



**2022-2023 Summer Career and Technical Education Grant  
Letter of Interest (LOI) Application Due 11:59 p.m. CT, November 8, 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**.

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, November 8, 2022**.

Grant period from **March 1, 2023-September 30, 2023**

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

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 One or More 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]

**Application Information**

Organization **Tuloso-Midway ISD** CDN **178912** Campus **TM High School** ESC **02** UEI **099580680**

Address **9760 La Branch** City **Corpus Christi** ZIP **78410** Vendor ID **1746000620**

Primary Contact **Dr. John White** Email **jwhite@tmisd.us** Phone **361-903-6437**

Secondary Contact **Mahogany Garza** Email **mgarza@tmisd.us** Phone **361-903-6718**

**Contractual Agreement**

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. John White** Title **Assistant Superintendent**

Email **jwhite@tmisd.us** Phone **361-903-6437**

Signature **Dr. John White** Digitally signed by Dr. John White Date: 2022.11.16 08:12:44 -06'00' Date **11/15/2022**

**Shared Services Arrangement**

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 Assurance**

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 2022-2023 Summer Career and Technical Education Grant Program Guidelines.
- 4. The applicant provides assurance to adhere to all the Performance Measures, as noted in the 2022-2023 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 the Fall PEIMS Collection process.
- 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.

Tuloso-Midway Independent School District (TMISD) is seeking grant funding under Focus Area 1 and Focus Area 2 in partnership with Banquete Independent School District. TMISD's Career and Technical Education (CTE) Department's mission is to empower all CTE students to explore, identify, select, and pursue a program of study and gain technical knowledge and high-level academic skills to confidently and successfully transition into postsecondary and 21st Century career opportunities.

TMISD requires every student to earn at least one high school credit related to technology prior to graduation. The Business Computer Applications course offered through Coastal Bend College satisfies this requirement. Over the summer, we will offer the course in a hybrid format to allow students to learn in a classroom setting and at home. We are targeting incoming 9th - 12th grade students, which will allow for more flexibility in their schedules and a higher chance for them to be able to complete Practicum courses their junior and/or senior year and/or college course work through our higher education partners. Students will take this course during the Summer 1 term online through Coastal Bend College with TMISD teachers facilitating the course on-campus. All students who earn credit for this course will earn 3 credits toward their college degree and open up their high school schedule for more upper-level CTE course options.

**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.

For Focus Area 2, we plan to hire ten students as interns during June and July to support the development of the CTE Symposium and CTE Pathways Camp, both of which promote Career & Technical Education to students, families, and the community. Tuloso-Midway ISD is a year-round school, so the months of June and July are perfect opportunities for our students to participate in work-based learning experiences to cultivate their soft skills.

Students enrolled in the Engineering program will intern with our Technology Department to assist with the updating, repair, and deployment of hardware and software across the district. Students enrolled in the Digital Media program will be supporting the CTE Director in the development and planning of the CTE Symposium and CTE Pathways Camp by developing digital graphics and marketing strategies to utilize during the events to promote CTE programs to students, families, and academic and business and industry partners.

All interns will work beside TMISD staff to gain hands-on knowledge of the processes, technical skills, and soft skills during the 4-5 week summer program. Prior to being placed as an intern, students will go through a Program-Based Research boot camp facilitated by CTE teachers. This boot camp will cover course content and the skill sets required for their internship program. All students will learn to utilize skills such as project management, time management, and communication skills which are extremely valuable in the workforce. TMISD staff will perform weekly progress checks with students on a schedule that allows for class work 3 times a week in the morning with the rest of the time spent at the internship.

**Qualification and Experience**

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
1 High School Teacher (TBD) will serve as a dual credit facilitator for Focus Area 1 (Business Computer Systems, BCIS 1305)	CTE teacher with experience planning and monitoring students who participate in an online classroom environment.
Mrs. Mahogany Garza, District CTE Coordinator, will serve as Grant Manager for the project (existing position).	CTE Administrator with experience leading school-wide and district-wide programs; experience managing grant-funded programs.
Mr. Alcario Alvarado, Tuloso-Midway High School Principal, will oversee instructional delivery and monitor CTE teachers and students.	Administrator with experience leading school-wide and district-wide programs; experience managing grant-funded programs.
Dr. John White, Asst. Superintendent for Leadership and Learning, will assist in management of financial aspects of the program (existing position).	Administrator with experience leading school-wide and district-wide programs; experience managing grant-funded programs.

