



**2020-2021 Additional Days School Year Planning and Execution Program
Letter of Interest (LOI) Application Due 11:59 p.m. CT, April 27, 2020**

NOGA ID

Authorizing legislation **Title IV, Part A, Section 4107; Texas Education Code Sec. 48.0051 INCENTIVE FOR ADDITIONAL INSTRUCTIONAL DAYS**

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

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

TEA must receive the application by **11:59 p.m. CT, April 27, 2020**.

Application stamp-in date and time

Grant period from

Pre-award costs permitted from

Required Attachments

1. Excel workbook with the grant's budget schedules (linked along with this form on the TEA Grants Opportunities page)
2. All required attachments as discussed in Program Guidelines

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 Program Guidelines.
- 4. The applicant provides assurance to adhere to all the Performance Measures, as noted in the Program Guidelines, and shall provide to TEA, upon request, any performance data necessary to assess the success of the program.
- 5. The applicant provides assurance that they accept and will comply with [Every Student Succeeds Act Provisions and Assurances](#) requirements

Voluntary Summer Learning Cohort Assurances (required for Voluntary Summer Learning applicants only):

- 1. Participants will utilize Additional Days School Year funding to implement a summer learning program including at least 25 additional days with 360 operations minutes per day, and 180 instructional minutes per day dedicated to math and reading.
- 2. Program days will include additional enrichment activities such as arts, science exploration, and sports.
- 3. The Voluntary Summer Learning program will be first implemented in the summer of 2021.
- 4. Instructional minutes of summer program will be taught by a certified Texas teacher.
- 5. Teachers will be assigned students in a grade level they have taught previously during the school year. Participants will develop a rigorous selection process to recruit high performing and motivated teachers.
- 6. Participants will participate in all required data collections, including implementing interim assessments to evaluate student progress and summer slide.

Statutory/Program Assurances (Cont.)**Full Year Redesign Cohort Assurances (required for Full Year Redesign Cohort applicants only):**

1. Participants will utilize Additional Days School Year funding to implement a summer learning program including at least 25 additional days with 360 operations minutes per day, and 180 instructional minutes per day dedicated to math and reading.
2. Participants will design a calendar with additional days on the front-end of the school year (e.g., start school year in July) so a 210-day program can be completed in time for STAAR test.
3. Participants will start the Full Year Redesign in the summer of 2021 as part of the 2021-2022 school year.
4. Participants will typically target all students on the campus for a full 210-day calendar, with a minimum of a full classroom participating in the 210-day program.
5. Participants will design programming to ensure students participating in the 210-day program will remain with the same teacher during the 210-day school year.
6. Participants will participate in all required data collections, including implementing interim assessments to evaluate student progress and summer slide.

Statutory/Program Requirements

Please select the type of cohort being applied for. Select only one of the following:

Check this box if applying for the Full Year Redesign Cohort

Check this box if applying for the Voluntary Summer Learning Cohort

1. ADSY Program Design: Why does the district want to join the Additional Days School Year (ADSY) Planning and Execution Program? Please specify whether the district is applying as a Voluntary Summer Learning Cohort or a Full Year Redesign district.

The reason WHY Pawnee ISD is applying for this grant is to: target the specific academic need in the core area subject of Reading; addresses summer learning loss in other academic areas; and provide a safe environment where students can receive continued learning and enrichment activities during the summer. Below you will find justifications for our district opting to apply for this grant funding. (1) ACADEMIC NEED (Reading/Writing) – According to the stats provided by United States Census Bureau in 2018, our target area has a high poverty rate (21.7%), which is direct correlation to our district's Economically Disadvantaged rate of 84.9%. This percent is 24.3% more than the state's average of 60.6% (Source: 2018-19 TAPR). Additionally, on a 0-100 scale, the campus only received a 69 on academic growth for the subjects of Reading and Math, according to 2019's STAAR scores provided by TexasSchools.gov. Moreover, we have a high unemployment rate of 8.9%, which is nearly double the state's average of 4.9% (Source: 2018 United States Census Bureau). These financial restrictions that families face attribute to students having limited access to computers, Wi-Fi, libraries, etc. (2) SUMMER LEARNING LOSS – There are several factors that lead our district to limited and academic and enrichment opportunities. 1) The rural-remote location (as classified by TEA) causes the district to be limited to no external academic facilities such as: Sylvan Learning, Kumon Math and Reading Centers, Mathnasium, etc. 2) Limited enrichment opportunities such as no access to external extracurricular organizations such as: Boys and Girls Club, Boy Scouts, etc. (3) SAFE/FUN ENVIRONMENT – To boost academic performance, reduce risky behavior, and provide a safe/fun environment for the children of working parents, the campus will incorporate fun enrichment activities such as soapbox racing, livestock judging, fine arts and a variety of physical activities (basketball, kickball, volleyball, etc.). By implementing this grant program, the district will be able to also ensure they are supporting their mission statement of "providing a safe environment where students thrive academically and socially." Pawnee ISD plans to implement the FULL YEAR REDESIGN program if awarded the Additional Days School Year Grant. With this grant program, Pawnee ISD can address the targeted student academic needs and provide extended learning opportunities in a "safe environment", as stated in their mission statement.

Statutory/Program Requirements (Cont.)

2. ADSY Program Design: Describe the type of programming the district anticipates implementing as a part of the ADSY Program. For instance, a district may include proposed plans around instructional approach, operational design, target students, etc. Districts are advised to review Cohort Requirements in the application for reference.

Pawnee ISD anticipates implementing both an INSTRUCTIONAL (Reading/Writing) and TARGETED student's (Ex. Economically Disadvantaged) approach. These approaches will be implemented in a 210-day program year. This program will include 6th-8th grade (attend same campus as PK-5); however, only PK-5th grade will be required to participate in the ADSY program. As part of the first year of the cohort experience, Pawnee Elem./JH will undergo a year-long planning process to plan for ADSY program implementation, which will include the designation of a project manager and collaboration with technical assistance vendors to assist with design and implementation, finance and operation, and academic components. Additionally, during year 1 of the grant, the campus will plan and design a strategic plan based on the ADSY planning rubric provided by TEA. This procedure will ensure that essential academic and operational program components are covered. These components include items such as: Offering a program that is 210 days in length prior to the STAAR test, ensuring the same teacher teaches students throughout the program, etc. Pawnee ISD is committed to this program and will assign an experienced campus administrator to serve as the Project Manager (Joshua West). This individual has the interest, experience, and ability to serve as the Project Manager (PM). He will be given autonomy to carry out requirements of the program. The PM will dedicate a minimum of 50% of his time designing and launching a new instructional model with additional instructional days. This plan may take up to 6 months and will require him to work with leadership across district and campus departments/divisions. The PM will attend the ADSY Kickoff Summit to gain more insight of the Strategic Plan in the summer and fall of 2020. Given the experience of Mr. West, the district expects that the ADSY planning rubric will meet TEA's quality expectations to continue to move forward and receive continuation funding. Additionally, site visits will be conducted to schools actively implementing year-round or innovative instructional models to better understand other school program implementation. This will allow Mr. West to see first-hand other schools effective re-imagining of the school year. Pawnee ISD's board has been made aware of the intent to apply for this funding and is in support of an extended full-year redesign academic program. Therefore, the district expects board approval to move forward, and complete part 2 of the Strategic Plan.

3. ADSY Program Design: Describe any prior experience with summer learning programs, extended learning time, or large change management initiatives within the district and include any relevant takeaways from implementing those programs that will be helpful in the implementation of ADSY.

Pawnee ISD believes they have the experience required to successfully run an ADSY Grant program that involves summer and extended learning time. A demonstration of this EXPERIENCE can be seen through the current 21st Century Community Learning Center (CCLC) Grant Program that the district is involved in, which has many of the same components involved in this ADSY Grant.

The 21st CCLC grant's purpose is to provide academic enrichment opportunities during non-school hours for children. The program helps students meet state and local student standards in core academic subjects, such as Reading and Math; offers students a broad array of enrichment activities that can complement their regular academic programs; and offers literacy and other educational services to the families of participating children.

This is the district's 12th year of running this program. This grant program is not only before/after school but also includes a summer component, which is a requirement of this grant. In the 21st CCLC Grant summer program, the district provides students an additional 6 weeks of opportunities to receive various activities such as: tutoring, career advising, recreational sports, etc.

Through this grant program, the district has been able to iron out and put into practice the best and most effective strategies needed to run a successful summer program. Items that have been in discussion and addressed during the 21st CCLC grant include: transportation, personnel responsible for monitoring/teaching students, and cafeteria personnel staffing needed to offer students nutritional snacks. This experience has benefited the district greatly and will assist the Pawnee Elementary/Junior High in implementing a successful ADSY Grant.

Statutory/Program Requirements (Cont.)

