



**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.

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**

Application stamp-in date and time

**Required Attachments**

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

See the Program Guidelines for for additional attachment information.

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

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

**Amendment Number**

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

**Applicant Information**

Organization **Skidmore-Tynan ISD** CDN **013905** ESC **2** UEI [Redacted]

Address **224 W Main Street** City **Skidmore** ZIP **78389** Vendor ID **74-1559325**

Primary Contact **Richard Waterhouse** Email **richard.waterhouse@stbobcats.net** Phone **361-287-3426**

Secondary Contact **Stephanie Ashworth** Email **stephanie.ashworth@stbobcats.net** Phone **361-287-3426**

**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 **Richard Waterhouse** Title **Superintendent**

Email **richard.waterhouse@stbobcats.net** Phone **361-287-3426**

Signature *Richard Waterhouse* Date **Jan 29, 2024**

**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.

N/A

**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.

Skidmore-Tynan ISD is seeking grant funds to continue a paid internship program for welding, entrepreneurship, and education and training students. The vision of Skidmore-Tynan ISD leadership and school board is to provide innovative opportunities for students, thereby promoting our school district to be the destination of choice for students and high-quality teachers. Our mission is to develop in all students the knowledge, skills, and work ethic that enables them to become successful and productive members of society. Our need is to provide an innovative opportunity for students this summer to re-engage them and ignite excitement and awareness of our CTE and P-TECH programs. The focus of our summer program through this grant is to provide internships to students in the Applied Agricultural Engineering, Entrepreneurship, and Education and Training programs.

Students in the summer program will serve as paid interns for Skidmore-Tynan ISD and will receive stipends for the projects they complete for the school district and local community members. The Summer CTE Internship Program will allow us to garner student awareness, interest, and enrollment in the Education and Training, Entrepreneurship, and Applied Agricultural Engineering programs of study, thus building a pipeline of student interest in our CTE and P-TECH programs. We will target incoming 11th-12th grade students who have taken at least one agriculture, business/entrepreneurship, or education and training CTE course for this summer program.

All students participating in a summer internship will gain real world work experience connected to their program of study. For example, participating entrepreneurship students will complete a business plan for the on-campus coffee shop that will incorporate marketing strategies, budget/finances, products to sell, and analyses of costs versus revenue. Students will be held to the same standard as what is expected in the workforce, including a requirement to show up on time, dress professionally, problem solve, and manage multiple priorities within a set deadline.

In addition, Skidmore-Tynan ISD will partner with external business partners from each industry to offer site visits and short-term project opportunities as part of the internship. This will also allow students an opportunity to meet industry professionals and expand their network.

Our goal is to serve 20 students through this summer program. The program will run for 4 weeks and include an Internship Preparation Bootcamp and the remaining time focusing on the internship work/project completion (80 hour internship).

**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
N/A	
N/A	
N/A	
N/A	
N/A	

**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
Danny Garcia, Teacher at Skidmore-Tynan HS, will lead the entrepreneurship internship (existing position)	Certified to teach CTE courses; experience in Business, Marketing, and Finance coursework; experience working with industry partners
Domingo Garcia, Teacher at Skidmore-Tynan HS, will lead the welding/agriculture internship (existing position)	Certified to teach CTE courses; experience in Welding and Applied Agricultural Engineering coursework; experience working with industry partners
Corina Garcia, Teacher at Skidmore-Tynan HS, will lead the education and training internship (existing position)	Certified to teach CTE courses; experience in Education and Training coursework
Stephanie Ashworth, Assistant Superintendent, will oversee the program implementation; and Stella Resio, Principal, will monitor the program.	Administrators; experience implementing state grant-funded programs and overseeing programs; knowledge of appropriate use of grant funds
Patricia Patel will assist as program coordinator (existing position)	MS degreed; experience mentoring students and managing funds; ability to engage with multiple stakeholders



**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?

N/A

**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?

Our primary goal is to offer a Summer CTE Internship Program for students in Education and Training, Entrepreneurship, and Applied Agricultural Engineering. Students will be interns for S-TISD and be given a summer project related to their program that requires application of real world knowledge and experience. This will allow students to apply academic and classroom knowledge while gaining real world experience.

By August 2024, 20 students (100%) will have fulfilled their internship responsibilities.

All students (100%) will have actively contributed to the internship project, as measured by internship supervisor feedback (internship supervisors will be district employees) and Internship Training Plan completion.

A secondary goal is to partner with actual businesses to offer site visits and short-term project opportunities as part of the internship. The more exposure to businesses we can provide to our students, the better.

