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

TEA Texas Education Agency®

NOGA ID

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

Application stamp-in date and time

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**.

Grant period from	**May 15, 2020-September 30,2021**
Pre-award costs permitted from	**Not Applicable**

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	*Lou Rapp*	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.

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.

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.

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.

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?

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.

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.

Statutory/Program Requirements (Cont.)

7. Pilot Approach and Campus Selection: Response continued.

[ ]

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.

[ ]

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.

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.

Statutory/Program Requirements (Cont.)

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

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:		061902	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		
5	Project Coordinator			$ 110,000
6	Teacher Facilitator			$ -
7	Teacher Supervisor			$ -
8	Secretary/Admin Assistant			$ -
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	(Enter position title here)			$ -
22	(Enter position title here)			$ -
23	Subtotal Employee Costs:			$ 110,000
Substitute, Extra-Duty Pay, Benefits Costs				
24	6112 - Substitute Pay			$ -
25	6119 - Professional Staff Extra-Duty Pay			$ -
26	6121 - Support Staff Extra-Duty Pay			$ -
27	6140 - Employee Benefits			$ -
28	61XX - Tuition Remission (IHEs only)			$ -
29	Subtotal Substitute, Extra-Duty Pay, Benefits Costs:			$ -
30	Grand Total:			$ 110,000
31	Total Program Costs*:			$ 110,000
32	Total Direct Admin Costs*:			$ -

*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.

FOR TEA USE ONLY	
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:	061902	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 from Approved Vendor Specify purpose: Design and Implementaion	$ 50,000
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:**	**$ 50,000**
10	Remaining 6200 - Professional and contracted services that do not require specific approval.	$ -
11	**Grand Total:**	**$ 50,000**
12	Total Program Costs*:	$ 50,000
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.

Application Part 2:   **2020-2021 Additional Days School Year Planning and Execution Program**
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County District Number or Vendor ID:	061902	Amendment #:	0
Supplies and Materials (6300)			
Expense Item Description		**Grant Amount Budgeted**	
1	**Remaining 6300 - Supplies and materials that do not require specific approval:**	$	30,000
2	**Grand Total:**	**$**	**30,000**
3	**Total Program Costs*:**	$	30,000
4	**Total Direct Admin Costs*:**	$	-

***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.**

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

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County District Number or Vendor ID:	061902		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.	$ -
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	Remaining 6400 - Other operating costs that do not require specific approval.	$ 10,000
11	**Grand Total:**	**$ 10,000**
12	**Total Program Costs*:**	$ 10,000
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.

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

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County District Number or Vendor ID:		061902		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*:			$	-

*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.

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Application Part 2: **2020-2021 Additional Days School Year Planning and Execution Program**
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County District Number or vendor ID:	061902	Amendment #	0

Grant Period:	May 15, 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	$ 110,000	$ -	$ 110,000
2	Professional and Contracted Services	6200	$ 50,000	$ -	$ 50,000
3	Supplies and Materials	6300	$ 30,000	$ -	$ 30,000
4	Other Operating Costs	6400	$ 10,000	$ -	$ 10,000
5	Capital Outlay	6600	$ -	$ -	$ -
	Consolidate Administrative Funds			N/A	
6	Total Direct Costs:		$ 200,000	$ -	$ 200,000
7	*Indirect Costs:				$ -
8	Total of All Budgeted Costs :		$ 200,000	$ -	$ 200,000
	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):				$ 200,000
11	**Direct Administration** Cap per Program Guidelines (XX%):				0.05
12	Maximum amount allowable for direct administrative costs:				$ 10,000

*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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RFA# 701-20-118; SAS #482-20

![TEA - Texas Education Agency logo]

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: • 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	• 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	• Voluntary Summer Learning program to be first implemented in the summer of 2021	• Full Year Redesign to start in the summer of 2021 as part of the 2021-2022 school year
Target Students	• Campuses may target a subset of students or all students on a campus for the summer learning experience	• 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	• 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	• 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.	

