



2023-2024 National Board Candidacy Cohort
Letter of Interest (LOI) Application Due 11:59 p.m. CT, October 31, 2022

NOGA ID

Authorizing legislation

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, October 31, 2022**.

Application stamp-in date and time

Grant period from

Pre-award costs permitted from

Required Attachments

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

Amendment Number

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

Applicant Information

Organization CDN Campus ESC UEI

Address City ZIP Vendor ID

Primary Contact Email Phone

Secondary Contact Email Phone

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 Title

Email Phone

Signature Date

Shared Services Arrangements

Shared services arrangements (SSAs) are **NOT PERMITTED** for this grant.

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 National Board Candidacy Cohort Program Guidelines.
4. The applicant provides assurance to adhere to all the Performance Measures, as noted in the 2023-2024 National Board Candidacy Cohort 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 they accept and will comply with [Every Student Succeeds Act Provisions and Assurances](#) requirements.
6. Candidate Eligibility, Recruitment, & Selection
- The grantee will implement a rigorous recruitment and selection process for the National Board candidates. As part of this process, the grantee will vet the candidate's deep understanding and commitment to the rigors and time demands of pursuing National Board Certification.
 - The grantee will ensure that all National Board Candidates have at least 3 years of teaching experience upon completion of National Board certification.
 - If this is the grantee's first time running a National Board candidacy cohort, the grantee will use the grant funding to support no more than 15 National Board Candidates.
 - The grantee will monitor the outcomes and completion rate of candidate, mentor, and facilitator perception surveys provided by TEA and administered not more than three times per year.

Statutory/Program Assurances cont'd. 7. National Board Cohort & Support Sessions

- a) The grantee will implement a National Board Candidate Cohort of current classroom teachers pursuing National Board Certification in 2023-24.
- b) The grantee will publicize the National Board Cohort on its website and through other communication means. Communication must include, but is not limited to, details about National Board Certification and the Candidacy Cohort.
- c) The grantee assures that it will identify its external partner, if applicable, during the negotiation process.
- d) If partnering with an external entity, the grantee will develop a Memorandum of Understanding (MoU) with that entity before engaging in work for which grant funds are used. The grantee will ensure that the MoU includes partnership costs and commitment to meeting program assurances. In addition, the MoU will include all major activities for which grant funding will be used and the dates for which those activities will occur, which will be within the start and end dates of the grant period.
- e) The grantee will provide National Board Candidates at least 8 meeting sessions over the course of the year with a Board-Certified facilitator that provides guidance and feedback on the development and submission of National Board Components.
- f) The grantee will track attendance of National Board Candidates at each of the 8 meeting sessions over the course of the year and retain the attendance tracking in case of an audit.
- g) The grantee will create a scope and sequence of the 8 meeting sessions and submit it to TEA upon request.
- h) The grantee will support National Board candidates in submitting two components for certification to National Board in the 2023-2024 school year. The scope and sequence for the meeting sessions must be aligned to the component submissions.
- i) The grantee will support the administration of participant surveys, which may include candidates, mentors, and facilitators, administered by TEA up to three times per year.

 8. Mentors, Facilitators, & Compensation

- a) The grantee will adhere to the [Policy Guidelines for Ethical Candidate Support](#) and other guidelines for supporting candidates provided by the National Board for Professional Teaching Standards.
- b) The grantee will provide each National Board Candidate a mentor who will meet with the candidate to provide mentorship and guidance on National Board Certification per the guidelines available through National Board.
- c) The grantee assures that each of the mentors and facilitators hired with grant funds have been certified by the National Board for Professional Teaching Standards.
- d) The grantee will ensure all mentors and facilitators have received training for their positions prior to working with candidates.
- e) The grantee will create a job description with the role and responsibilities of facilitators and mentors.
- f) The grantee assures that each candidate will receive at least 10 hours of mentor support during the year focused on the National Board components.
- g) The grantee will establish expectations for meeting time between mentors and candidates (e.g., cadence, types of check-ins, etc.). The grantee will set up a system to track mentor-candidate interactions, including the number, duration, and frequency of meetings. The grantee will retain this documentation in case of an audit.
- h) Grantees that hire teachers within their organization to serve as facilitators or mentors will provide them with additional compensation.

Summary of Program

Describe the proposed National Board Candidacy Cohort to be implemented with grant funds. Include the overall mission and specific needs of the organization as they relate to teacher retention and effectiveness. Describe how the National Board Candidacy Cohort will address the organization's mission and needs.