4. Commitment and Intent from Leadership: Please describe the primary district advocates and why they are committed to the ADSY Program. Please include any examples of evidence that supports this claim.

For this grant program, the district first ensured they had support from key leadership personnel. Due to how small and rural the district is, the number of district advocates is very limited. However, the primary advocates for Pawnee ISD include the Superintendent, Campus Principal, and Business Office Manager, all of whom showed their commitment to the program by assisting in the completion of the grant proposal.

Additionally, evidence to the commitment of the program can also be seen by the submitted letters of support. References as to why some of these key advocates are committed to the program can be seen below, which is verbatim from their signed and submitted letters of support.

- Superintendent (Michelle Hartmann)- We will be able to support this [the district's] mission. With the increase in academic days, students will be able to have a safe environment and have a better opportunity to meet the challenges of a changing society.
- Campus Principal (Kendra Wuest) - With this increase in days, we will be able to increase the amount of enrichment activities students receive such as arts, science exploration, and sports.

The district understands that the Project Manager must allocate at least 50% of his time to the grant program. Therefore, the district plans on dedicating an additional district administrator to assist with this grant. This proactive consideration demonstrates the district's commitment to the program.

Lastly, the school board members have all been made aware of the district's intent in applying for the Full-Year Redesign Grant and are excited about the possibility by the show of an official unanimous vote of support for the program.

5. Commitment and Intent from Leadership: What components of the Planning and Execution requirements does the district believe will be most helpful in leading to a successful program and why?

The district leadership (Superintendent) and Campus administrator (Campus Principal) are committed to meeting the intent of the grant by extending the calendar year to add additional days to the front-end of the school year (e.g., start school year in July). This will enable the district to offer a cohesive 210-day program that can be completed in time for the annual STAAR test. **PLANNING REQUIREMENTS (Process Length- 1 Year):** The most critical planning components will be: 1) TEA/VETTED VENDORS: Although we are experienced with a summer component through the 21st CCLC Grant, we are not experienced with a Full-Year Redesign Program. Therefore, attending the summer kickoff, visiting other sites with similar program, attending the learning community workshops quarterly, and meeting with/using resources provided by the technical assistance vendors provided by the state will be of essential importance. 2) STEERING COMMITTEE: The committee members will bring appropriate leadership support and decision-making flexibility to implement the changes that are required to launch a Full-Year Redesign Program. The committee's experience, background, and cross-functional nature will bring a plethora of knowledge and help support the progress on a monthly basis to ensure the success of the program. 3) MASTER SCHEDULE: The newly modified master schedule will be a pertinent component of the grant since it will provide teachers increased planning time and enrichment time for students. **EXECUTION REQUIREMENTS (Process Length- 3 Years):** The most critical execution components will be: 1) ANNUAL ADSY STRATEGIC PLANNING REFLECTION AND REVISION: Lessons learned from the first year of planning will guide the program in the right direction during the execution phase of the grant. 2) ON-GOING COHORT ENGAGEMENT: Engaging in cohort check-ins will allow the district to discuss problems incurred and identify promising practices that will ensure adequate planning and adjustments for both the current, and future grant program years. Also, having our staff learn from other cohort members and being able to identify their most promising practices for execution will be beneficial. 3) EXECUTION PERFORMANCE MANAGEMENT AND METRICS: The last critical component is being provided performance metrics by TEA that the campus can follow. This will help us identify performance metrics with evidence that indicates students improved on their targeted outcomes.

Statutory/Program Requirements (Cont.)

6. Pilot Approach and Campus Selection: List the schools the district is selecting to implement ADSY and include a rationale as to why each school was selected. Include information as to why each school is suited for the specific cohort in which the district is applying.

Pawnee ISD's Elementary/Junior High campus was selected to implement the ADSY grant program. This campus was selected for a multitude of reasons. The reasons why this campus is suited for this specific cohort of funding can be seen below:

- **ECONOMIC FACTORS:** The Economically Disadvantaged Rate for the campus is 84.9%. This percent is 24.3% more than the state's average of 60.6% and causes the campus to become a priority campus for this selection of funding (Source: 2018-19 TAPR). Additionally, according to the stats provided by United States Census Bureau in 2018, our target area has a 21.7% poverty rate (State's average: 14.9%) and a high unemployment rate of 8.9%, which is nearly double the state's average of 4.9%. These financial restrictions that families face attribute to students having limited access to computers, Wi-Fi, libraries, and most importantly, childcare during the hours that they are at work.
- **ACADEMICS:** The campus 3rd Graders, the first set of students to take STAAR testing, are only passing their Reading test at a 64% rate. This is significantly lower than the State's average of 76%. Additionally, on a 0-100 scale, the campus only received a 69 on academic growth for Reading and Math, according to 2019's STAAR scores found at <https://txschools.gov/schools/013902101/overview>.
- **STRONG LEADERSHIP:** The district understands that with this grant there will be additional responsibility and activities that must be conducted. At the targeted campus, Pawnee ISD currently employs a Principal that has been with the district 5 years and has 8 years of experience working directly with grant programs. If awarded this grant, this individual, Ms. Wuest, will be a key advocate of the program and assist the PM with the implementation of the work at the proposed school. Ms. Wuest will be a huge asset to the program not only because of her experience as a supervisor but her experience with the elementary/junior high campus specifically. These years of experience will enable her to understand the ins and outs of the campus, student demographics, and staff requirements better than most people. This information will be provided to the Project Manager.

7. Pilot Approach and Campus Selection: What problem is the district/school attempting to solve by launching the ADSY Program and how does additional days help solve the root cause of the problem? Please specify by school as needed.

A key component to Pawnee ISD's mission is to ensure "students thrive academically".

PROBLEM: Unfortunately, for our 3rd Grade students this is proving to be a bit difficult. As mentioned above, our 3rd Grade students are only passing their Reading test at a 64% rate. This is significantly lower than the State's average of 76%. Additionally, on a 0-100 scale, the campus only received a 69 on academic growth for Reading and Math. This can be attributed to insufficient time for teachers to dedicate time for enrichment and professional development training.

ROOT CAUSE OF PROBLEM: In the target area, only 10.2% of individuals have obtained a bachelor's degree. This is nearly 3 times less than the State's average of 30.3% (Source: 2018 United States Census Bureau). With this low educational attainment of individuals, students usually don't have a strong influence of education in their early years. This is one of the reasons that our 3rd Grade students' test scores were lower than the average for the State of Texas. **HOW IT WILL BE SOLVED:** To ensure students are heavily influenced with education in their early years, the district plans to implement a Full-Year Redesign Grant Program. In this program, students in grades PK-8 will now have access to academic enrichment 210 days of the year. Additionally, teachers will now have an increased amount of planning time, as well as, time to attend professional development opportunities (i.e. Lesson Study). This additional planning/professional development time will be crucial to addressing the problem that is being faced. Teachers will now be able to create lesson plans and activities specifically designed to address students' individual needs; thereby, increasing the effectiveness of the classroom offerings and increasing student STAAR scores.

To measure the increase in student performance and to ensure the district meets all grant requirements, once this grant is executed the campus will track the following performance measures:

Statutory/Program Requirements (Cont.)

7. Pilot Approach and Campus Selection: Response continued.

- **ADSY STRATEGIC PLAN:** Review and approval of campus ADSY Strategic Plans.
- **INTERIM ASSESSMENT DATA:** The approved assessment administered in the beginning, middle, and end of year provide evidence of student growth in academic achievement. The Interim Assessment will be able to accurately measure summer slide as qualified through approved vendors in spring of 2020.
- **SCHOOL BOARD SIGN OFF:** The school board approve and sign off on notifying the community of the 210-day calendar year approval for the 2021-2022 school year.
- **STUDENT ATTENDANCE DATA:** Attendance rates will be tracked for students attending regular days, as well as, additional days through the ADSY Program.
- **STAFF ATTRITION DATA:** Annual staff attrition rates will be tracked at the participating campus through the 2022-2023 school year.
- **STAKEHOLDER SATISFACTION SURVEY:** Annual surveys will be administered starting in the planning year through year 2 of implementation to gauge stakeholder perception and effectiveness of ADSY implementation.
- **FIDELITY OF EXECUTION DATA:** Annual data collection will be conducted to measure fidelity to strategic plan and additional indicators.
- **ADDITIONAL DATA COLLECTION:** Any data requested by the Texas Education Agency (TEA) or third party will be tracked during the ADSY Kickoff Summit. Data that may be requested to be collected include components that demonstrate on-going implementation status, as well as, work with a potential ADSY research team.

8. ADSY Program Support: Project Manager - Who will lead this work at the district by serving as the ADSY Project Manager, and why is this person right for this role? Include information about the experience, background, and ability to drive student results of the ADSY Project Manager. If a Project Manager has not been identified, please provide information about how you will identify and select an ADSY Program Manager.

