: Applied Agricultural Engineering, Plant Science, Health Science and Business Management. Through this bridge program, this 4-week program will target 30-40 students, run from 8 a.m. to noon Monday through Thursday, will be held at Carlisle High School and taught by the Carlisle ISD CTE staff members. Level 1 courses in this bridge program include: Principles of Agriculture, Food and Natural Resources; Principles of Health Science/Principles of Nursing; Principles of Business, Marketing, and Finance; and Business Information Management. Four teachers will be required for the duration of the program, each of whom will teach a specified class during this span of time. This grant is intended to assist students in obtaining a head start on a pathway for students entering 9th grade, which will alleviate the stress they feel when transitioning to high school and also support an effort toward successful graduation from an approved CTE program and certification through Carlisle ISD upon the end of high school.

FOCUS 2 - A paid internship program will focus on Information Technology and Business Management work-based opportunities through the Carlisle ISD. A total of 20 students are expected to participate in these paid internships that last for four (4) weeks, Mondays through Thursdays from about 8 a.m. to 2 p.m. (6 hours) each day. The programs will include specific goals and objectives for the students and a collaborative effort between Summer CTE staff and the school district staff will design criteria to help determine student success and achievement in the work-based learning programming.

NEEDS AND MISSION: Carlisle ISD's goals and objectives are to promote an education to prepare all students for lifelong success, stressing a positive learning environment, preparing students to become productive citizens while focusing on student safety. Each one of these programs aligns with the purpose of this grant, reaching students who want to have a career after high school through CTE certification and eventually opportunities to pursue degrees in an institution of higher education.

Qualifications and Experience for Key Personnel

Outline the required qualifications and experience for primary project personnel and any external consultants projected to be involved in the implementation and delivery of the program. Include whether the position is existing or proposed.

Title and Responsibilities of Position	Required Qualifications and Experience
Principal - Responsible for managing day-to-day activities, overseeing faculty and staff, and assisting students in selecting career pathways.	Minimum of a Bachelor's Degree in Education or a related field. Experience: Must have years of experience in managing day-to-day school activities, overseeing faculty and staff, and assisting students in selecting careers.
Summer CTE Project Director - Responsible for overseeing both Focus Area programs and ensuring all performance measures. Proposed position	Minimum of a Bachelor's Degree in Education or a related field. Experience with managing programs, grants, personnel, and budgets.
District CTE staff - Will teach the courses for Focus 1. these are current staff members in the Carlisle ISD.	Ability to offer the targeted CTE programs of study. Must have at least 3 years of prior experience and knowledge in programs of study being taught.
District IT staff/administrators - responsible as the business partner in this endeavor and the liaison to the Summer CTE Project Director.	Ability to provide work-based experience and support training of students in both the IT and Business Management internship programs. These liaisons also will have at least 3 years of experience in their field.

Goals, Objectives, and Strategies

Describe the major goals/objectives of the proposed program. What activities/strategies will be implemented to meet those goals/objectives? **NOTE: If applying for both Focus Areas, applicant must CLEARLY distinguish between the two in your response.**

FOCUS 1 - GOALS AND OBJECTIVES - Carlisle ISD intends to assist more students in pursuing post-secondary education after high school; create more graduates who are career and college ready; and ensure more students are prepared for and receive high paying positions after high school through certifications and licensing.

ACTIVITIES TO BE IMPLEMENTED - All targeted incoming students will tour the campus ensuring they are more confident on their first day of school. Students will then be provided an overview of several CTE programs available to them for the summer bridge. The program will ensure each student has access to technology and materials needed to complete the CTE coursework in one of the classes they choose . All courses offered will be instructed by highly-qualified Carlisle CTE teachers who are well-versed in the subject matters they will be teaching.

FOCUS 2 - GOALS AND OBJECTIVES - Work-based experience through internships in the Information Technology and Business Management will ensure students understand the skills and abilities needed to become a quality employee in those industries and create that smooth transition from educational experiences to the workforce. These paid internships will prepare students in a way that cannot be replicated in the classroom, especially for those going into Information Technology, for which hands-on workplace experiences are key for future success and job attainment.

ACTIVITIES TO BE IMPLEMENTED - The district will ensure transportation to interested students to the locations of the internships and also will assign a staff member to oversee the work-based program, collect data and ensure exposure to experiences. Grant funds will be used to pay for students for these internships and simulated workplace experience.

