



2023-2024 Summer Career and Technical Education Grant
Letter of Interest (LOI) Application Due 11:59 p.m. CT, January 29, 2024

NOGA ID [Redacted]

Authorizing legislation **General Appropriations Act, House Bill 1, Article IX, Section 18.114(c)(v)**

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.

Application stamp-in date and time

TEA must receive the application by **11:59 p.m. CT, January 29, 2024**.

Grant period from **March 20, 2024-September 30, 2024**

Pre-award costs permitted from **Not Permitted**

Required Attachments

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

See the Program Guidelines for for additional attachment information.

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

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

Amendment Number

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

Applicant Information

Organization **Arlington Independent School District** CDN **220901** ESC **11** UEI **X12KHMLJHJD9**

Address **690 E. Lamar Blvd** City **Arlington** ZIP **760111** Vendor ID **1756000119**

Primary Contact **Sara Mahoney** Email **smahoney@aisd.net** Phone **682-867-7360**

Secondary Contact **Brenda Lohse** Email **blohse@aisd.net** Phone **682-867-7331**

Certification and Incorporation

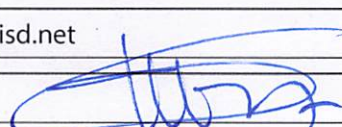
I understand that this application constitutes an offer and, if accepted by TEA or renegotiated to acceptance, will form a binding agreement. I hereby certify that the information contained in this application is, to the best of my knowledge, correct and that the organization named above has authorized 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 **Dr. Steven Wurtz** Title **Interim Superintendent**

Email **blohse@aisd.net** Phone **682-867-7331**

Signature  Date **1/24/24**

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 2023-2024 Summer Career and Technical Education Grant Program Guidelines.
4. The applicant provides assurance to adhere to all the Performance Measures, as noted in the 2023-2024 Summer Career and Technical Education Grant Program Guidelines, and shall provide to TEA, upon request, any performance data necessary to assess the success of the program.
5. The applicant provides assurance that curriculum will be appropriately aligned to regional labor market supported CTE programs of study.
6. The applicant provides assurance to provide data to TEA on student completion of courses through a special collection process run by TEA.
7. The applicant assures that any Electronic Information Resources (EIR) produced as part of this agreement will comply with the State of Texas Accessibility requirements as specified in 1 TAC 206, 1 TAC Chapter 213, Federal Section 508 standards, and the WCAG 2.0 AA Accessibility Guidelines.

Summary of Program (Focus Area 1)

Provide an overview of the program to be implemented with grant funds. Include the overall mission and specific needs of the organization. Describe how the program will address the mission and needs.

MISSION: The Arlington ISD (AISD) mission is to empower and engage all students to be contributing, responsible citizens striving for their maximum potential through relevant, innovative, and rigorous learning experiences. The CTE Department supports this mission at six traditional high school campuses, the AISD Agricultural Science Center, and the AISD Career and Technical Center, which offers 68 junior and senior level CTE courses, 36 industry certifications, and 37 pathways in 15 career clusters. AISD CTE courses engage students through hands-on training; improve their problem solving, time management, and critical thinking skills; and increase their options after graduation.

NEED: To support the AISD mission and meet the AISD goal that 100% of AISD students will graduate exceptionally prepared for college, career, and citizenship, AISD needs to increase enrollment in CTE courses. AISD is the 13th largest school district in Texas, serving 56,101 students in 2022-23, but the number of AISD students enrolling in CTE courses has declined from 18,096 (2019-20) to 12,505 (2022-23). The percentage of AISD students in CTE is much lower than the percentage statewide (22.3% in AISD compared to 26.5% in Texas in 2022-23 per TEA TAPR), despite AISD's location in the heart of the Dallas-Fort Worth Metroplex, where a CTE certification could lead to employment after high school graduation. Students explore career pathways during junior high and select high school courses in 8th grade. They select an endorsement or program of study before they set foot in high school, and AISD students and parents have expressed the need for additional, earlier information about CTE courses and programs prior to course selection.