Mr. Joshua West will lead this work at the campus and serve as the ADSY Project Manager. The reason Mr. West is right for this role can be seen below.

- **EXPERIENCE** – Mr. West has had experience in a supervisory role. In fact, he has served as the Campus Mental Health and Nutrition Coordinator Supervisor, the Campus Student Health Advisory Committee Coordinator, and the Campus Safety Coordinator. Additionally, he has had significant amount of experience specifically with Pawnee ISD, which will prove to be a vital component to the success of the program. Some of the key accomplishments that he has had with the district include: Implementing the Texas School Readiness Comprehensive Grant; Serving as the construction manager for new athletic facility and renovations to current all-weather track (\$1 million); and Negotiating grant terms for a \$1,071,894 Head Start Partnership Grant Agreement with BCFS Health and Human Services.
- **BACKGROUND** – Mr. West is a highly educated individual. Not only has he pursued an educational career pathway, but he has excelled in obtaining various education-related degrees and certifications. These include:
 - o Degrees: Bachelor of Science, Sul Ross State University, Texas; and Masters in Educational Leadership, Walden University.
 - o Certifications: Physical Education (All Level); Social Studies (4-8); History (4-8); CLASS Certification – Observer; TTESS Certification - Observer; Principal (EC-12).
- **ABILITY TO DRIVE STUDENT RESULTS** – As Director/Principal of the campus, Mr. West assisted the district in obtaining a “B” accountability rating in 2019. Additionally, this past year Mr. West assisted the district in acquiring multiple distinction designations. These designations include: Academic Achievement in Mathematics; Academic Achievement in Science; Top 25 Percent: Comparative Closing the Gaps; and Postsecondary Readiness. These designations, along with the information listed above prove Mr. West has the ability to drive student results, experience, and background needed to run a successfully ADSY Grant Program.

Statutory/Program Requirements (Cont.)

9. ADSY Program Support: Project Manager – Please describe where within the district’s organization structure the ADSY Project Manager will reside and the rationale for this placement. Please include information about how this will allow the Program Manager to facilitate ADSY program decisions, obtain cross-division support and access leadership to remove barriers.

WHERE WITHIN THE DISTRICT’S ORGANIZATION STRUCTURE: The ADSY Project Manager (PM) will be the 2nd highest rank in district personnel. The ADSY PM will receive direct supervision from the Superintendent and ADSY Steering Committee.

RATIONALE FOR THIS PLACEMENT: By being this high in the district’s organizational chart, the PM will be able to facilitate ADSY program decisions, obtain cross-division support, and access leadership to remove barriers.

HOW THIS WILL ALLOW TO FACILITATE ADSY PROGRAM DECISIONS...: Below you will see how having the ADSY PM this high in the organizational chart will assist with program success:

- FACILITATE ADSY PROGRAM DECISIONS – As the PM of the program, Mr. West, the proposed ADSY PM, will not need to be micro-managed by another individual. He will have the authority to make day-to-day program decisions without requiring prior approval which will be an essential component to ensure the campus meets all requirements, timelines, and deadlines set by TEA.
- OBTAIN CROSS-DIVISION SUPPORT – Ms. Wuest is currently one of the few key district personnel because of her position as the Campus Principal. Ms. Wuest and Mr. West have already successfully collaborated on a grant valued at \$1,071,884.00. The experience they have obtained in developing cross-division support during this grant, along with the fact that Mr. West will be the highest-ranking person in the Program, will ensure the grant has cross-division support. Their continued positive collaboration will be key to the success of the ADSY grant.
- ACCESS LEADERSHIP TO REMOVE BARRIERS – As mentioned above, if awarded this grant, Mr. West will be the 2nd highest ranking position in the district and only need to report to the Superintendent and ADSY Steering Committee. This will ensure Mr. West has direct access to district leadership and will prove essential in removing any authoritative barriers that may arise during the grant program. NOTE: An illustration of the ability and autonomy in decision making the ADSY PM will have, can be seen on Attachment VII: District/Charter Organizational Chart, the district’s organizational chart.

10. ADSY Program Support: Steering Committee – Who will advise this work at the district by serving on the ADSY Steering Committee and why are these individuals right for this role? Please Include information about the experience, background, and cross-functional nature of the committee as well as how the committee will be governed.

WHO WILL SERVE ON THE ADSY STEERING COMMITTEE: Pawnee ISD, as required by this grant, will utilize its Site-Based Decision-Making Steering Committee that will meet monthly for the ADSY Grant Program. The position to the types of people that will serve on this committee include: Superintendent, Principal, Counselor, Nurse, Teacher, and Community Member.

WHY ARE THESE INDIVIDUALS RIGHT FOR THIS ROLE: The reasons why these individuals are/will be right for this role can be seen below:

- Superintendent (Ms. Hartmann): Ms. Hartmann has 7 years of experience as the Superintendent of Pawnee ISD. Additionally, Ms. Hartmann has 10 years of experience in supervising the implementation of grant programs.
- Principal (Ms. Wuest): Ms. Wuest has 5 years of experience as the Principal of Pawnee ISD. Ms. Wuest also has over 8 years of experience in working directly with grant programs to ensure they are successful.
- Special Ed Support Position (Paula Lyssy): Ms. Lyssy has over 25 years of experience in the field of child care and Special Education Services. She is a certified LSSP, LPC, LSWA, and is a Registered Play Therapist. She has multiple credentials that will assist the PM in the implementation of activities for children.
- Counselor: This individual has 9 years of experience in education and 1 year of experience as a school counselor working directly with students. This individual will assist the PM in garnering a better understanding of the student population and how to address their emotional needs.
- Nurse: This individual has 1 year of experience working directly with students. This is her first year as a school nurse; however, she has been a Registered Nurse (RN) for 13 years. She will be essential to ensuring a safe learning environment is provided throughout all 210 days of the grant program.
- Teachers: The teachers have on average 5 years of experience working directly with students. The teachers will assist the PM in obtaining a better understanding of the student population and how to address their academic needs.

Statutory/Program Requirements (Cont.)

10. ADSY Program Support: Steering Committee – Response continued.

• Community Members: These individuals bring a wide spectrum of experiences and wealth of knowledge. They will be able to provide grant staff a different perspective to the program, as well as, suggestions to the program from an objective point of view.

HOW COMMITTEE WILL BE GOVERNED: This committee will be governed by the district Superintendent. By being governed by the highest-ranking individual in the district, the committee will be able to ensure their suggestions/recommendations can be implemented soon after they are

Equitable Access and Participation

Check the appropriate box below to indicate whether any barriers exist to equitable access and participation for any groups that receive services funded by this program.

The applicant assures that no barriers exist to equitable access and participation for any groups receiving services funded by this program.

Barriers exist to equitable access and participation for the following groups receiving services funded by this grant, as described below.

Group		Barrier	
Group		Barrier	
Group		Barrier	
Group		Barrier	

Application Part 2: 2020-2021 Additional Days School Year Planning and Execution Program

Authorized by: Title IV, Part A, Section 4107; Texas Education Code Sec. 48.0051 INCENTIVE FOR ADDITIONAL INSTRUCTIONAL DAYS

IMPORTANT NOTICE: Application Part 2 is not compatible with Google Docs.

Complete the supporting budget worksheets first, i.e., 6100, 6200, 6300.... The Program Budget Summary worksheet is linked to and will auto-populate with the amounts you entered on the respective supporting budget worksheets. All budgeted amounts must be entered in whole dollar amounts. **Do not enter any cents.**

On each supporting budget worksheet, complete the Total Program Costs and Total Direct Admin Costs lines. Together these lines must equal the Grand Total otherwise the field will change color to red indicating an error. These amounts will automatically populate on the Program Budget Summary worksheet.

If pre-award costs are allowable, budget all pre-award costs in the Pre-Award Cost column on the appropriate supporting budget worksheet(s).

Payroll 6100

Complete this worksheet to request payroll costs. Do not request funds for consultants or contractors on this worksheet; those funds should be requested on the Professional and Contracted Services 6200 worksheet.

Professional and Contracted Services 6200

Complete this worksheet to request professional services, consulting services, and contracted services.

Supplies and Materials 6300

Complete this worksheet to request supplies and materials.

Other Operating Costs 6400

Complete this worksheet to request other operating costs. Be sure to comply with documentation requirements, where applicable.

Capital Outlay 6600

Complete this worksheet to request capital outlay costs.

Capital outlay means funds budgeted or expended to purchase capital assets, such as equipment, or expenditures for the acquisition cost of capital assets. Capital assets are tangible or intangible assets having a useful life of more than one year, which are valued at \$5,000 or greater per unit, or the applicant's capitalization level, whichever is less. Capital outlay may include expenditures to make improvements to capital assets that materially increase their value or useful life.