We will meet these goals and objectives by equipping our leadership to support the summer program, ensuring that staff are able to promote the opportunity to students who will benefit from the experience, and beginning the recruitment process once grantees are announced. We will support the teachers/internship leads by providing necessary instructional materials and instructional support.

**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.

N/A

**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.

Skidmore-Tynan ISD's Summer CTE Internship Program will be focused on student outcomes and evaluated based on several performance measures and data points. We will collect data on the demographics of students who enroll in, participate in, and complete the program, including grade level, race/ethnicity, and economically disadvantaged status, as well as whether they have been identified as in need of special education services. We will utilize other data collected for TSDS PEIMS to provide analysis numbers for district leadership, school board, and TEA grant reporting requirements.

We will provide additional services to students who need additional support, such as tutoring and mentoring sessions with the teacher/supervisor. We must provide wraparound services like these in order to provide an equitable setting for all students, the majority of whom are from economically disadvantaged households. Data on all of these services will be collected by the teacher and the coordinator to evaluate student need and intervention. During the internship, an Internship Training Plan will be completed and we will conduct routine check-ins with students to ensure they are progressing towards their ultimate goal of completing their internship projects/responsibilities. The Training Plan will specify student demonstration of employability skills valuable across many occupations and industries. These assessments will be used to guide instruction, determine intervention needs, and evaluate TEKS mastery for course credit.

**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.

N/A

**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.

\$20,700 has been allocated in the proposed budget for payroll (6100). These dollars will be utilized to provide extra duty pay to the three teachers/internship supervisors (Applied Agricultural Engineering teacher, Entrepreneurship teacher, and Education and Training teacher). Additionally, extra duty pay will be provided to the coordinator to support their time and effort toward the program. Funds will also be allocated to pay for any bus driver needed to provide transportation.

\$19,200 has been allocated under professional and contracted services (6200) for student stipends for the internships. Paying students is one of the largest portions of the budget as S-TISD wishes to pay students an average stipend of \$12 per hour during the 80 hour internship. An additional \$5,000 has been allocated to contract with an external contractor, CareerCraft, to assist with data collection, analysis, and reporting on the outcomes of the program.

\$3,100 has been allocated under supplies and materials (6300) to provide consumable supplies/materials that students will utilize as part of their internship projects.

\$500 has been allocated under other operating costs (6400) to pay for our district-owned bus to transport the interns to tour the businesses of external industry partners and learn about the industries.

\$1,500 has been allocated for indirect costs related to the scope of this grant project.

The total proposed budget for this project is \$50,000.



**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.)

N/A

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.)

Many of our students work in fast food restaurants over the summer in order to earn a paycheck. Therefore, we plan to pay students (via stipends) through this internship program to enroll those students who otherwise would not be able to afford forgoing summer employment elsewhere. Without this grant, we would not be able to provide this summer program. Courses are offered during the school year at no cost to the students but are not currently offered during the summer. We hope that, through this opportunity, we will provide data showing return on investment for future internship funding possibilities from our community and school board.

Skidmore-Tynan ISD is a rural school district and many businesses are located in cities 20-30 miles away. Offering work-based learning experiences during the school year is a challenge due to master schedule constraints, travel time, and distance to learning sites. Offering summer work-based learning opportunities provides greater flexibility for our students and our staff. With students working most of the day, they will have adequate time to really focus on their projects which may not happen during the traditional school year. Additionally, teachers are able to plan and prepare a quality work-based learning experience during the summer that they may not have the time to focus on during the school year.

Workforce Solutions of the Coastal Bend's Targeted Occupations List includes Welders, Cutters, Solderers, and Brazers; General & Operations Managers, and Elementary, Middle, and Secondary School Teachers. Each of these internship opportunities are aligned with regional labor market demand and lead to living wage jobs with strong career pathway growth within the region.



**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.

N/A

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.

Participants in the program will be paid a stipend for their internship (80 hours). Participants will apply classroom knowledge to a real-world project, adding industry-valued work-based learning experience to their resume.

We will collaborate with external industry partners to organize a site visit for our students. These partners include Uncommon Market (entrepreneurship students), a local daycare (education and training students), and Wastequip (agriculture engineering/welding students).

Additionally, Workforce Solutions of the Coastal Bend will conduct workshops and presentations to our interns as part of the initial onboarding.

Skidmore-Tynan ISD will serve as the host/provider for the internships and will be the employer of record. The internship will require 80 hours of work/commitment from our students. We will serve up to 20 students through this program. The internship will allow students to work independently and in teams on projects that will be invaluable in each respective CTE and P-TECH program. Students will learn communication, collaboration, problem solving skills, and teamwork during this program.

**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**