In Lubbock ISD, 78.6% of our over 25,000 students are economically disadvantaged, over 6,000 students have been identified as "At-Risk," more than 3,100 student receive special education services, and nearly 1,300 students have limited English proficiency. Recent data from the Center for Research, Evaluation, and Advancement of Teacher Education (CREATE) at the University of Houston indicates that around 3/4 of newly certified teachers proximal to Lubbock ISD leave the Lubbock area. This, along with other factors such as overall decreased EPP enrollment across our region and the state, have resulted in 180 certified teacher vacancies in Lubbock ISD at the start of the 2022-2023 school year. To address this need, Lubbock ISD is using a multi-faceted framework to help our district address ongoing and increasingly severe teacher shortages. Utilizing the NBCT Cohort Grant is part of these efforts. Lubbock ISD is pursuing 3 distinct, but interrelated, strategies:

- (1) Expanding our TCLAS 4 model, which is currently funding 6 paraprofessional candidates seeking teaching certification.
- (2) Modifying & sustaining our TCLAS 5 model, which is currently funding 20 student teacher residents at \$20,000 per year.
- (3) Developing a strategic staffing model through TEA's Strategic Compensation Fellowship grant program. The NBCT Cohort Grant is part of this strategy already through the previous 2 cycles of the Teacher Leadership grant program. Lubbock ISD is developing a framework to use professional learning criteria such as National Board Candidacy to increase teacher pay, both through state-funded options like TIA and local options through an updated teacher salary schedule. Through the continued support of this grant program, it will allow Lubbock ISD to pilot this framework. As NBCTs, these teachers will also be eligible for additional leadership opportunities, such as new teacher mentors, that offer additional financial incentives aimed at increasing teacher recruitment, retention, and impact.

Qualifications and Experience for Key Personnel

Referring to the program-specific assurances, outline the required qualifications and experience for primary project personnel and any external partners projected to be involved in the implementation and delivery of the National Board Candidacy Cohort. These positions may include but are not limited to district grant manager, external partner (if applicable), Facilitator, mentor, and candidate. Include whether the position is existing or proposed. Consider any other key personnel not listed in the table below.

| Title and Responsibilities of Position | Required Qualifications and Experience |
|--|--|
| Project Leader: (1) Provides oversight for NBCT cohorts; (2) Develops/deploys application and interview; (3) Ensures NBCT candidate support | <ul style="list-style-type: none"> • Lubbock ISD Executive Director of Leadership and Professional Development • Has completed National Board of Professional Teaching Standards Facilitator Training from the Texas National Board Coalition for Teaching |
| Project Manager: (1) Ensures compliance with grant reporting and benchmark data. | <ul style="list-style-type: none"> • Coordinator of Research and Innovation for Lubbock ISD |
| Cohort Facilitator: (1) Supports NBCT candidates on component completion; (2) Plans, schedules NBCT cohort meetings; (3) Reports quarterly to project lead | <ul style="list-style-type: none"> • Texas National Board Coalition for Teaching representative (TXNBCT) • National Board Certified Teacher • National Board of Professional Teaching Standards Facilitator Training |
| Cohort Mentor: (1) Provides prompt component feedback to NBCT candidates; (2) Peer mentor to NBCT candidates | <ul style="list-style-type: none"> • National Board Certified Teacher • Valid Texas Teaching Certification • Preference for NBCT located within Lubbock ISD |
| NBCT Candidate: (1) Attend monthly NBCT cohort meeting; (2) Meet at least monthly with NBCT mentor; (3) Complete 2 NBCT components SY 23-24. | <ul style="list-style-type: none"> • Certified teacher employed by Lubbock iSD. • Complete 3+ years of teaching by end of NBCT candidate period. • Complete written application aligned to NBPTS; interview w/ district leaders. |
| | |
| | |

Goals, Objectives, and Strategies

Referring to the program-specific assurances and performance and evaluation measures within the program guidelines, describe the major goals/objectives of the proposed National Board Candidacy Cohort. Describe activities/strategies that will be implemented to meet those goals/objectives.

GOALS. (1) Continue to build the capacity of Lubbock ISD's successfully implemented cohort model for the NBCT process. (2) Manage 2 concurrent cohorts of Lubbock ISD teachers through the NBCT process. The first cohort, funded by the previous cycle of this grant, will complete their candidacy by the end of SY 23-24. A second cohort will begin their candidacy and complete at least 2 components by the end of SY 23-24. (3) Initiate the annual cohort application for Lubbock ISD candidates seeking to become NBCT. (4) Provide an alternative pathway to designation via the Teacher Incentive Allotment through the NBCT process. (5) Provide evidence-based, rigorous professional learning experiences for teachers. (6) Compile teaching best practices exemplars from successful NBCT candidates for future use in professional development for Lubbock ISD.