Budget Summary

This worksheet auto-populates from the supporting budget worksheets for Program Costs, Direct Admin Costs, and Pre-award Costs, if applicable. There are only a few fields that may require input from the grantee, if applicable, such as indicating *Consolidate Administrative Funds*, *Indirect Costs*, *Shared Services Arrangement*, or the *Administrative Cost Calculation*.

Consolidate Administrative Funds - If applicable, click on the cell, then click on the arrow that appears. Select "Yes, No or N/A" from the drop down selection.

Indirect Costs - Refer to the Maximum Indirect Cost Handbook to calculate the maximum indirect costs that may be claimed for the grant and enter the amount of indirect costs budgeted for this grant on line 7 under the Total Budgeted Cost column.

[Maximum Indirect Cost Workbook](#) link.

Shared Services Arrangement - If applicable, enter amount of payments to member districts on line 9.

Direct Administrative Cost Calculation - Enter the Total of All Budgeted Costs from line 8 on line 10 to determine the maximum amount allowable for direct administrative costs.

For further guidance, refer to the [Budgeting Costs Guidance Handbook](#) .

Application Part 2: 2020-2021 Additional Days School Year Planning and Execution Program
Authorized by: Title IV, Part A, Section 4107; Texas Education Code Sec. 48.0051 INCENTIVE FOR ADDITIONAL INSTRUCTIONAL DAYS

County District Number or Vendor ID:		013-902	Amendment #:		
Payroll Costs (6100)					
Employee Position Title		Estimated # of Positions 100% Grant Funded	Estimated # of Positions Less than 100% Grant Funded	Grant Amount Budgeted	
Academic/Instructional					
1	Teacher			\$	-
2	Educational Aide			\$	-
3	Tutor			\$	-
Program Management and Administration					
4	Project Director	1		\$	80,000
5	Project Coordinator			\$	-
6	Teacher Facilitator			\$	-
7	Teacher Supervisor			\$	-
8	Secretary/Admin Assistant	1		\$	30,000
9	Data Entry Clerk			\$	-
10	Grant Accountant/Bookkeeper			\$	-
11	Evaluator/Evaluation Specialist			\$	-
Auxiliary					
12	Counselor			\$	-
13	Social Worker			\$	-
14	Community Liaison/Parent Coordinator			\$	-
Education Service Center (to be completed by ESC only when ESC is the applicant)					
15	ESC Specialist/Consultant			\$	-
16	ESC Coordinator/Manager/Supervisor				
17	ESC Support Staff			\$	-
18	ESC Other: (Enter position title here)			\$	-
19	ESC Other: (Enter position title here)			\$	-
20	ESC Other: (Enter position title here)			\$	-
Other Employee Positions					
21	Principal (Admin Cost*)			\$	20,000
22	(Enter position title here)			\$	-
23	Subtotal Employee Costs:			\$	130,000
Substitute, Extra-Duty Pay, Benefits Costs					
24	6112 - Substitute Pay			\$	-
25	6119 - Professional Staff Extra-Duty Pay			\$	15,000
26	6121 - Support Staff Extra-Duty Pay				
27	6140 - Employee Benefits			\$	25,300
28	61XX - Tuition Remission (IHEs only)			\$	-
29	Subtotal Substitute, Extra-Duty Pay, Benefits Costs:			\$	40,300
30	Grand Total:			\$	170,300
31	Total Program Costs*:			\$	150,300
32	Total Direct Admin Costs*:			\$	20,000
*Complete the Total Program Costs (line 31) and Total Direct Admin Costs (line 32) lines. The sum of these lines must equal the Grand Total (line 30) otherwise the field will change color to red indicating an error. These amounts will automatically populate on the Program Budget Summary worksheet.					

For budgeting assistance, see the **Allowable Cost and Budgeting Guidance** section of the Grants Administration Division Administering a Grant page.

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Changes on this page have been confirmed with:	On this date:
Via telephone/fax/email (circle as appropriate):	By TEA staff person:

Application Part 2: 2020-2021 Additional Days School Year Planning and Execution Program

Authorized by: Title IV, Part A, Section 4107; Texas Education Code Sec. 48.0051 INCENTIVE FOR ADDITIONAL INSTRUCTIONAL DAYS

County District Number or Vendor ID: 013-902		Amendment #: 0	
Professional and Contracted Services (6200)			
NOTE: Specifying an individual vendor in a grant application does not meet the applicable requirements for sole-source providers. TEA's approval of such grant applications does not constitute approval of a sole-source provider. Please provide a brief description for the service and purpose.			
Description of Service and Purpose		Grant Amount Budgeted	
1	6269 - Rental or lease of buildings, space in buildings, or land Specify purpose:	\$	-
2	Service: Technical Assistance Specify purpose: Contracting and engaging with vendors in the summer of 2020.	\$	180,000
3	Service: Specify purpose:	\$	-
4	Service: Specify purpose:	\$	-
5	Service: Specify purpose:	\$	-
6	Service: Specify purpose:	\$	-
7	Service: Specify purpose:	\$	-
8	Service: Specify purpose:	\$	-
9	Subtotal of professional and contracted services requiring specific approval:	\$	180,000
10	Remaining 6200 - Professional and contracted services that do not require specific approval.	\$	9,500
11	Grand Total:	\$	189,500
12	Total Program Costs*:	\$	189,500
13	Total Direct Admin Costs*:	\$	-
*Complete the Total Program Costs (line 12) and Total Direct Admin Costs (line 13) lines. The sum of these lines must equal the Grand Total (line 11) otherwise the field will change color to red indicating an error. These amounts will automatically populate on the Program Budget Summary worksheet.			

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Application Part 2: 2020-2021 Additional Days School Year Planning and Execution Program

Authorized by: Title IV, Part A, Section 4107; Texas Education Code Sec. 48.0051 INCENTIVE FOR ADDITIONAL INSTRUCTIONAL DAYS

County District Number or Vendor ID: 013-902		Amendment #: 0	
Supplies and Materials (6300)			
Expense Item Description		Grant Amount Budgeted	
1	Remaining 6300 - Supplies and materials that do not require specific approval:	\$	20,200
2	Grand Total:	\$	20,200
3	Total Program Costs*:	\$	20,200
4	Total Direct Admin Costs*:	\$	-
<p>*Complete the Total Program Costs (line 3) and Total Direct Admin Costs (line 4) lines. The sum of these lines must equal the Grand Total (line 2) otherwise the field will change color to red indicating an error. These amounts will automatically populate on the Program Budget Summary worksheet.</p>			

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Application Part 2:

2020-2021 Additional Days School Year Planning and Execution Program

Authorized by: Title IV, Part A, Section 4107; Texas Education Code Sec. 48.0051 INCENTIVE FOR ADDITIONAL INSTRUCTIONAL DAYS

County District Number or Vendor ID: 013-902		Amendment #: 0	
Other Operating Costs (6400)			
Expense Item Description		Grant Amount Budgeted	
1	6411 - Out-of-state travel for employees. Must be allowable per Program Guidelines and grantee must keep documentation locally.		
2	6412 - Travel for students to conferences (does not include field trips). Requires pre-authorization in writing. Specify name and purpose of conference:	\$	-
3	6412/6494 - Educational Field Trip(s). Must be allowable per Program Guidelines and grantee must keep documentation locally.	\$	-
4	6413 - Stipends for non-employees other than those included in 6419.	\$	-
5	6419 - Non-employee costs for conferences. Requires pre-authorization in writing.	\$	-
6	6411/6419 - Travel costs for officials such as Executive Director, Superintendent, or Local Board Members. Allowable only when such costs are directly related to the grant. Must be allowable per Program Guidelines and grantee must keep out-of-state travel documentation locally.	\$	10,000
7	6495 - Cost of membership in civic or community organizations. Specify name and purpose of organization:		
8	64XX - Hosting conferences for non-employees. Must be allowable per Program Guidelines, and grantee must keep documentation locally.	\$	-
9	Subtotal of other operating costs (6400) requiring specific approval:	\$	10,000
10	Remaining 6400 - Other operating costs that do not require specific approval.	\$	10,000
11	Grand Total:	\$	20,000
12	Total Program Costs*:	\$	20,000
13	Total Direct Admin Costs*:	\$	-
<p>*Complete the Total Program Costs (line 12) and Total Direct Admin Costs (line 13) lines. The sum of these lines must equal the Grand Total (line 11) otherwise the field will change color to red indicating an error. These amounts will automatically populate on the Program Budget Summary worksheet.</p>			

In-state travel for employees does not require specific approval.