PROGRAM: To address the district's mission and the need to increase enrollment in CTE courses, the AISD CTE Department will provide a grant-funded CTE summer camp to introduce 6th, 7th, and 8th grade students to the relevant, innovative, and rigorous learning experiences available in CTE courses. The four-day summer camp will give students a taste of what they will learn in CTE courses, introduce them to career opportunities and post-secondary education, and acclimate them to the AISD Career and Technical Center. During the camp, students will learn about programs of study that are aligned with state-identified high-skill, high-wage, in-demand occupations and industries.

Summary of Program (Focus Area 2)

Provide an overview of the program to be implemented with grant funds. Include the overall mission and specific needs of the organization. Describe how the program will address the mission and needs.

N/A

Qualifications and Experience for Key Personnel (Focus Area 1)

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

Title and Responsibilities of Position	Required Qualifications and Experience
Coordinator, CTE. Plans, coordinates, and supervises all CTE programs, pathways, and teachers. Leads the development and alignment of CTE programs.	Master's degree from accredited university required. Valid Texas Teaching Certificate or eligible alternative certification or local teaching permit. Minimum 3 years' experience (existing position).
Specialist, CTE. Offers district-level support for CTE programs, pathways, and teachers.	Bachelor's degree from accredited university required. Valid Texas Teaching Certificate or eligible alternative certification or local teaching permit. Minimum 3 years' experience (existing position).
Director, CTE. Plans, organizes, manages, and administers the district's CTE programs, pathways, and teachers.	Master's degree from accredited university required. Valid Texas Teaching Certificate or eligible alternative certification or local teaching permit. Minimum 5 years' experience (existing position).
Certified teachers and guidance counselors (20). Implement 4-day summer camp.	Bachelor's degree from accredited university required. Valid Texas Teaching Certificate or eligible alternative certification or local teaching permit. Minimum 3 years' experience (existing positions, proposed extra duty).

Qualifications and Experience for Key Personnel (Focus Area 2)

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

Title and Responsibilities of Position	Required Qualifications and Experience

Goals, Objectives, and Strategies (Focus Area 1)

Describe the major goals/objectives of the proposed program. What activities/strategies will be implemented to meet those goals/objectives?

GOALS: The major goals of the CTE summer camp are to support the district's mission and meet the need to increase enrollment in CTE courses by implementing a high-quality CTE summer program for 6th, 7th, and 8th grade students; creating opportunities and experiences that will help them better understand the approved statewide CTE programs of study and career clusters; and increasing students' knowledge of career opportunities and the skills needed for career pathways to help students make informed decisions and enroll in CTE courses.

OBJECTIVES: By April 30, 2024, all AISD 6th, 7th, and 8th grade students will receive information about the CTE summer camp opportunity. (AISD 6th, 7th, and 8th grade enrollment was 11,248 students as of December 20, 2023.) By August 30, 2024, 200 students will increase their knowledge of 12 CTE programs of study, 10 career clusters, and numerous post-secondary career options by participating in the CTE summer camp.

ACTIVITIES/STRATEGIES: During the four-day camp, 200 students will rotate through 10 TEA-approved career cluster stations. Rotations will be facilitated by 20 certified teachers (10 students per station) within the pathway. Students will participate in hands-on, meaningful units designed to enhance their understanding of the various programs; ask questions; and gain confidence to determine their skills and interests. Summer camp will end with an activity designed to help them understand and take action on creating their 8th grade and high school four-year academic plans.

OTHER: To provide equitable access to all students and reduce barriers for attending:

- * AISD will provide transportation to and from the Career and Technical Center from each student's home campus.
- * Breakfast and lunch will be provided through the Summer Feeding Program, funded through local and federal funds.
- * AISD Title I schools will conduct in-person information booths during the final six-week grading period.
- * Students will register online, and data collected during registration will be analyzed to ensure that all students receive equitable access to attend the CTE summer camp.

Goals, Objectives, and Strategies (Focus Area 2)

Describe the major goals/objectives of the proposed program. What activities/strategies will be implemented to meet those goals/objectives?

N/A

Performance and Evaluation Measures (Focus Area 1)

Describe the performance measures identified for this program which are related to student outcomes and are consistent with the purpose of the program. Include the tools used to measure performance, as well as the processes that will be used to ensure the effectiveness of project objectives and strategies.