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 used to measure performance, as well as the processes that will be used to ensure the effectiveness of project objectives and strategies. **NOTE: If applying for both Focus Areas, applicant must CLEARLY distinguish between the two in your response.**

PERFORMANCE MEASURES - Carlisle ISD staff will collect data on a weekly basis for these two summer CTE programs proposed here. The CTE Project Director will collaborate with the staff to assess and identify any potential problem areas.

TOOLS USED TO MEASURE PERFORMANCE: The project personnel will gather and assess several pieces of data, including, but not limited to student surveys, performance reports, questionnaires, progress reports, grades, attendance sheets and meetings with CTE teachers in the four courses being taught and the business partner liaisons to gather information so that all aspects will be consistently analyzed and evaluated through the duration of the programs.

ENSURING EFFECTIVENESS: The data collected will help Carlisle ISD determine whether the students in this programming are meeting the goals and objectives and how effective the strategies for student success are. In the Focus 1 Area, grades, attendance and participation will be analyzed after each week of programming to ensure effectiveness and engagement. For the Focus 2 area, Carlisle staff, led by the CTE Project Director and those specific to this summer program will contact on a weekly basis the businesses and industry liaisons involved in the paid internships to ensure attendance, participation and quality of the student's work-based activities and the overall programming being made available to them.

FOCUS AREA 1 - To evaluate performance, the following measures will be used: the number of students who enter the summer bridge program and complete the program; the number of CTE courses and who are prepared for statewide programs of study; the number of students who plan to enter post-secondary education; and student grades, and attendance in the CTE courses and programming.

FOCUS AREA 2 - To evaluate the program and ensure student outcomes, the following measures will be used: the number of students attending and participating in the program, a list of students and their average hours worked, an internship performance rubric, student weekly production reports as noted between summer program director and the business partner, and the overall quality of the work and efforts of the students. All of these performance measures directly align to student outcomes and are consistent with the purpose of the program.

Budget Narrative

Describe how the proposed budget will meet the needs and goals of the program, including for staffing, supplies and materials, contracts, travel, etc. If applicable, include a high-level snapshot of funds currently allocated to similar programs. Include a short narrative describing how adjustments will be made in the future to meet needs. **NOTE: If applying for both Focus Areas, applicant must CLEARLY distinguish between the two in your response.**

To develop the proposed budget for this Summer CTE grant, the Carlisle ISD administration outlined needs, goals, and milestones for student development and success. Then, the district researched the cost of the staffing, supplies and materials, curriculum, software, travel, and equipment needed to reach those goals. Next, the district determined how many students would be participating in the program and if they would require additional materials, technology, etc.

FOCUS AREA 1

Based on these available courses, the district developed the following budget for the Summer Career and Technological Education Program:

- Payroll and benefits (\$17,930) - This includes costs in both for a staff member to be the project director (extra-duty pay). Also, for a bus driver and four (4) teachers (extra-duty pay) that will provide instruction in the identified CTE courseworks;
- Professional and contract services (\$5,155) - Grant funds will be used to support CTE staff training to prepare for the shortened courses to ensure students are obtaining the best opportunities possible;
- Supplies and Materials (\$24,715) - Grant funds will be utilized to purchase instructional supplies and resources that are needed for the delivery of instruction of these four courses. This will include relevant, online resources, as well as, providing technology for students to utilize during the Summer Bridge Program so that students can complete assignments;
- Other operating costs (\$2,200) - The district will cover the cost for transportation (fuel and maintenance) for students to be picked-up and dropped off from the program as needed.

FOCUS AREA 2

- Payroll (\$10,490) - Extra duty pay for professional staff acting as Internship coordinator. This will fund one person on a part-time basis during the 4 weeks to oversee the internship program, collect data, schedule and ensure proper training, evaluate training opportunities and respond to student and parent issues and concerns. Also will be extra duty for staff who will assist in the training and support for the work-based education in both IT and Business Management.
- Pay for student internships (\$23,040) Students will be paid \$12 per hour, for 24 hours per week for 4 weeks. That totals \$1,152 per student for 20 students;
- Supplies and Materials (\$10,425) - Grant funds will be used to purchase instructional supplies, technology, equipment and other resources necessary to operate the internships; and
- Other operation costs (\$1,200) - The district will cover the cost for travel (fuel and maintenance) for students to be picked-up and dropped off to the school district facilities for the the internship/apprenticeship to ensure all students can participate regardless of transportation abilities.
- Indirect costs (\$4,845) - This is based on the district's approved indirect percentage.