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Application Part 2: 2020-2021 Additional Days School Year Planning and Execution Program

Authorized by: Title IV, Part A, Section 4107; Texas Education Code Sec. 48.0051 INCENTIVE FOR ADDITIONAL INSTRUCTIONAL DAYS

County District Number or Vendor ID:		013-902	Amendment #:		0
Capital Outlay (6600)					
Description and Purpose		Quantity	Unit Cost	Grant Amount Budgeted	
6669 - Library Books and Media (capitalized and controlled by library)					
1		N/A	N/A	\$	-
66XX - Computing Devices, capitalized					
2	(Enter description and brief purpose)		\$ -	\$	-
3			\$ -	\$	-
4			\$ -	\$	-
5			\$ -	\$	-
6			\$ -	\$	-
7			\$ -	\$	-
8			\$ -	\$	-
9			\$ -	\$	-
66XX - Software, capitalized					
10	(Enter description and brief purpose)		\$ -	\$	-
11			\$ -	\$	-
12			\$ -	\$	-
66XX - Equipment, furniture, or vehicles					
13	(Enter description and brief purpose)		\$ -	\$	-
14			\$ -	\$	-
15			\$ -	\$	-
66XX - Capital expenditures for additions, improvements, or modifications to capital assets that materially increase their value or useful life (not ordinary repairs and maintenance)					
16	(Enter description and brief purpose)			\$	-
17	Grand Total (sum of all lines):			\$	-
18	Total Program Costs*:			\$	-
19	Total Direct Admin Costs*:			\$	-
<p>*Complete the Total Program Costs (line 18) and Total Direct Admin Costs (line 19) lines. The sum of these lines must equal the Grand Total (line 17) otherwise the field will change color to red indicating an error. These amounts will automatically populate on the Program Budget Summary worksheet.</p>					



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Application Part 2: 2020-2021 Additional Days School Year Planning and Execution Program
Authorized by: Title IV, Part A, Section 4107; Texas Education Code Sec. 48.0051 INCENTIVE FOR ADDITIONAL INSTRUCTIONAL DAYS

County District Number or vendor ID:	013-902	Amendment #	0
Grant Period:	May 8, 2020 to September 30, 2021.	Fund Code/ Shared Services Arrangement:	289/379

Description and Purpose	Class/ Object Code	Source of Funds		
		Program Cost	Direct Administrative Cost	Total Budgeted Cost
1 Payroll Costs	6100	\$ 150,300	\$ 20,000	\$ 170,300
2 Professional and Contracted Services	6200	\$ 189,500	\$ -	\$ 189,500
3 Supplies and Materials	6300	\$ 20,200	\$ -	\$ 20,200
4 Other Operating Costs	6400	\$ 20,000	\$ -	\$ 20,000
5 Capital Outlay	6600	\$ -	\$ -	\$ -
Consolidate Administrative Funds			No	
6	Total Direct Costs:	\$ 380,000	\$ 20,000	\$ 400,000
7	*Indirect Costs:			\$ -
8	Total of All Budgeted Costs :	\$ 380,000	\$ 20,000	\$ 400,000
Shared Services Arrangement				
9	6493	Of All Budgeted Costs, how much will be passed to member districts of SSAs?	\$ -	\$ -
Direct Administrative Cost Calculation				
10	Total of All Budgeted Costs (line 8):			\$ 400,000
11	Direct Administration Cap per Program Guidelines (XX%):			0.05
12	Maximum amount allowable for direct administrative costs:			\$ 20,000

**For current year indirect cost rates, please visit the Federal Fiscal Compliance and Reporting [Indirect Cost Rates](#) page.*

Indirect costs are not required to be budgeted in the grant application in order to be charged to the grant. Indirect costs are calculated and reimbursed based on actual expenditures when reported in the expenditure reporting system, regardless of the amount budgeted and approved in the grant application. Indirect costs claimed are part of the total grant award amount, not in addition to the grant award amount. Do not submit an amendment solely for the purpose of budgeting indirect costs.

To calculate the maximum indirect cost, please use the [Maximum Indirect Costs Worksheet](#) on the Grants Administration Division's Administering a Grant page.

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Via telephone/fax/email (circle as appropriate)	By TEA staff person:

Additional Days School Year Planning and Execution Program

District or Charter School Network Information Form
 Voluntary Summer Learning Cohort (Self-Funded)
 Attachment 1

**This tab should only be completed by Voluntary Summer Learning Cohort applicants as described in the Program Overview*

Letter of Interest for 2020-2021 ADSY Planning and Execution Program

Instructions

- Please submit the requested district or charter school information including information regarding the proposed campuses for Additional Days School Year
- Input information relevant to the topic in column into **column B** (light blue cell) and follow the instructions in the cell; add additional schools as relevant below school A
- Incomplete subsections or incorrect information are cause for rejection from this request for Letter of Interest
- In the case of more than 5 intended schools, please submit the below information as an appendix to the Letter of Interest
- Please use the box in row 153 to note any special circumstances that these fields do not capture
- Please reach out to ADSY@tea.texas.gov with any questions about this document

Application	Applicant Response
Please confirm this application is for a <i>self-funded</i> Option 1 Cohort (Summer Learning Program) opportunity	Choose "Yes" or "No"
Does your district intend to ensure all ADSY participating campuses have a regular academic year calendar of at least 180 instructional days by the 2021-2022 school year?	Choose "Yes" or "No"
Does your district intend to implement a full day voluntary summer learning program for a minimum of 25 days in the 2021-2022 school year?	Choose "Yes" or "No"
District or Open Enrollment Charter School Information	Applicant Response
District or Charter School Name	Enter Text Response
District or Charter School Network ID Number	Enter Numeric Response
Personnel	
Superintendent Name	Enter Text Response
LOI Author Name	Enter Text Response
LOI Author Title	Enter Text Response
LOI Author Phone	Enter Phone Number
LOI Author E-mail Address	Enter Email Address
District ADSY Project Manager Name	Enter Text Response
District ADSY Project Manager Title	Enter Text Response
District ADSY Project Manager Email Address	Enter Phone Number
District ADSY Project Manager Phone Number	Enter Email Address
District Details	
District Overall Performance - Numeric Grade Only	Enter Numeric Response
Total Students in District	Enter Numeric Response
Total Students Anticipated to Participate in Additional Days School Year in 2021-2022 School Year	Enter Numeric Response
District Classification (Rural, Urban, Suburban)	Enter Text Response
Education Service Center Region	Enter Numeric Response
Formative or interim assessment planning to be used for ADSY grade levels; if known (i.e. iMAP, Renaissance Star, STAR, etc.)	Enter Text Response
Current student information system (SIS) in use throughout district (i.e. iSIS, PowerSchool, Skyward, etc.)	Enter Text Response
Existence of other LEA programs in which the district is currently involved (i.e. zone star governance, system of great schools, etc.)	Enter Text Response
Planned or anticipated start date for 2020-2021 school year; when does the district expect to be able to contract with technical assistance providers?	Enter Date (mm/dd/yy)
Is the district a District of Innovation?	Choose "Yes" or "No"
If district is a District of Innovation, what year was the plan implemented?	Enter Text Response
If district is a District of Innovation, is the requirement for first day of school waived?	Choose "Yes" or "No"
Does the applicant and relevant district and school stakeholders commit to attending the ADSY Kickoff Summit in summer of 2020? (Date and location will be shared as soon as is available)	Choose "Yes" or "No"
School Details	
Elementary (or Lower) School A	Applicant Response
Campus A Name	Enter Text Response
Campus A ID Number	Enter Numeric Response
Campus A Address	Enter Address
Campus A Total Students	Enter Numeric Response
Lowest Grade at Campus A (i.e. "PK-3" for 3 year old Pre-K)	Choose Numeric Response
Highest Grade at Campus A (i.e. "5" for 5th grade)	Choose Numeric Response
2019-2020 Total Instructional Days	Enter Numeric Response
Anticipated 2020-2021 Total Instructional Days	Enter Numeric Response
2019-2020 First Day of School	Enter Date (dd/mm/yy)
Personnel	
Campus A Principal Name	Enter Text Response
Campus A Principal Email Address	Enter Email Address
Campus A Principal Phone Number	Enter Phone Number
Campus A ADSY Project Manager	Enter Text Response
Campus A ADSY Project Manager Title	Enter Text Response
Campus A ADSY Project Manager Email Address	Enter Email Address
Campus A ADSY Project Manager Phone Number	Enter Phone Number
School Details	
Performance Results and Economic Indicators	
Campus A Overall Performance - Numeric Grade Only	Enter Response
Percent of Students at Campus A Eligible for Free or Reduced Price Lunch	Enter Percent
Elementary (or Lower) School B (if applicable)	Applicant Response
Campus B Name	Enter Text Response
Campus B ID Number	Enter Numeric Response
Campus B Address	Enter Address
Campus B Total Students	Enter Numeric Response
Lowest Grade at Campus B (i.e. "PK-3" for 3 year old Pre-K)	Choose Numeric Response
Highest Grade at Campus B (i.e. "5" for 5th grade)	Choose Numeric Response
2019-2020 Total Instructional Days	Enter Numeric Response
Anticipated 2020-2021 Total Instructional Days	Enter Numeric Response
2019-2020 First Day of School	Enter Date (dd/mm/yy)
Personnel	
Campus B Principal Name	Enter Text Response
Campus B Principal Email Address	Enter Email Address

