



**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](mailto: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): [Redacted]

**Applicant Information**

Organization **Liberty ISD** CDN **146906** ESC **5** UEI [Redacted]

Address **1600 Grand Avenue** City **Liberty** ZIP **77575** Vendor ID **1746001608**

Primary Contact **Scott Purswell** Email **sdpurswell@libertyisd.net** Phone **936-336-6483;**

Secondary Contact **Margaret Gardzina** Email **mcgardzina@libertyisd.net** Phone **936-336-7213;**

**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 **Dusty McGee** Title **Superintendent**

Email **dsmcgee@libertyisd.net** Phone **936-336-7213**

Signature  Date **1-29-2024**

**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.

Liberty ISD is seeking this grant to implement a targeted initiative focused on Work-Based Learning, identified as Focus Area 2. The proposed program aims to offer paid internships to 25 students, primarily targeting current 11th-grade students enrolled in our Career and Technical Education (CTE) programs. With the possibility of expansion to include 10th-grade students if space allows.

Our overarching mission at Liberty ISD is to empower all students to reach their full potential, enabling successful pathways to college, career, or military service post-high school graduation. In line with this mission, we are committed to preparing students for high-wage, in-demand careers within our region. The proposed program aligns seamlessly with our mission and addresses the organization's needs by providing students with valuable real-world experience through work-based learning opportunities (internships) and imparting essential employability skills applicable throughout their careers.

Liberty ISD offers targeted CTE programs of study that align with current labor market demands. These programs include Law Enforcement, Digital Communications, Design and Multimedia Arts, Business Management, Healthcare Therapeutic (Pharmacy Technician), Carpentry, and Applied Agricultural Engineering.

The proposed initiative involves a 3 to 5 week summer internship program for 25 students, focusing on 10th and 11th-grade participants from CTE programs. The program begins with an Employability Skills Bootcamp, where teachers prepare students for success in their internships. Subsequently, students embark on a 3-5 week internship at designated providers based on their CTE program:

- Students in Digital Communications, Design and Multimedia Arts, and Business Management will intern for Liberty ISD's communications team and business office, as well as businesses sourced by the Liberty County Chamber of Commerce.
- Healthcare Therapeutic program participants will intern at Roger's Pharmacy, Liberty Health Care Center, and The Health Fix Store.
- Law Enforcement program interns will be placed at the Liberty or Dayton Police Department and jail, subject to meeting age requirements.
- Carpentry and Applied Agricultural Engineering program interns will gain practical experience at local construction businesses that have expressed interest in working with students aspiring to become welding journeymen or construction workers.

Eligibility for the internship program is contingent upon students expressing a genuine interest in career preparation, maintaining a clean disciplinary record, committing to the entire program, and securing approval from the high school principal.

**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	

**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
Brittany Purswell, Teacher: Will supervise student interns and facilitate Project-Based Learning course	Certified teacher; knowledge of work-based learning best practices; trained in WBL (has taken WBL online course offered by TEA)
Scott Purswell, Grant Manager: Will provide support for the program' s business and financial requirements	Knowledge of grant management rules/policies; knowledge of grant financial reporting requirements
Internship Providers (From Local Community): Will host and supervise interns to support on-the-job learning	Local businesses/organizations willing to host interns and offer on-the-job training; Agrees to coordinate with students and internship supervisor from the high school
CareerCraft (External Consultant): Will provide tools for work-based learning support and data collection and reporting support	Experience facilitating work-based learning and internships, data collection; Knowledge of WBL best-practices

**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?

Liberty ISD is seeking grant funding to orchestrate and execute a comprehensive summer internship program centered on work-based learning. Our principal goal is to furnish 25 students with a 3 to 5 week paid internship, while a secondary objective involves cultivating interest and enthusiasm for our Career and Technical Education (CTE) programs, fostering a robust pipeline of student awareness and engagement with program opportunities.

The program structure comprises an Employability Skills Bootcamp hosted at Liberty High School, followed by a 3-5 week internship at various placement sites. The internship period is anticipated to span from the conclusion of the school year to July 4, 2024 (with flexibility to extend as necessary). Participants will accrue credit for Project-Based Learning, and by August 2024, all 25 students are expected to have completed the summer internship. The objective is for 100% of students to successfully fulfill the requirements for Project-Based Research (PEIMS Service ID #12701500) and complete a minimum of 80 internship hours.

To achieve these goals, Liberty ISD is committed to providing comprehensive support to the Project-Based Research teacher and internship supervisor. This support includes furnishing instructional materials and guidance for students. Additionally, we plan to engage a technical assistance provider to bolster the work-based learning component and facilitate data analysis and reporting, thereby gauging program effectiveness through Internship Readiness Assessments.

Our approach involves the development and implementation of customized training plans, serving as a foundation for assessing student outcomes and growth in both technical and soft skills during the internship period. Furthermore, the active involvement of counselors will be instrumental in promoting this opportunity to students who stand to benefit, ensuring a commitment to the program and a demonstration of genuine interest from participants.

