



**2021-2022 Summer Career and Technical Education Grant
Letter of Interest (LOI) Application Due 11:59 p.m. CT, March 28, 2022**

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.

Application stamp-in date and time

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, March 28, 2022**.

Grant period from **April 29, 2022-September 30, 2022**

Pre-award costs permitted from **Award Announcement Date**

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 **Castleberry ISD** CDN **220-917** Campus **220917001** ESC **11** DUNS **060663219**

Address **5228 Ohio Garden** City **River Oaks** ZIP **76114** Vendor ID **756004526**

Primary Contact **Stephanie Martinez** Email **martinezs@castleberryisd.net** Phone **8172522173**

Secondary Contact **Catherine Williams** Email **williamsc@castleberryisd.net** Phone **8172522100**

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 **Renee Smith-Faulkner** Title **Superintendent**

Email **smithr@castleberryisd.net** Phone **817-252-2100**

Signature *Renee Smith-Faulkner* Date **3-25-2022**

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 2021-2022 Summer Career and Technical Education Grant Program Guidelines.
- 4. The applicant provides assurance to adhere to all the Performance Measures, as noted in the 2021-2022 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

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. **NOTE: If applying for both Focus Areas, applicant must CLEARLY distinguish between the two in your response.**

The mission of Castleberry ISD is to provide a positive learning environment that engages, mentors, and motivates all students to excel as successful lifelong learners. The Castleberry ISD CTE department is an innovative and career focused organization, whose purpose is to equip students to diligently pursue and obtain valuable industry based certifications and key work based learning experiences. This summer program will serve as a catalyst that can be leveraged into sustainable future partnerships.

Focus Area 1 is designed to serve as an intensive CTE/Academic summer bridge focused on enriching project-based learning skills, understanding the purpose of district programs of study, creating a 6 year plan to include post-secondary aspirations, and receiving TSIA2/PSAT study and testing skills. Students will attend 4 days a week for 4 weeks, including Friday field trips to local colleges and schools supporting district pathways. A professional resume and living academic portfolio (complete with timelines, smart goals, and academic/career milestones) to be updated each year will be constructed and presented in a student-led symposium during the last week. Students will receive credit for Professional Communications (13009900) and Project-Based Research (12701500). Senior level student mentors will be utilized to facilitate stations, assist students with school tours, and other guidance to assist 8th grade in transitioning to HS.

Focus Area 2 is designed to offer various practical real world experiences for rising Juniors and Seniors, from IT, Programming & Software Development, Digital Communications, Culinary, Education and Training, Health Science, and Business programs of study. IT, Programming, and Digital Communication students will work with the district technology department and perform other technical duties. Culinary students will work with Sodexo's summer food program. Education and Training students will construct and implement STEM learning stations for the elementary summer school program. Health Science Students will partner with the district Health Services Department to assist in developing student wellness promotional material and educational modules. Business students will partner with district staff to learn valuable employability skills such Marketing, customer service, communication, and project management. Students will work for 6 weeks and receive a stipend for their service. In partnership with the local companies and business, 11th & 12th students will be transported to and from 3 days a week for 4 weeks to shadow various roles within the participating businesses. Students who already have secured paid internships with local business partners will meet once a week with the WBL Program Coordinator for 6 weeks to review training plans, focused skills, and employer reviews. Students who successfully complete their placement will receive credit for Career Prep 1 (1270130)

Qualifications and Experience for Key Personnel

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
CTE Summer Bridge Administrator	Administration Certification; 3 years of experiencing of overseeing programming
CTE Summer Bridge Program Coordinator	Administration Certification; CTE Certified, experienced in leading CTE programs
CTE Summer Bridge Teacher	3 years of classroom teaching experience; Work Based Learning Class Completion or pertinent industry experience and credentials
WBL or Intern/Job Shadowing Coordinator	3 years of classroom teaching experience; Work Based Learning Class Completion or pertinent industry experience and credentials
CTE Summer Bridge Counselor	Certified counselor, experienced in CTE Pathway placement, career plans in skyward, and graduation requirements

Goals, Objectives, and Strategies

Describe the major goals/objectives of the proposed program. What activities/strategies will be implemented to meet those goals/objectives? **NOTE: If applying for both Focus Areas, applicant must CLEARLY distinguish between the two in your response.**

Focus Area 1:

Objective: Offer a Summer Bridge Program to ensure every child of the district is strategically prepared for career and college success and high-quality pathways. Activities/Strategies: Students will be provided with preparation to assist them in planning for course sequences that help them gain knowledge and skills necessary for success in their chosen career. Career overviews aligned with district pathways will be delivered in a variety of activities, career navigation activities investigating education requirements and earning potential. Mentors will be provided to answer questions, encourage engagement, and help students successfully transition into high school culture.

Focus Area 2:

Objective: Ensure students have mentors in each internship (mentors will be guided on student expectations, daily check-ins, and periodic feedback) Ensure students are participating in and conducting meaningful work while involved in the internship (project or work efforts for student work will be identified by the coordinator, beginning/mid-point/conclusion data will be collected to ensure work efforts identified are being implemented, data will be collected about the impact student projects have on District initiatives as a whole) Ensure there is a feedback loop for students to allow for growth (coordinator will identify feedback cycle, train participants and collect data; coordinator will use feedback to inform instructional decisions for future programming)

Performance and Evaluation Measures

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. **NOTE: If applying for both Focus Areas, applicant must CLEARLY distinguish between the two in your response.**

Focus Area 1:

Increase student relationships to promote connection and belonging by 20%

Establish awareness of high school level rigor for 15% of participants

Increase awareness of technology based career opportunities by 20%

Measurement tool and process: Students will be given a pre-survey to ascertain awareness of technology-based careers and a general sense of high school preparedness. At the completion, students will be given a post-survey to measure successfulness of strategies as related to program goals. Student demographic information will collected with each survey.