Campus B Principal Phone Number	Enter Phone Number
Campus B ADSY Project Manager	Enter Text Response
Campus B ADSY Project Manager Title	Enter Text Response
Campus B ADSY Project Manager Email Address	Enter Email Address
Campus B ADSY Project Manager Phone Number	Enter Phone Number
School Details	
Performance Results and Economic Indicators	
Campus B Overall Performance - Numeric Grade Only	Enter Response
Percent of Students at Campus A Eligible for Free or Reduced Price Lunch	Enter Percent
Elementary (or Lower) School C (if applicable)	Applicant Response
Campus C Name	Enter Text Response
Campus C ID Number	Enter Numeric Response
Campus C Address	Enter Address
Campus C Total Students	Enter Numeric Response
Lowest Grade at Campus C (i.e. "PK-3" for 3 year old Pre-K)	Choose Numeric Response
Highest Grade at Campus C (i.e. "5" for 5th grade)	Choose Numeric Response
2019-2020 Total Instructional Days	Enter Numeric Response
Anticipated 2020-2021 Total Instructional Days	Enter Numeric Response
2019-2020 First Day of School	Enter Date (dd/mm/yy)
Personnel	
Campus C Principal Name	Enter Text Response
Campus C Principal Email Address	Enter Email Address
Campus C Principal Phone Number	Enter Phone Number
Campus C ADSY Project Manager	Enter Text Response
Campus C ADSY Project Manager Title	Enter Text Response
Campus C ADSY Project Manager Email Address	Enter Email Address
Campus C ADSY Project Manager Phone Number	Enter Phone Number
School Details	
Performance Results and Economic Indicators	
Campus C Overall Performance - Numeric Grade Only	Enter Response
Percent of Students at Campus A Eligible for Free or Reduced Price Lunch	Enter Percent
Elementary (or Lower) School D (if applicable)	Applicant Response
Campus D Name	Enter Text Response
Campus D ID Number	Enter Numeric Response
Campus D Address	Enter Address
Campus D Total Students	Enter Numeric Response
Lowest Grade at Campus D (i.e. "PK-3" for 3 year old Pre-K)	Choose Numeric Response
Highest Grade at Campus D (i.e. "5" for 5th grade)	Choose Numeric Response
2019-2020 Total Instructional Days	Enter Numeric Response
Anticipated 2020-2021 Total Instructional Days	Enter Numeric Response
2019-2020 First Day of School	Enter Date (dd/mm/yy)
Personnel	
Campus D Principal Name	Enter Text Response
Campus D Principal Email Address	Enter Email Address
Campus D Principal Phone Number	Enter Phone Number
Campus D ADSY Project Manager	Enter Text Response
Campus D ADSY Project Manager Title	Enter Text Response
Campus D ADSY Project Manager Email Address	Enter Email Address
Campus D ADSY Project Manager Phone Number	Enter Phone Number
School Details	
Performance Results and Economic Indicators	
Campus D Overall Performance - Numeric Grade Only	Enter Response
Percent of Students at Campus A Eligible for Free or Reduced Price Lunch	Enter Percent
Elementary (or Lower) School E (if applicable)	Applicant Response
Campus E Name	Enter Text Response
Campus E ID Number	Enter Numeric Response
Campus E Address	Enter Address
Campus E Total Students	Enter Numeric Response
Lowest Grade at Campus E (i.e. "PK-3" for 3 year old Pre-K)	Choose Numeric Response
Highest Grade at Campus E (i.e. "5" for 5th grade)	Choose Numeric Response
2019-2020 Total Instructional Days	Enter Numeric Response
Anticipated 2020-2021 Total Instructional Days	Enter Numeric Response
2019-2020 First Day of School	Enter Date (dd/mm/yy)
Personnel	
Campus E Principal Name	Enter Text Response
Campus E Principal Email Address	Enter Email Address
Campus E Principal Phone Number	Enter Phone Number
Campus E ADSY Project Manager	Enter Text Response
Campus E ADSY Project Manager Title	Enter Text Response
Campus E ADSY Project Manager Email Address	Enter Email Address
Campus E ADSY Project Manager Phone Number	Enter Phone Number
School Details	
Performance Results and Economic Indicators	
Campus E Overall Performance - Numeric Grade Only	Enter Response
Percent of Students at Campus A Eligible for Free or Reduced Price Lunch	Enter Percent
<i>If necessary, provide additional context including former campus names for accountability purposes or alternative campus approaches, if applicable</i>	

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Additional Days School Year Planning and Execution Program

District or Charter School Network Information Form

Full Year Redesign Cohort (*Grant Funded*)

Attachment 1

**This tab should only be completed by Full Year Redesign Cohort applicants as described in the Program Overview*

Letter of Interest for 2020-2021 ADSY Planning and Execution Program

Instructions

- Please submit the requested district or charter school information including information regarding the proposed campuses for Additional Days School Year
- Input information relevant to the topic in column into **column B** (light orange cell) and follow the instructions in the cell; add additional schools as relevant below school A
- Incomplete subsections or incorrect information are cause for rejection from this request for Letter of Interest
- In the case of more than 5 intended schools, please submit the below information as an appendix to the Letter of Interest
- Please use the box in row 153 to note any special circumstances that these fields do not capture
- Please reach out to ADSY@tea.texas.gov with any questions about this document

Application

Applicant Response

Please confirm this application is for a <i>grant-funded</i> Full Year Redesign opportunity	Yes
Does your district intend to ensure all ADSY participating campuses have a regular academic year calendar of at least 180 instructional days by the 2021-2022 school year?	Yes
Does your district intend to implement a full academic redesign by operating a 210 day calendar with a daily increase in student brain breaks and teacher planning by decreasing daily instructional time and extending it throughout the 210 day calendar?	Yes

District or Open Enrollment Charter School Information

Applicant Response

District or Charter School Name	Pawnee ISD
District or Charter School Network ID Number	013-902

Personnel

Superintendent Name	Michelle Hartmann
LOI Author Name	Michelle Hartmann
LOI Author Title	Superintendent
LOI Author Phone	361-456-7256
LOI Author E-mail Address	mhartmann@pawneeisd.net
District ADSY Project Manager Name	Joshua West
District ADSY Project Manager Title	Director/Principal
District ADSY Project Manager Email Address	west@pawneeisd.net
District ADSY Project Manager Phone Number	361-456-7256

District Details

District Overall Performance - Numeric Grade Only	84
Total Students in District	522
Total Students Anticipated to Participate in Additional Days School Year in 2021-2022 School Year	287
District Classification (Rural, Urban, Suburban)	Rural
Education Service Center Region	2
Formative or interim assessment planning to be used for ADSY grade levels, if known (NWEA MAP, Renaissance Star, STAAR Interims, etc...)	Not know, will consider NWEA MAP
Current Student Information System (SIS) in use throughout district (TxEIS, PowerSchool, Skyward, iTCCS, District-made system, etc...)	TxEIS
List all other TEA programs in which the district is currently involved (i.e. Lone Star Governance, System of Great Schools, Blended Learning Grant Program etc...)	21st CCLC Grant Program
If awarded this grant in May 2020, when does the district expect to be able to contract with technical assistance providers, given district procurement policies ?	(06/15/20)
Is the district a District of Innovation?	Yes
If district is a District of Innovation, what year was the plan implemented?	2017
If district is a District of Innovation, is the requirement for first day of school waived?	Yes
Does the applicant and relevant district and school stakeholders commit to attending the ADSY Kickoff Summit in summer of 2020? (<i>Date and location will be shared as soon as is available</i>)	Yes

School Details

No Response needed in this cell.