Kevin Rogers	Lewisville ISD	Full Year Redesign
Printed Name	*District Name*	*Cohort Selection*
[signature]	4/27/2020	Superintendent
Signature	*Date*	*Title*

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

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 *self-funded* 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 (NWEA MAP, Renaissance Star, STAAR Interims, etc...)	Enter Text Response
Current **Student Information System (SIS)** in use throughout district (TxEIS, PowerSchool, Skyward, iTCCS, District-made system, etc...)	Enter Text Response
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...)	Enter Text Response
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**?	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
If necessary, provide additional context including former campus names for accountability purposes or alternative campus approaches, if applicable	

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 *grant-funded* 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	Lewisville ISD
District or Charter School Network ID Number	61902
Personnel	
Superintendent Name	Dr. Kevin Rogers
LOI Author Name	Dr. Lori Rapp
LOI Author Title	Deputy Superintendent
LOI Author Phone	469.948.8115
LOI Author E-mail Address	rappl@lisd.net
District ADSY Project Manager Name	TBD
District ADSY Project Manager Title	TBD
District ADSY Project Manager Email Address	TBD
District ADSY Project Manager Phone Number	TBD
District Details	
District Overall Performance - Numeric Grade Only	89
Total Students in District	51,870
Total Students Anticipated to Participate in Additional Days School Year in 2021-2022 School Year	Enter Numeric Response
District Classification (Rural, Urban, Suburban)	Suburban
Education Service Center Region	11
Formative or **interim assessment** planning to be used for ADSY grade levels, if known (NWEA MAP, Renaissance Star, STAAR Interims, etc...)	TBD
Current **Student Information System (SIS)** in use throughout district (TxEIS, PowerSchool, Skyward, iTCCS, District-made system, etc...)	Skyward
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...)	Enter Text Response
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**?	8/31/2020
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? *(Date and location will be shared as soon as is available)*	Yes

School Details	**No Response needed in this cell.**
Elementary (or Lower) School A	**Applicant Response**
Campus A Name	Rockbrook Elementary
Campus A ID Number	139
Campus A Address	2751 Rockbrook Drive Lewisville, Tx 75067
Campus A Total Students	709
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)	5
2019-2020 Total Instructional Days	176
Anticipated 2020-2021 Total Instructional Days	176
2019-2020 First Day of School	8/13/2019
Personnel	
Campus A Principal Name	Patrick Guy
Campus A Principal Email Address	guyp@lisd.net

Campus A Principal Phone Number	4697135968
Campus A ADSY Project Manager	TBD
Campus A ADSY Project Manager Title	TBD
Campus A ADSY Project Manager Email Address	TBD
Campus A ADSY Project Manager Phone Number	TBD
School Details	
Performance Results and Economic Indicators	
Campus A Overall Performance - Numeric Grade Only	57
Percent of Students at Campus A Eligible for **Free or Reduced Price Lunch**	60%
Elementary (or Lower) School B (if applicable)	Applicant Response
Campus B Name	Lewisville Elementary
Campus B ID Number	143
Campus B Address	285 W. Country Ridge Road Lewisville, Tx 75067
Campus B Total Students	620
Lowest Grade at Campus B (i.e. "PK-3" for 3 year old Pre-K)	K
Highest Grade at Campus B (i.e. "5" for 5th grade)	5
2019-2020 Total Instructional Days	176
Anticipated 2020-2021 Total Instructional Days	176
2019-2020 First Day of School	8/13/2019
Personnel	
Campus B Principal Name	Lakshmi Valdes
Campus B Principal Email Address	valdesl@lisd.net
Campus B Principal Phone Number	4697135995
Campus B ADSY Project Manager	TBD
Campus B ADSY Project Manager Title	TBD
Campus B ADSY Project Manager Email Address	TBD
Campus B ADSY Project Manager Phone Number	TBD
School Details	
Performance Results and Economic Indicators	
Campus B Overall Performance - Numeric Grade Only	59
Percent of Students at Campus A Eligible for **Free or Reduced Price Lunch**	83%
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

If necessary, provide additional context including former campus names for accountability purposes or alternative campus approaches, if applicable