**Qualification and Experience**

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
High School Teacher 1(TBD) will serve as lead teacher/coordinator for the Focus Area 2 (Internship/Project-Based Research) and supervise interns.	CTE teacher with experience planning and monitoring work-based learning experiences and student learning through an online platform.
High School Teacher 2 (TBD) will serve as lead teacher/coordinator for the Focus Area 2 (Internship/Project-Based Research) and supervise interns.	CTE teacher with experience planning and monitoring work-based learning experiences and student learning through an online platform.
Mrs. Mahogany Garza, District CTE Coordinator, will serve as Grant Manager for the project (existing position).	CTE Administrator with experience leading school-wide and district-wide programs; experience managing grant-funded programs.
Mr. Alcario Alvarado, Tuloso-Midway High School Principal, will oversee instructional delivery and monitor CTE teachers & students (existing position).	Administrator with experience leading school-wide and district-wide programs; experience managing grant-funded programs.
Dr. John White, Asst. Superintendent for Leadership and Learning, will assist in management of financial aspects of the program (existing position).	Administrator with experience leading school-wide and district-wide programs; experience managing grant-funded programs.

**Goals, Objectives, and Strategies (RFA/Grant)**

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

If awarded, TMISD will offer Business Computer Systems (BCIS 1305 cross-walked to Principles of Information Technology, PEIMS Service ID# 13027200) through Coastal Bend College with the goal of supporting fifty (50) students in the 9th-11th grade in receiving credit for this course. This course satisfies the local graduation requirement and if taken, can free up the student's schedule to take more advanced-level CTE courses in the program of their choice. If students take BCIS 1305, they also earn college credit that goes towards their postsecondary degree plan.

All students in Career & Technical Education programs are required to develop and submit an e-Portfolio at the end of their high school term to showcase the knowledge and skills learned in their program. The Business Computer Systems course will provide students with the content and knowledge to get started on their e-Portfolios while learning foundational knowledge in the information technology program.

Our goal is to have at least fifty (50) 9th-11th grade students complete the Business Computer Systems course (BCIS 1305) through the online Coastal Bend College canvas platform. Students will report to the high school campus 3 days a week during the summer accelerated program to complete the course assignments and work with the dual credit facilitator assigned to the course.

**Goals, Objectives, and Strategies (RFA/Grant)**

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

If awarded, TMISD will support ten (10) high school students as interns for the school district during June and July. The main focus on the initiative is to provide students with hands-on and meaningful work experience. The students will learn how to manage a project, develop the concept, and deliver the final product to our school board. Each student will learn the knowledge and skills in order to produce the final product, and all the steps along the way. Students who intern with the Technology Department will support district staff in repairing, updating, and deploying hardware and software across multiple campuses.

These students will learn workflow processes and how each ticket item is supported by the department from staff member request to final solution. Students who intern with the Career & Technical Education department will be assisting with the planning and development of district events. Interns will learn how to bring an event to life from the initial concept to the final production day. They will learn how to work with multiple individuals on different phases of project completion, along with all of the financial and regulations that go in to events. Content from the Project-Based Research course will be utilized for student success in a boot camp format which will allow students to learn the process behind building a program and the skills that they need to have in order to participate in the hands-on, work-based learning portion. Each intern will work at least 96 hours during the duration of the summer program.

**Performance and Evaluation Methodology**

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.

District staff will collect data on demographics of students who enroll in, participate in, and complete Focus Area 1 to include grade level, race/ethnicity, 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, and out school board. We will ensure that students receive needed wraparound services such as tutoring, coaching, mentorship, transportation, and meals during the duration of the program.

Our goal is to have at least 50 9th-12th grade students complete the Business Computer Systems course using a hybrid instructional delivery method. Students will come to the school on the scheduled class times set by Coastal Bend College to receive instruction and assistance from our dual credit facilitator. All assignments and assessments will take place through the Coastal Bend College learning management system, which will be available for our instructor to ensure students are grasping and mastering the content.

**Performance and Evaluation Methodology**

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.

District staff will collect data on demographics of students who enroll in, participate in, and complete Focus Area 2 to include grade level, race/ethnicity, 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, and out school board. We will ensure that students receive needed wraparound services such as tutoring, coaching, mentorship, transportation, and meals during the duration of the program.

Our goal is to have 10 students participate in Focus Area 2's internship program and earn credit for the Project-Based Research course through a completion of a 96+ hour internship by mid-July 2023. All course work will be delivered through iCEV in a hybrid format so that students can take part in their internship without any barriers but also learn decision-making skills, soft skills, and gain technical experience. Customized internship training plans will drive the students' learning and growth while also helping the instructor gauge their competency on the subject matter. The internship supervisors will meet weekly with each intern to identify areas of strength and areas where the intern requires additional support and coaching.