Elementary (or Lower) School A	Applicant Response
Campus A Name	Pawnee Elementary
Campus A ID Number	013-902-101
Campus A Address	6229 FM 798 Pawnee, Texas 78145-0569
Campus A Total Students	522
Lowest Grade at Campus A (i.e. "PK-3" for 3 year old Pre-K)	PK

Highest Grade at Campus A (i.e. "5" for 5th grade)	8
2019-2020 Total Instructional Days	173
Anticipated 2020-2021 Total Instructional Days	180
2019-2020 First Day of School	8/12/2019
Personnel	
Campus A Principal Name	Kendra Wuest
Campus A Principal Email Address	kwuest@pawneeisd.net
Campus A Principal Phone Number	361-456-7256
Campus A ADSY Project Manager	Joshua West
Campus A ADSY Project Manager Title	Campus Principal/Director
Campus A ADSY Project Manager Email Address	west@pawneeisd.net
Campus A ADSY Project Manager Phone Number	361-456-7256
School Details	
Performance Results and Economic Indicators	
Campus A Overall Performance - Numeric Grade Only	84
Percent of Students at Campus A Eligible for Free or Reduced Price Lunch	78%
Elementary (or Lower) School B (if applicable)	Applicant Response
Campus B Name	Enter Text Response
Campus B ID Number	Enter Numeric Response
Campus B Address	Enter Address
Campus B Total Students	Enter Numeric Response
Lowest Grade at Campus B (i.e. "PK-3" for 3 year old Pre-K)	Choose Numeric Response
Highest Grade at Campus B (i.e. "5" for 5th grade)	Choose Numeric Response
2019-2020 Total Instructional Days	Enter Numeric Response
Anticipated 2020-2021 Total Instructional Days	Enter Numeric Response
2019-2020 First Day of School	Enter Date (dd/mm/yy)
Personnel	
Campus B Principal Name	Enter Text Response
Campus B Principal Email Address	Enter Email Address
Campus B Principal Phone Number	Enter Phone Number
Campus B ADSY Project Manager	Enter Text Response
Campus B ADSY Project Manager Title	Enter Text Response
Campus B ADSY Project Manager Email Address	Enter Email Address
Campus B ADSY Project Manager Phone Number	Enter Phone Number
School Details	
Performance Results and Economic Indicators	
Campus B Overall Performance - Numeric Grade Only	Enter Response
Percent of Students at Campus A Eligible for Free or Reduced Price Lunch	Enter Percent
Elementary (or Lower) School C (if applicable)	Applicant Response
Campus C Name	Enter Text Response
Campus C ID Number	Enter Numeric Response
Campus C Address	Enter Address
Campus C Total Students	Enter Numeric Response
Lowest Grade at Campus C (i.e. "PK-3" for 3 year old Pre-K)	Choose Numeric Response
Highest Grade at Campus C (i.e. "5" for 5th grade)	Choose Numeric Response
2019-2020 Total Instructional Days	Enter Numeric Response
Anticipated 2020-2021 Total Instructional Days	Enter Numeric Response
2019-2020 First Day of School	Enter Date (dd/mm/yy)
Personnel	
Campus C Principal Name	Enter Text Response
Campus C Principal Email Address	Enter Email Address
Campus C Principal Phone Number	Enter Phone Number
Campus C ADSY Project Manager	Enter Text Response
Campus C ADSY Project Manager Title	Enter Text Response
Campus C ADSY Project Manager Email Address	Enter Email Address
Campus C ADSY Project Manager Phone Number	Enter Phone Number
School Details	
Performance Results and Economic Indicators	

Campus C Overall Performance - Numeric Grade Only	Enter Response
Percent of Students at Campus A Eligible for Free or Reduced Price Lunch	Enter Percent
Elementary (or Lower) School D (if applicable)	Applicant Response
Campus D Name	Enter Text Response
Campus D ID Number	Enter Numeric Response
Campus D Address	Enter Address
Campus D Total Students	Enter Numeric Response
Lowest Grade at Campus D (i.e. "PK-3" for 3 year old Pre-K)	Choose Numeric Response
Highest Grade at Campus D (i.e. "5" for 5th grade)	Choose Numeric Response
2019-2020 Total Instructional Days	Enter Numeric Response
Anticipated 2020-2021 Total Instructional Days	Enter Numeric Response
2019-2020 First Day of School	Enter Date (dd/mm/yy)
Personnel	
Campus D Principal Name	Enter Text Response
Campus D Principal Email Address	Enter Email Address
Campus D Principal Phone Number	Enter Phone Number
Campus D ADSY Project Manager	Enter Text Response
Campus D ADSY Project Manager Title	Enter Text Response
Campus D ADSY Project Manager Email Address	Enter Email Address
Campus D ADSY Project Manager Phone Number	Enter Phone Number
School Details	
Performance Results and Economic Indicators	
Campus D Overall Performance - Numeric Grade Only	Enter Response
Percent of Students at Campus A Eligible for Free or Reduced Price Lunch	Enter Percent
Elementary (or Lower) School E (if applicable)	Applicant Response
Campus E Name	Enter Text Response
Campus E ID Number	Enter Numeric Response
Campus E Address	Enter Address
Campus E Total Students	Enter Numeric Response
Lowest Grade at Campus E (i.e. "PK-3" for 3 year old Pre-K)	Choose Numeric Response
Highest Grade at Campus E (i.e. "5" for 5th grade)	Choose Numeric Response
2019-2020 Total Instructional Days	Enter Numeric Response
Anticipated 2020-2021 Total Instructional Days	Enter Numeric Response
2019-2020 First Day of School	Enter Date (dd/mm/yy)
Personnel	
Campus E Principal Name	Enter Text Response
Campus E Principal Email Address	Enter Email Address
Campus E Principal Phone Number	Enter Phone Number
Campus E ADSY Project Manager	Enter Text Response
Campus E ADSY Project Manager Title	Enter Text Response
Campus E ADSY Project Manager Email Address	Enter Email Address
Campus E ADSY Project Manager Phone Number	Enter Phone Number
School Details	
Performance Results and Economic Indicators	
Campus E Overall Performance - Numeric Grade Only	Enter Response
Percent of Students at Campus A Eligible for Free or Reduced Price Lunch	Enter Percent
<i>If necessary, provide additional context including former campus names for accountability purposes or alternative campus approaches, if applicable</i>	



Attachment II: ADSY Planning and Execution Program Assurances

The table below outlines the cohort criteria for both the Voluntary Summer Learning Cohort and the Full Year Redesign Cohort of the ADSY Planning and Implementation Program. By signing this document, the district representative agrees to implement an Additional Days School Year utilizing each of the criteria outlined in their respective cohort.

Cohort Criteria	Voluntary Summer Learning Cohort	Full Year Redesign Cohort
Instructional Criteria	Summer learning experiences must: <ul style="list-style-type: none"> include at least 25 days include at least 360 operational minutes (6 hours) per day include at least 180 instructional minutes (3 hours) dedicated to math and reading per day include additional enrichment activities such as arts, science exploration, and sports 	<ul style="list-style-type: none"> Design a cohesive 210-day program Update daily master schedule to increase planning time for teachers and enrichment time for students Add additional days on front-end of school year (e.g., start school year in July) so a 210-day program can be completed in time for STAAR test
Implementation Date	<ul style="list-style-type: none"> Voluntary Summer Learning program to be first implemented in the summer of 2021 	<ul style="list-style-type: none"> Full Year Redesign to start in the summer of 2021 as part of the 2021-2022 school year
Target Students	<ul style="list-style-type: none"> Campuses may target a subset of students or all students on a campus for the summer learning experience 	<ul style="list-style-type: none"> Campuses typically target all students on the campus for a full 210-day calendar Campuses may offer a 180-day track and a 210-day track within a school There must be at least a full classroom of students participating in the 210-day track to make option feasible
Target Teachers	<ul style="list-style-type: none"> Instructional minutes of summer program must be taught by a certified Texas teacher Teachers must be assigned students in a grade level they have taught previously during the school year Participants must develop a rigorous selection process to recruit high performing and motivated teachers 	<ul style="list-style-type: none"> Students participating in 210-day program must remain with the same teacher during the 210-day school year
Additional Notes	Please note: The criteria outlined above exceed the requirements to obtain HB3 additional days funding. However, they have been developed to align with existing research on how summer learning leads to improved student outcomes and are therefore required by districts applying to this application to participate in the ADSY cohort.	

Michelle Hartmann _____

Printed Name

Signature

Pawnee ISD _____

District Name

04/09/2020

Date

Full Year Redesign _____

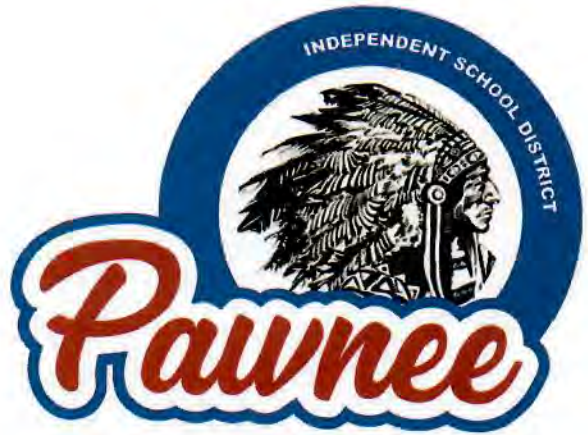
Cohort Selection

Superintendent

Title

Note: This form must be signed by an authorized district official on record with TEA Grants.