To: Additional Days School Year Grant Committee

From: Patrick Guy, Principal of Rockbrook Elementary, LISD

Re: Grant application for 210 day school

To Whom it May Concern,

While the current traditional calendar in schools has been in place for many years, there are clear unintended consequences that have resulted in schools. This is especially true in schools that serve students who come from economically disadvantaged households. An extended school year would allow the effects of those consequences to be minimized and help schools serve students and the community exceptionally well. For example, most schools that have higher percentages of minority and students of poverty also face higher mobility rates. The movement in and out of school occurs all throughout the year, however, a great amount occurs over the extended summer vacation causing many students to not return the following school year. An extended school year may reduce that mobility rate by allowing schools more time to strengthen the social, academic and emotional support that schools already provide. Additionally, we know that all students tend to experience some amount of organic regression of academic skills learned over the summer. This is magnified in certain school populations where students don't get nutritious meals, proper child care and assistance in reading and practicing skills over the summer.

The teacher retention rate is also low in schools with high mobility rates. Allowing times throughout the year when teachers get to recharge and students re-energize will improve not only the attendance rate of both teachers and students, but also the retention rate of both parties. Besides academic slide, schools like Rockbrook ES also experience high special education numbers, as well as a significant number of students who are in crisis. Both of these situations increase the behavior intensity of students. The continuity of 210 program with shorter breaks would hopefully fulfill the need to re-energize without exacerbating the number of students with behavioral setbacks.

Again, an extended school year would allow us more time to provide consistent routines, meals, and direct instruction while minimizing the impact that an extended summer vacation has on retaining essential knowledge and skills learned during the school year.

To: Additional Days School Year Grant Committee

From: Lakshmi Valdes, Principal of Lewisville Elementary, LISD

Re: ADSY Application

To: Whom It May Concern,

Most public schools were designed around the farming calendar over a hundred years ago. This method is not feasible for some of the students attending public institutions. Not all children are developmentally in the same place and this is due to a number of reasons.

An extended school year for Lewisville Elementary will help to improve academic and enrichment efforts for our Lewisville Elementary Ponies. Our goal is to narrow the achievement gap and set our students on a path to academic and social success to ensure that we are preparing our students to meet the expectations of the 21st century workforce. Adding more time for the instruction of the standards will allow us to balance the core academic instruction with additional opportunities to participate in clubs, social emotional groups, and more engaging enrichment in arts, music, sports, and other aspects of a well-rounded education. This will result in students becoming intrinsically motivated to learn and thrive academically and socially.

Much like Rockbrook, Lewisville Elementary services an extremely mobile campus with widespread discipline issues. Lewisville Elementary is also a dual language campus with a high special education population, including two behavioral special education units. Due to the unique needs of this campus, retention of staff has been difficult. I am always willing to look for ways to improve my campus and life for my students and staff. I am willing to try new things and I am a lifelong learner who learns beside staff and students. Lewisville is a very strong candidate for a 210 day calendar school year.

I hope you will seriously consider Lewisville ES and Rockbrook ES for the ADSY Grant. We want to make positive changes in student lives.

LISD REAL INNOVATION
LIMITLESS OPPORTUNITY
LEWISVILLE INDEPENDENT SCHOOL DISTRICT

Mailing Address:
1565-C W. Main Street
Lewisville, Texas 75067
(469) 948-8115

Lori Rapp | Deputy Superintendent

April 25, 2020

Additional Days School Year Grant Committee
Texas Education Agency
1701 North Congress Avenue
Austin, Tx 78701

Dear Committee Members:

Lewisville ISD enthusiastically supports the application for participation in the cohort for the Full Year Redesign in the Additional Days School Year Planning and Execution Program. Our vision in LISD is that all of our students enjoy thriving, productive lives in a future they create. This vision is built on the four cornerstones of student learning, student experience, resource stewardship, and community engagement. These foundational areas that guide our district are aligned with the goals of the ADSY full year redesign to maximize student learning time and create a more robust student experience that meets the needs of the whole child through utilizing grant funds to collaborate with our stakeholders to create a new model that can impact our entire district.