**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.

Liberty ISD has strategically identified performance measures directly tied to student outcomes, ensuring alignment with the core purpose of the proposed program. These measures are consistent with the objectives and strategies outlined, and the evaluation process involves a comprehensive set of tools and processes to ascertain the effectiveness of project implementation. The number of students participating in internships or pre-apprenticeship training will be tracked through internal program records, ensuring systematic and accurate documentation throughout the program. Student information for the fall PEIMS submission will provide valuable insights into the demographics of the students served, with a commitment to ensuring accurate and complete data submission. A detailed database will be maintained, listing all business and industry partners involved in the program, offering a clear overview of work-based learning experiences provided to students. Total and average hours worked by students will be recorded using a reliable timekeeping system, and their total and average hourly earnings will be tracked through payroll records for transparency and accountability.

Individualized training plans for each student will be a key tool, with ongoing documentation and periodic reviews to ensure alignment with program goals. Partnership agreements with business and industry partners will be documented, outlining mutual understandings and commitments. The program will maintain evidence of culminating assessments or recognized skills, with assessment records serving as a tool to showcase the tangible outcomes of the internship experience. Finally, reporting all data related to PEIMS during the fall submission will be conducted using PEIMS data reports, adhering to specified requirements for comprehensive program evaluation. This integrated approach ensures a thorough and systematic assessment of the program's impact and effectiveness.

**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.

Payroll (6100): A total of \$14,125 has been earmarked to provide extra-duty pay to the Project-Based Learning teacher and internship supervisors during the summer. These individuals will play a crucial role in leading instruction and supervising the interns. The budget also incorporates required benefits contributions.  
Professional & Contracted Services (6200): With a budget of \$30,000, this category is designated for compensating student interns as contractors throughout the summer internship program. The plan is to offer 25 paid internships at a stipend of \$1,200 for the five-week program. Interns will work approximately 80 hours during the summer, aligned with their internship placement and mastery of the Project-Based Research TEKS. Additionally, \$5,000 has been allocated to engage a contracted services provider. This provider will offer support for work-based learning and contribute to data collection and analysis, enhancing the overall effectiveness of the program. These funds will enable us to extend opportunities to students who face scheduling constraints and other commitments during the traditional school year.  
Supplies & Materials (6300): A budget of \$750 has been allocated for purchasing polo shirts for interns, serving as a visual identifier as Liberty ISD interns during their work assignments. Local funds will cover the procurement of instructional materials for the Project-Based Research coursework.  
Other Operating Costs (6400): A reserve of \$125 has been budgeted to address unforeseen expenses associated with the internship program that cannot be covered using local funding. This ensures flexibility in managing unexpected challenges that may arise during program implementation.  
Looking ahead, adjustments to the budget will be made with careful consideration of the evolving needs and challenges of the program. Regular reviews and assessments will guide the reallocation of funds to address emerging priorities and optimize the impact of the summer internship initiative.

**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.)

Liberty High School faces unique challenges and needs in offering work-based learning opportunities, particularly in the context of Focus Area 2. Several factors contribute to the necessity and relevance of implementing a summer internship program:

- 1. Scheduling Conflicts and Academic Commitments: Liberty High School students are actively involved in a multitude of school activities, including rigorous academic coursework and extracurricular engagements. The demanding nature of these commitments poses a challenge for students to secure work-based learning opportunities during the traditional school year. A summer internship program provides a viable solution by offering a dedicated time frame when students can participate without conflicting with their academic responsibilities.
- 2. Low Socioeconomic Status of Families: A significant portion of our community's families falls within the low socioeconomic status category. This economic reality can limit students' abilities to engage in part-time employment during the school year. Implementing a summer internship program addresses this financial barrier, providing students with an opportunity to earn income over the summer. The financial support not only benefits the students but also has a positive impact on their families, contributing to the overall economic well-being of the community.

Our needs assessment underscores the critical importance of providing work-based learning opportunities outside the traditional school year to accommodate students' academic commitments and address economic challenges faced by families in the community. The proposed summer internship program is strategically designed to meet these specific needs, offering a pathway for students to gain valuable real-world experience while contributing positively to their personal and familial financial situations.



**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.

**Internship Placements:**

- Students enrolled in the Digital Communications, Design and Multimedia Arts, and Business Management programs will undertake internships encompassing Liberty ISD's communications team, business office, and businesses identified by the Liberty County Chamber of Commerce.
- The Healthcare Therapeutic program students will engage in internships at Roger's Pharmacy, Liberty Health Care Center, and The Health Fix Store.
- For Law Enforcement program participants, internships will be hosted at the Liberty or Dayton Police Department and, contingent upon meeting age requirements, the jail.
- Students in the Carpentry and Applied Agricultural Engineering programs will have the opportunity to intern at select local construction businesses that have expressed interest in collaborating with students aspiring to become welding journeymen or construction workers.

The chosen work-based learning model for this initiative is a supervised internship program. This entails interns having both an on-site supervisor at their host location and a supervisor from the high school. Collaboratively, interns and their supervisors will develop a customized training plan, guiding the work-based learning experience throughout the internship period.

This program is designed to support up to 25 students, providing them with valuable real-world experience and facilitating their transition from classroom learning to practical application in their chosen fields.

**Appendix B: 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**