ADJUSTMENTS: If it is determined adjustments to the program are needed, the stakeholders will meet to discuss what changes are needed that will help to ensure the success of the program. If the stakeholders require guidance on addressing a certain issue, they will reach out to TEA so their concerns can be addressed properly. If modifications must be made, the district will send out letters to parents and guardians, community, administrators, and board members to notify them of the intent of the district to modify the program. If needed, an amendment will be submitted to TEA to receive authorization to modify the program.

SNAPSHOT OF FUNDS CURRENTLY ALLOCATED: If awarded, Carlisle ISD's plan to leverage funds will impact several areas that are in line with the goals and purpose of the grant. This will include providing students access to classrooms, materials, software, and technology that can be utilized during course instruction for this Summer CTE program, specifically the Focus Area 1 classes.

Program Requirements

1. **Focus Area 1:** Applicants must specify which program(s) of study and the CTE course(s) in the program(s) of study that will be offered (see <https://tea.texas.gov/academics/college-career-and-military-prep/career-and-technical-education/approved-cte-programs-study> for a list of the approved statewide programs of study). Include the number of students who be engaged and supported in this focus area.

Carlisle ISD will provide a new Summer Bridge Program for 8th grade students transitioning to 9th grade. During this Summer Bridge Program, 30 to 40 students will be provided the opportunity to take part in course sampling through a rotation into each of these programs, to include the following Level 1 Approved TEA CTE coursework:

- * Principles of Agriculture, Food, and Natural Resources (can lead to careers such as veterinarians, wildlife biologists, agricultural engineers, food science technicians, landscaping supervisors, and soil and plant scientists);
- * Principles of Health Science/Principles of Nursing (which can lead to careers such as registered nurses, practitioners, athletic trainers, physiologists and recreational therapists); and
- * Principles of Business, Marketing, and Finance/Business Information Management (which can lead to careers as management analysts, operations managers, insurance sales agents, and analysts/marketing specialists).

This Summer program will allow each participating student to obtain an idea or a "peek" into all of these opportunities for potential option of career pathways in order for them to make better informed decisions on which pathway they would prefer to follow as they develop in their high school career. This is especially important because few of these types of businesses and careers are located or available in the immediate Henderson area so students do not have the opportunity to observe these types of careers on a regular basis.

The courses will be taught at the high school by highly qualified CTE staff. Carlisle ISD administrators believe providing these CTE courses during a crucial transition year will help these students to a quicker start in their high school careers with eventual benefits to complete coursework and obtain certifications by the time they graduate and be on a path toward an associate's degree if they so choose.

2. **Focus Area 2:** Applicants must specify business and industry partners who will be involved in your program. Additionally, specify the work-based learning model(s) which will be utilized and the number of students who will be engaged and supported.

Carlisle ISD will offer a 4-week paid internship program which runs Mondays through Thursdays about 6 hours per day. This program will involve work-based learning opportunities in business, technology and management settings. This program will utilize grant funds to establish, facilitate and monitor internships and job shadowing opportunities for 20 of its students interested in Information Technology and Business Management.

All of these opportunities will be provided through the district. The idea is to hire students to intern within the Carlisle district facilities. Because of the rural nature of the district, students often are not able to obtain transportation into town and work. The plan is to offer transportation and paid internships to students who qualify, to work with the IT department repairing Chromebooks, iPads and technology equipment along with regular summer maintenance work on computers. The students who qualify for the Business Management aspect would work with the district's office staff to complete necessary functions such as creating and building spreadsheets for schedules, classrooms and locker assignments for the entire district. Currently, the area does not have any businesses in the community that support these two programs of study other than the district itself.

Grant funds would be used to compensate students based on their attendance and performance in these internship opportunities. This Summer CTE grant will allow Carlisle ISD to offer its economically disadvantaged and at risk students opportunities not typically afforded to them and at the same time earn pay for their time and efforts.

In order to ensure the program is meeting its goals and objectives of both the grant and the district, Carlisle ISD staff, specifically the CTE Program Director and the internship program professional staff members also will observe the work-based experiences and training occurring within the district.

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