Within the past ten years, LISD has seen a 13% increase in the students who are living at or below the poverty level. Additionally, 33% of our student population, or one in every three students, have been identified as at risk of dropping out of school. Our Superintendent of Schools and myself whole-heartedly support the selection of our proposed pilot schools: Lewisville ES and Rockbrook ES for this program. Both of these schools have leaders who are working tirelessly to meet the needs of their students, but struggling to overcome the challenges that occur with summer learning loss and a congested school day that leaves too little time for enrichment and remediation.

As you will read in our application, our district has a successful track record of implementing programs through a pilot model approach that are then able to be brought to scale for the benefit of our 50,000+ students and 68 schools. Additionally, we understand the commitment required to meet the needs of our growing low socio-economic student population and our systems established have led to an 18% increase in the graduation rate of English Language Learners since 2010-11. At Lewisville HS, located in the feeder pattern with the largest concentration of poverty, the four-year graduation rate for the Class of 2018 was 93.8%. The district has already been exploring programs and approaches for redesigning the school year at our students serving our most at-risk students of dropping out of school. Participating in this grant and learning from technical assistance providers and other school districts will provide the collaboration and support we have been seeking to make this significant change.

If selected for participation in the Full Year Redesign cohort, LISD will be an innovative partner for others and looks forward to helping create models that can benefit the 5.3M+ students in the state of Texas. Thank you in advance for your consideration.

Lori Rapp, Ed.D.
Deputy Superintendent

LiSD REAL INNOVATION
LIMITLESS OPPORTUNITY
LEWISVILLE INDEPENDENT SCHOOL DISTRICT

Mailing Address:
1565-C W. Main Street
Lewisville, Texas 75067
(469) 948-8115

Lori Rapp | Deputy Superintendent

April 25, 2020

Additional Days School Year Grant Committee
Texas Education Agency
1701 North Congress Avenue
Austin, Tx 78701

Dear Committee Members:

I am writing this letter to assure the committee that the project manager hired for the Additional Days School Year Planning and Execution Program will be 100% fully dedicated to this project. The district understands the level of commitment and time needed to collaborate with campus leaders, engage with community stakeholders, participate and provide professional learning and create systems for programs of this large scope. Therefore, the project manager will spend all of their time to ensure the Full Year Redesign program is created in a way that can ultimately be brought to scale with other elementary campuses in Lewisville ISD.

With over 18 years of experience at the central office level and the oversight of implementing large scale change through the creation of, dual language programs, elementary STEM academies, restorative practices, HS Collegiate Academy, School of Global Business and Leadership and many more, I am adequately prepared to oversee the project manager. The project manager will report directly to me to ensure that they have access to cross-divisional resources due to the nature of the decisions that will need to be made in implementing this program. Our district has successfully used the project manager model to build and implement many of the aforementioned programs, many of which began as pilots.

It is with the utmost confidence, I assure the committee that our district has the systems and leadership established to successfully hire and support a project manager to coordinate this program.

Lori Rapp, Ed.D.
Deputy Superintendent

Job Title: Project Manager ADSY Grant   **Wage/Hour Status**: Exempt

Reports to: Deputy Superintendent   **Pay Grade:** AP67/221 days

Dept: Schools and Student Activities   **Date Revised:** 04/20/20

Primary Purpose:

Work with a steering committee and supervisor to design education around a 210 calendar rather than a traditional calendar. Direct and lead instructional program, specials and/club design, and work with third party vendors while collaborating with the Chiefs of Schools for Elementary. Project Manager will also oversee compliance with state and district policies and also ensure components of the grant are addressed regularly and with efficacy. A minimum of 50% of the project managers time will be spent in this role.