AISD will collect data and report on the following Focus Area 1 mandatory performance measures:

1. Student information as part of the fall PEIMS collection to determine the demographics of the students served.
2. Number of students enrolled in the summer program.
3. Number of students completing the summer program.
4. Report all PEIMS-related data (in the fall PEIMS submission).

MEASUREMENT TOOLS AND PROCESSES: AISD will evaluate the project using formative and summative data. The CTE Department will create pre- and post-survey instruments and distribute them to students and teachers. Student survey results will be evaluated to determine whether the summer program increased students' knowledge of CTE programs of study and post-secondary career options. Teacher survey results will be analyzed to give administrators insight into program implementation. In addition, upon completion of each camp rotation, students will complete reflection exercises to process the information learned. During a culmination activity on the last day of camp, students will share what they learned and how the CTE programs of study and career clusters align with their own skills and interests. Summer camp data will be reviewed and evaluated by CTE Department leadership and AISD administrators to inform course planning, enrollment projections, and future CTE summer programs and activities.

Performance and Evaluation Measures (Focus Area 2)

Describe the performance measures identified for this program which are related to student outcomes and are consistent with the purpose of the program. Include the tools used to measure performance, as well as the processes that will be used to ensure the effectiveness of project objectives and strategies.

N/A

Budget Narrative (Focus Area 1)

Describe how the proposed budget will meet the needs and goals of the program, including for staffing, supplies and materials, contracts, travel, etc. If applicable, include a high-level snapshot of funds currently allocated to similar programs. Include a short narrative describing how adjustments will be made in the future to meet needs.

PROPOSED BUDGET: AISD is requesting \$49,989 to meet the needs and goals of a four-day CTE summer camp, which will introduce 200 6th, 7th, and 8th graders to 12 CTE programs of study. Funds will be allocated for staffing; supplies and materials; and travel.

STAFFING = \$32,227. Twenty teachers and guidance counselors will receive extra duty pay to plan, prepare materials, and implement the summer camp with support from the CTE Department. As determined by AISD Compensation, the teachers and counselors will receive an hourly rate to plan and prepare materials and a daily rate to implement the camp. AISD staff will be notified of the opportunity, which will be posted. AISD summer staffing protocols will be followed. Grant funds will be allocated for extra duty pay and fringe.

SUPPLIES AND MATERIALS = \$12,900. Grant funds will be allocated for the instructional supplies, materials, and resources necessary to implement the camp.

TRAVEL = \$3,000. Grant funds will be allocated for student transportation. Students will receive transportation from their home campus to the AISD Career and Technical Center and back to their home campus.

DIRECT COSTS = \$48,127.

INDIRECT COSTS = \$1,862.

GRAND TOTAL = \$49,989.

SUSTAINABILITY: AISD maximizes local funding, grants, and partnerships and actively seeks external supplemental funding for programs, such as the CTE summer camp, which support the AISD mission and address identified needs but are not required by the state. AISD collects and assesses programmatic feedback from students, staff, administrators, parents, and community partners and makes adjustments to programs as necessary. Programs are evaluated for effectiveness using a variety of methods, including stakeholder feedback, to determine whether they should be continued.

Budget Narrative (Focus Area 2)

Describe how the proposed budget will meet the needs and goals of the program, including for staffing, supplies and materials, contracts, travel, etc. If applicable, include a high-level snapshot of funds currently allocated to similar programs. Include a short narrative describing how adjustments will be made in the future to meet needs.

N/A

Program Requirements

1a. Needs Assessment (Focus Area 1): Applicants must complete a Needs Assessment Summary indicating specific area of need the LEA has that hinders the completion of courses within programs of study. (For example: describing scheduling conflicts, specific program of study teacher availability, etc.)

NEEDS ASSESSMENT: AISD tracks career cluster enrollment data and student count. The CTE Department leadership team reviewed and evaluated data from the most recent five years to identify trends in enrollment. An AISD needs assessment and an evaluation of the completion of courses within CTE programs of study revealed a decline in the number of students enrolling in the 8th grade Career Investigations class and in all CTE programs of study. Students, parents, and junior high teachers have expressed the need for real-world, hands-on experiences to help students understand their career and pathway options.