Pawnee Independent School District
PO Box 569
Pawnee, Texas 78145
Phone 361-456-7256 fax 361-456-7388
www.pawneisd.net



Michelle Hartmann, Superintendent

April 9, 2020

Pawnee Independent School District (ISD)
6229 FM 798
Pawnee, Texas 78145

Re: Additional School Days Grant Program

To Whom It May Concern:

On behalf of Pawnee Independent School District (ISD), I, Michelle Hartmann, write this letter in support of the district's **2020-2021 Additional Days Plan and Execution Grant** application submission. I strongly support the application and its focus to add additional instructional days to our academic calendar.

Pawnee ISD's mission is as follows: "to be the educational leader in our community and surrounding areas by providing a safe environment where students thrive academically and socially. After completing the Pawnee program, our students are prepared to meet the challenges of a changing society in their expanding world."

With this grant, our district believes we will be able to support this mission. With the increase in academic days, students will be able to have a safe environment and have a better opportunity to meet the challenges of a changing society.

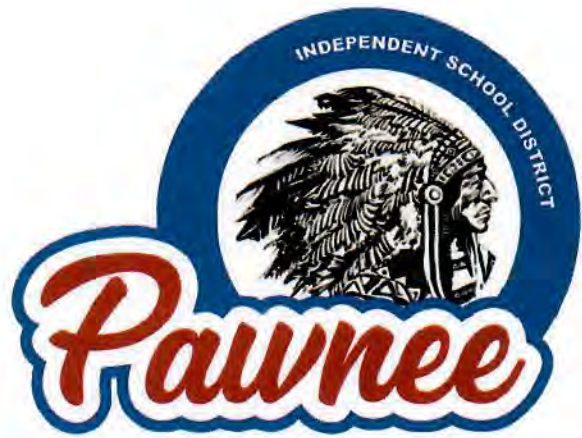
Additionally, with this increase in days, the district will be able to increase the amount of enrichment activities such as arts, science exploration, and sports that can be provided, as well as, the ability to increase student learning time and teacher activity planning time.

Feel free to reach out at me at (361) 456-7256, should you have any questions or comments.

Sincerely,

Ms. Michelle Hartmann
Superintendent

Pawnee Independent School District
PO Box 569
Pawnee, Texas 78145
Phone 361-456-7256 fax 361-456-7388
www.pawneisd.net



Michelle Hartmann, Superintendent

April 13, 2020

Pawnee Independent School District (ISD)
6229 FM 798
Pawnee, Texas 78145

To Whom It May Concern:

I, Kendra Wuest, am the Principal of Pawnee ISD's Elementary/Junior High Campus. The location of my campus is 6229 FM 798 Pawnee, Texas 78145. I am writing to express my support for the district's **2020-2021 Additional Days Plan and Execution Grant**.

As the Principal of the campus, I will advocate and help implement this grant program. With the execution of this grant program, the campus will be able to increase the number of academic days in the school year. With this increase in days, we will be able to increase the amount of enrichment activities students receive such as arts, science exploration, and sports. Additionally, with this grant the campus will be able to increase student learning time and teacher activity planning time.

I understand that through this grant, our campus will undergo a year-long planning process (2020-2021) to plan for Additional Days School Year (ADSY) implementation. During this planning phase, our campus will include the designation of a Project Manager and provide access to technical assistance vendors to assist with Design and Implementation, Finance & Operations, and Academics components.

Please feel free to contact me at (361) 456-7256 with any questions you may have regarding this letter of support.

Respectfully,

Kendra Wuest
Elementary Campus Principal

Josh West
P.O. Box 765 Stockdale, Texas 78160
(830) 534-3955

Employment History and Certifications

Employment History

Pawnee ISD Director/Principal (2019- Present)
Stockdale ISD Athletic Director/Head Football Coach (2011-2019)
Stockdale ISD Offensive Coordinator (2008-2011)
Stockdale ISD Coach/Special Teams Coordinator (2005-2008)
Falls City ISD Offensive Coordinator (2004-2005)

Texas Certification/Education

June 2020 Certification - Principal (EC-12)
Feb 2019 TTESS Certification - Observer
Feb 2019 CLASS Certification - Observer
Oct. 2009 Certification - History (4-8)
Oct. 2005 Certification - Social Studies (4-8)
Mar. 2004 Certification - Physical Education (All Level)

Jan. 2020 Masters Educational Leadership, Walden University, MN.
Dec. 2003 Bachelors of Science, Sul Ross State University, TX.

Professional Experiences and Accomplishments

Instructional

- FA2 Federal Audit compliance- 100 percent for 2019
- Instructional leader for Innovative Partnership Campus including decision-making regarding Texas School Readiness, CLI, special education and all other programs
- Managed multiple successful grant funded Innovative Early Childhood programs
- Daily staffing, scheduling and HR Responsibilities of 45 staff members
- Responsible for overseeing observations, lesson plans and curriculum development
- *Department Lead of History Department for Stockdale High School*
- *Multiple consecutive years of state testing exceeding Ninety percentile scores*
- *University Interscholastic League Academic Coach*

Educational Administration

- Responsible for all aspects of school operations including curriculum, human resources, finance, safety, food service and maintenance.
- Increased overall Pawnee ISD enrollment from 136 students to its current 559 students, through satellite sites and partnerships.
- Liaison between Independent School District and Head Start Grantee for compliance, monitoring and auditing of Head Start Grant (United States Department of Education Grant).

- Serve as principal of low performing campus providing guidance, support, compliance and evaluation of school improvement activities to increase student academic achievement and compliance.
- Developed teacher/mentor appraisal system and incentive program directly related to student achievement goals.
- Research and identify key school improvement issues for academically struggling students.
- Evaluated performance measures created to measure growth for continuation of program funding.
- Worked in collaboration with multiple district departments and regional services centers to provide recommendations, guidance and support for school improvement programs.
- Advised and provided senior staff information for critical decisions.
- Managed and prioritized grant negotiations, district support, and all compliance reporting.
- Monitored effectiveness of school improvement activities with direct guidance to campus principals, central office personnel and the Superintendent.
- Designed first district Prekindergarten Program with Head Start dual enrollment in Victoria Texas.
- Conduct district professional development/new teacher orientation.
- Campus Mental Health and Nutrition Coordinator Supervisor
- Campus Student Health Advisory Committee Coordinator.
- Campus Safety Coordinator.
- Interim Campus SPED Facilitator/ARD Committee Lead Campus Representative

Financial

- Extensive Chapter 49 School Funding experience that has resulted in substantial multiple year reduction in recapture payments while budgeting to consistently maintain one of the lowest tax rates in the state.
- Conservative financial leader maintaining District Athletic Activity Account that resulted in an increase of \$62,000 under my supervision
- Negotiated grant terms for \$1,071,894.00 Head Start Partnership Grant Agreement with BCFS.
- Construction manager for new athletic facility and renovations to current all-weather track (\$1 million).
- Implementation of Texas School Readiness Comprehensive Grant
- Management of annual athletic budget of \$585,00 including all requisitions and employee purchase orders

Professional Organizations/Honors

- Texas Rural Education Association
- Texas Association of School Administrators
- Texas Elementary Principal and Supervisor Association

Community/Public Relations

- Member First Baptist Church, Stockdale
- Spurs League

Pawnee Independent School District
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Phone 361-456-7256 Fax 361-456-7388
www.pawneisd.net

Michelle Hartmann, Superintendent



4/17/2020

Pawnee Independent School District (ISD)
6229 FM 798
Pawnee, Texas 78145

To Whom It May Concern:

I, Joshua West, currently am the acting Principal/Director for Pawnee ISD's combined Elementary and Junior High Campus located at 6229 FM 798 Pawnee, Texas 78145. I am writing to share my support for Pawnee ISD in their hopes to establish a **2020-2021 Additional Days Plan and Execution Grant** program.


I recognized that as part of the grant requirements, I will be required to perform various activities serving as the proposed Project Manager of the grant program. These activities include but are not limited to:

- Allocate at least 50% of my time to this project and will directly manage campus implementation.
- Attend the ADSY Kickoff Summit.
- Attend monthly meetings with the Steering Committee.
- Attend cohort Community Learning Workshops.
- Work on the development of the ADSY Strategic Plan.

I can attest that if I assist with the implementation of the activities stated above, our campus will be able to increase the amount of enrichment activities (i.e. arts, science exploration, and sports) provided; thereby, ensuring that there will be an increased amount of student learning time and teacher activity planning time.

Please feel free to contact me at (361) 456-7256 with any questions you may have regarding this letter of support.

Respectfully,


Joshua West

Elementary/Junior High Campus Principal/Director

ADSY ORGANIZATIONAL CHART