Qualifications:

Education/Certifications:
Master's degree in educational administration
Texas principal or mid management certificate
Proven leadership at Title I campus or turnaround campus
Professional Development Appraisal System Certification (PDAS) or TTESS/TPESS

Special Knowledge/Skills:
Documented track record of raising student achievement for students at-risk for failure
Work with the communication department to educate parents and community about the 210 calendar for schools affected.
Experience disaggregating data and designing actionable instruction for students in crisis
Rethink the design around specials and clubs and implement new ideas/be able to evaluate success of these new ideas
Decisions-making with faculty and staff
Working knowledge of curriculum and instruction best practices
Ability to evaluate and raise instructional and teaching effectiveness
Powerful communication, public relations and interpersonal skills
Thorough understanding of school operations
Ability to manage budget and personnel
Demonstrated ability to coordinate campus functions and support operations

Strong organizational skills

Experience:

Minimum of 5 years successful classroom teaching experience

Minimum of 5 years success as an assistant principal required

Principal experience preferred

Major Responsibilities and Duties:

Instructional Management

1. Monitor instructional and managerial processes to ensure that program activities are related to program outcomes and use findings to take corrective actions.
2. Work with steering committee, Chiefs, and principals to design a 210 day Calendar using data, creativity, policies and research.
3. Consistent ongoing data collection to make instructional decisions.

School Morale

1. Provide instructional resources and materials to support teaching staff in accomplishing instructional goals.
2. Foster collegiality and team building among staff and committee members; encourage their active involvement in decision-making process as part of the professional learning community.
3. Provide for two-way communication with superintendent, deputy superintendent, chiefs, staff, students, parents, and community.
4. Communicate and promote expectations for high-level performance to staff and students; recognize excellence and achievement.
5. Ensure effective and prompt resolution of conflicts.
6. Educate all stakeholders on the benefits of the 210 calendar and maintain positivity during the implementation period.

School Improvement

1. Build common vision for continuous school improvement with principals of the schools; direct planning activities and establish programs to ensure attainment of schools' mission.
2. Identify, analyze, and apply research findings to promote school effectiveness.
3. Develop and set annual campus performance objectives for each of the academic excellence indicators. Develop data for mobility, retention and attendance for students and teachers.

4. Develop, maintain, and use information systems and records to show campus progress.
5. Participate in the development of campus improvement plans with staff, parents, and community members.
6. Identify third party vendors who will help initiate change to Title I design.

Personnel Management

1. The project manager will work closely with the Chiefs, Learning and Teaching and the Deputy Superintendent.
2. The project manager will work closely with assessment to establish quantitative and qualitative data to determine success of the program before possible expansion.

Management of Fiscal, Administrative, and Facilities Functions

1. Comply with applicable district policies, state and federal laws, and regulations; develop campus budgets based on documented needs, estimated enrollment, personnel, and other fiscal needs; keep programs within budget limits; maintain fiscal control; accurately report fiscal information.
2. Compile, maintain, and store all physical and computerized reports, records, and other required documents, including accurate and timely reports of attendance and textbooks.
3. Manage the use of school facilities; supervise maintenance of facilities to ensure a clean, orderly, and safe campus.
4. Develop a master schedule based on student needs, use of outside vendors, and planning time for teachers..

Professional Growth and Development
1. Stay up-to-date professionally regarding staff development opportunities for personal and professional growth.
2. Research district policy, precedent, and current practices prior to taking action.
3. Seek input from supervisors as appropriate.
4. Support all district initiatives.
5. Uphold and enforce school rules, administrative regulations, and state and local board policy.
6. Participate as an effective team member who contributes to district, department, and content goals.

7. Demonstrate integrity and ethics.
8. Display proficient levels of technology applications.
9. Utilize time wisely for effective management of job responsibilities.
10. Maintain punctuality in daily work times, appointments, and meetings.
11. Meet task completion deadlines established by supervisor.
12. Maintain a positive and professional tone in all communication (i.e. email, written, and verbal).
13. Perform other duties and accept other responsibilities as assigned.

Working Conditions:

 Mental Demands/Physical Demands/Environmental Factors:
Maintain emotional control under stress. Work with frequent interruptions. Occasional district wide and statewide travel. Occasional prolonged and irregular hours.

 Physical Demands:

	Not Required	Occasional	Frequent	Constant
Bending			X	
Pushing			X	
Hearing				X
Reaching				X
Climbing		X		
Seeing				X
Speaking				X
Standing				X
Lifting			X	
Walking				X

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved by_____Date:_____

Reviewed by_____Date:_____