ENROLLMENT IN CAREER INVESTIGATIONS: Over the past four years, enrollment in Career Investigations steeply declined. The decline in enrollment in Career Investigations can be attributed to scheduling conflicts and students needing to fulfill other requirements. Students who do not enroll in Career Investigations do not have the background knowledge to make informed decisions about the CTE programs of study and career clusters offered within the district. Without this background knowledge, students must select endorsements without a true understanding of their skills and their options.

ENROLLMENT IN CTE PROGRAMS OF STUDY: Over the past five years, enrollment in CTE programs of study has declined. A number of factors may have contributed to the decline, including students enrolled in remediation courses to support general education gaps and a general lack of exposure to high school programs and postsecondary career options. Student enrollment has declined in each CTE program of study, and especially in Arts, Audio/Video Technology, and Communications; Health Science; and Law and Public Service.

SOLUTION: The CTE summer camp will give 200 6th, 7th, and 8th grade students the knowledge they need to better understand their skills and their options. Students will participate in hands-on activities designed to engage their interest and demonstrate the value in enrolling in CTE programs of study and postsecondary education.

1b. Needs Assessment (Focus Area 2): Applicants must complete a Needs Assessment Summary indicating specific area of needs the LEA has to offer work-based learning opportunities. (For example: describing transportation limitations, describing scheduling conflicts, specific program of study teacher availability, etc.)

N/A

Program Requirements, cont'd.

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

The CTE summer camp will introduce 200 students to the following CTE programs of study and CTE courses:

1. AGRICULTURAL SCIENCE: Veterinary Medicine. CC1211 Small Animal Management; CC1216 Veterinary Medicine Applications.
2. ARCHITECTURE AND CONSTRUCTION: Construction Management. CC1223 Principles of Construction; CC4210 Construction Technology I.
3. ARCHITECTURE AND CONSTRUCTION: Architectural Design. CC1205 Principles of Architecture; CC1222 Architectural Design I; CC4222 Architectural Design II.
4. ARTS AND AUDIO/VISUAL: Digital Communications. CC1226 Audio/Video Production; CC1229 Digital Audio Production I.
5. BUSINESS, MARKETING, AND FINANCE: Entrepreneurship. CC1245 Entrepreneurship I, CC 1275 Entrepreneurship II.
6. EDUCATION AND TRAINING: CC1249 Principles of Education and Training; CC1258 Human Growth and Development; CC4250 Instructional Practices; CC4251 Practicum in Education and Training.
7. HEALTH SCIENCE. CC1260 Principles of Health Science.
8. HOSPITALITY AND TOURISM SERVICES: Lodging and Resort Management. CC1209 Principles of Hospitality and Tourism; CC1253 Travel and Tourism Management.
9. HOSPITALITY AND TOURISM SERVICES: Culinary Arts. CC1254 Introduction to Culinary Arts; CC4254 Culinary Arts.
10. INFORMATION TECHNOLOGY: Web Development. CC1283 Principles of Information Technology; TA1265 Web Design I.
11. LAW AND PUBLIC SERVICE: Law Enforcement. CC1267 Principles of Law, Public Safety, Corrections and Security; CC1270 Court Systems.
12. MANUFACTURING: Advanced Manufacturing and Machinery Mechanics. CC1285 Robotics, CC1286 Robotics II.

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

N/A

Appendix I: Amendment Description and Purpose (leave this section blank when completing the initial application for funding)

An amendment must be submitted when the program plan or budget is altered for the reasons described in the "When to Amend the Application" document posted on the [Administering a Grant](#) page. The following are required to be submitted for an amendment: (1) Page 1 of the application with updated contact information and current authorized official's signature and date, (2) Appendix I with changes identified and described, (3) all updated sections of the application or budget affected by the changes identified below, and, if applicable, (4) Amended Budget Request. Amendment Instructions with more details can be found on the last tab of the budget template.

You may duplicate this page

Amended Section

Reason for Amendment