Focus Area 2:

1. Student Diversity: Student Information to determine the demographics of students served

2. Number Served: Number of students participating in internships or job shadowing training as part of the program

3. Business Participation: Number of businesses and industry partners offering work-based learning experiences to students as part of the program

4. Hours Completed: Total and average hours worked by students

5. Training Plan (s) Developed: Evidence of training plan

6. Partnership Agreements: Evidence of partnership agreements for each business and industry partner

7. Assessment and Recognition: Evidence of culminating assessments or recognition of skills for each student

8. Course Completion: Collection of data related to PEIMS

Tools Used: Student/Stakeholder surveys, work-based application, attendance records, and PEIMS data. Future indicators of success will be the number of students enrolled in CTE classes and the number of after school and other jobs students acquire related to their field of study.

Budget Narrative

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. **NOTE: If applying for both Focus Areas, applicant must CLEARLY distinguish between the two in your response.**

The budget includes payroll, transportation, other operating costs, and supplies and materials .

Payroll: Focus area 1 will include an overall CTE Summer Bridge Administrator, a Coordinator, 3 teachers, and a counselor. The administrator will receive a 1 time stipend of \$3000. The coordinator will receive a 1 time stipend of \$5200. Teachers will be paid \$40 per hour. Teacher will work 8:00 to 1:00 Monday - Thursday and 8:00 to 3:00 on Friday.

3 teachers x 5 hours per day x 20 days in June x \$40 per hour = \$13,440

Focus area 2 will include 1 Administrator and 2 CTE Coordinators. The administrator will receive a 1 time stipend of \$3000. The coordinators will receive a 1 time stipend of \$5200.

Transportation will be provided by the Castleberry ISD buses for students in focus area 1 to visit local colleges and trade schools (\$4000). Focus area 2 will utilize the buses to attend job shadowing positions with local businesses and industries 3 times a week for 4 weeks (\$6200).

Focus area 1 will give stipends to 8 senior level mentor students to assist in transitioning students into high school. 8 mentors x 4 hours per day x 20 days in June x \$10 per hour = \$6,400

Focus area 2 will give stipends to 20 students who participate in the district led summer experiences. 20 students x 4 hours per day x 25 days in June and July x \$12 per hour = \$28,880

Supplies and Materials: Focus Area 1 requires \$12,760 to cover supplies and materials necessary for the Bridge Program. This will allow us to purchase hands-on equipment and learning manipulative to truly engage students. The purchase of multiple manipulative will allow for smaller groups thus promoting social-emotional connection through collaborative teamwork, and to scale rigorous technical and academic learning from one experience to the next. Focus Area 2 requires \$6400 cover supplies and materials associated with the work-based activities.

Program Requirements

1. **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 programs of study are as follows: Construction, Digital Communications, Design and Multimedia, Business Management, Accounting and Finance, Marketing and Sales, Culinary Arts, Teaching and Training, Healthcare Therapeutic, Exercise Science and Wellness, Programming and Software Development, and Cybersecurity. This focused CTE Summer Bridge Program provides a direct link to CCMR while providing a bridge to the real world using various TEKS and approved CTE POS. It will assist students in long term planning and goal setting. They will explore valid, reliable educational and career information to learn more about themselves and their interests. They will use tools available to explore college and career areas of personal interest and make a smooth transition to high school. Students will attend for 4 hours per day, 4 days a week, for 4 consecutive weeks. Every Friday will consist of a visit to a local college or trade school that partners with our district such as UNT, UTA, Tarleton State, Texas Wesleyan, and TSTC. Evidence indicates summer bridge programs such as the one proposed should help students stay in school and take advantage of AP/dual credit courses later in their high school career. They also help students who may have anxiety about transitioning to a new school. Approximately 150 incoming 9th graders are projected to be supported by this endeavor.

2. **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.

Castleberry ISD will take part in providing student intern opportunities to students. The district looks to recruit at least 20 students to be placed in various positions for four weeks in the summer including, but not limited to: Hospitality and Tourism, Education and Training, Information Technology, Health Science, Digital Communications, and Business. Business and industry partners who will be involved: To offer the planned job shadowing experiences, the district plans on partnering with City of Fort Worth, GL Seaman & Company Design company, JPS Health Network, and Wells Fargo. These businesses plan on targeting 20 students for these opportunities. Students who already have a paid internship with a private business are planned to participate for credit and employability training. The district anticipates 20 students from this group. Approximately 60 11th and 12th grade students are planned to participate in Focus Area 2 summer program. The work-based learning model(s): The district has chosen to establish and monitor an internship program with employers. In addition to making students more educated in the targeted fields, these work-based learning experiences will provide students the opportunity to strengthen six key soft skill areas - communication, enthusiasm and attitude, teamwork, networking, problem solving and critical thinking, and professionalism. These types of skills will give them a competitive advantage for achieving their career goals.

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