**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.

Our proposed budget for Focus Area 1 of the CTE Summer Grant program will allow us to reach a high number of students in a very short period of time, which also giving them something more than just a high school or college credit. Payroll (6100): \$8,260.00 has been allocated to provide summer pay for teachers, extra-duty pay for a grant manager, and account for benefits contributions. Supplies and Materials (6300): \$40.845.00 has been allocated to procure instructional materials and pay for dual credit tuition through Coastal Bend College. Other Operating Costs (6400): \$285.00 has been set aside for miscellaneous expenses which might arise during the program. Indirect Costs: \$610.00 has been set aside for indirect costs.

**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.

Our proposed budget for Focus Area 2 of the CTE Summer Grant program will allow us to offer meaningful work-based learning experiences for students while giving them instructional support and developing their soft skills. Payroll (6100): \$27,789.92 has been allocated to cover payroll cost for summer interns, as well as extra duty pay for our teachers and staff who will be planning the schedules and opportunities for the interns, along with supervising them throughout the process. We hope to hire ten students and pay them each \$1,600 after successfully completing the CTE course credit and 96 hours of work-based learning. Supplies and Materials (6300): \$21,721.40 - a large portion of our proposed budget has been allocated to procure instructional materials, camera equipment, and design equipment so that our interns can develop materials for the events in order to promote Career & Technical Education. Other Operating Costs (6400): \$450.68 has been set aside for miscellaneous expenses which might arise during the program. Indirect Costs: \$38.00 has been set aside for indirect costs as the district wants to utilize as much of the grant funds towards programming as possible.

**Program Requirements**

1a. Needs Assessment (Focus Area 1): Applicants must complete a Needs Assessment Summary indicating specific area of needs 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.)

Grant funding for the 2022-23 CTE Summer Grant will allow Tulosos-Midway ISD to offer the Business Computer Systems (BCIS 1305) course to fifty (50) 9th - 12th grade students from Tulosos-Midway ISD and Banquette ISD. Our school district requires students to earn at least one technology credit in order to graduate, which BCIS 1305 fulfills.

By taking BCIS 1305, students will have more opportunities in high school to take advanced-level CTE courses, including Practicum and Career Preparation courses. Currently, there are only 7 periods in our school day which means students will not be able to fit the block (2-period) Practicum courses into their 4-year plan without a lot of creativity. By taking this course during the summer, students are freeing up 1 period that they can utilize for the Practicum they want.

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, or specific program of study teacher availability, etc.)

Grant funding from the 2022-23 CTE Summer Grant will allow Tulosos-Midway ISD to support ten (10) high school students as interns (targeted audience of 11th grade students). Tulosos-Midway ISD will serve as employer of record and internship provider for all students. The interns will work in multiple departments throughout the school district during June and July. The main focus on the initiative is to provide students with hands-on and meaningful work experience. Student will work for upwards of 96 hours during the time period and receive instruction on Project-Based Research.

Interns will earn a stipend of \$1,600 over the duration of the summer program with a targeted recruitment from our engineering, marketing, digital media design, and information technology programs for participation. Currently, there are only 7 periods in our school day which means students will not be able to fit the block (2-period) Practicum courses into their 4-year plan without a lot of creativity. By being a part of this summer internship, students are able to gain the hands-on learning experiences that they may not be able to have otherwise.



**Program Requirements**

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 will be engaged and supported in this focus area.

The BCIS 1305 course serves as an introductory course on Engineering, Information Technology, Law Enforcement, Forensic Science, Programming and Software Development, Cybersecurity, Welding, and Architectural Design/Construction programs of study. With almost half of the current study body at Tuloso-Midway High School on these programs, the course will be utilized to allow 50 of those students to get ahead in their program so that they can participate in work-based learning and hands-on experiences during their junior and/or senior years.

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

Tuloso-Midway ISD will offer positions to 10 student interns during the June-July 2023 summer months. Each student will receive a fully customized training plan so that they are able to receive as much hands-on experience as we can offer, along with the creation of learning opportunities in the classroom that can be documented by competency through tasks and responsibilities. Students will follow the Career Preparation work-based learning model to make sure all aspects of the partnership are covered, from the MOU to the weekly site visits.

**Appendix I: Amendment Instructions**

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**