ACTIVITIES/STRATEGIES. (1) Lubbock ISD project leaders and cohort facilitators have received NBCT Facilitator Training via Texas National Board Coalition for Teaching (TXNBCT) to manage the implementation of Lubbock ISD NBCT candidate cohorts; (2) Hire NBCT mentors through TXNBCT with a preference for NBCTs currently employed by Lubbock ISD. (3) Solicit and recruit at least 50 applicants for each cohort. (4) Use scope and sequence developed with TXNBCT for NBCT candidates; (5) Provide monthly meetings to support NBCT cohorts during the school year (min. 8); (6) provide 4 days of professional learning opportunities targeting NBPTS best practices, including substitutes and release time for candidates; (7) recruit Lubbock ISD NBCTs to become cohort facilitators and teacher mentors by offering additional compensation; (8) Incentivize teacher participation in NBCT cohorts by paying teachers' fees associated with the NBCT process.

Performance and Evaluation Measures

Describe the plan for collecting, evaluating, and responding to data on performance measures identified for this grant. Include the descriptions of tools used to measure and evaluate performance, as well as the processes that will be used to ensure the effectiveness of the National Board Candidacy Cohort objectives and strategies.

Lubbock ISD knows its teachers are its greatest resource, and by supporting their expertise and valuing their experience, district leaders believe they can implement solutions with fidelity in a collaborative effort to achieve outcomes that result in positive student growth, increased teacher effectiveness, greater job satisfaction and, ultimately, progress towards meeting the "north star" district goal of enrolling 80% or more of Lubbock ISD students in an "A" or "B" campus. Lubbock ISD believes that the NBCT process will provide our teachers a rigorous, evidence-based professional learning opportunity, reward them for pursuing additional credentialing via TIA, and offer our community stakeholder groups reassurances that teachers in Lubbock ISD are experts in their professional craft. Success performance measures for this project include:

(1) Strengthen and Diversify Leadership Pipelines: (a) Lubbock ISD is currently operating 2 NBCT candidate cohorts of 12 and 13, respectively. Over the last 2 years, we have averaged approximately 30 applicants for our NBCT cohorts. We aim to increase this number going forward.; (b) 24 of 25 active candidates currently teach at a Title I campus; our application process prioritizes teachers at D/F campuses; (c) 100% of NBCT candidates successfully submit 2 NBCT component areas by the end of the 2023-2024 school year.

(2) Improve Teacher Retention: (a) Use scope and sequence developed with TXNBCT for NBCT candidates cohorts (copy available on request); (b) Provide at least 8 monthly meetings with cohort facilitator to support NBCT candidates; (c) NBCT candidates receive 4 days release to participate in professional learning related to NBPTS best practices; (d) Track attendance for NBCT cohort meetings planned and scheduled by Lubbock ISD and Texas NBCT.

(3) Improve Student Outcomes: (a) NBCT candidate performance measures (student growth, T-TESS observation, student achievement) compared to their colleagues. Candidate success will indicate they are on track to be eligible for designation. 12 of 25 active candidates have already met local criteria for TIA designation; (b) NBCT candidates receive positive outcomes on their student surveys deployed by the district.

(4) Teachers Shaping the Profession: (a) Lubbock ISD will prioritize candidates in hard-to-staff content areas including CTE, bilingual, and secondary science. Active candidates have helped to meet this need; (b) 50% of NBCT candidates will be recruited to serve as New Teacher Mentors; (c) Complete staff perception surveys provided by TEA administered at the beginning of the school year and at the end of each semester; (d) Cohort has a certification rate of 67% or higher upon completion of all 4 NBCT component areas.

Budget Narrative

Refer to the lines from the Application Part 2 Budget Workbook to describe how the proposed budget will meet the needs and goals of the National Board Candidacy Cohort grant program. Be sure to include why each item included in your budget (Application Part 2 Budget Workbook) is reasonable and necessary to achieving the goals of your National Board Candidacy Cohort. 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.

Approximate Grant Expenses: \$47,000

- \$40,000 External Partnership with the National Board Coalition for Teaching (Texas NBCT)
- \$2,000 Materials and supplies
- \$5,000 Coverage for substitutes for 2 days for NBCT Meetings and professional learning

Approximate District Expenses: \$54,525

- \$5,000 Coverage for substitutes for 2 days for NBCT Meetings and professional learning
- \$22,800 Component Fees (4 x \$475 x 12). Lubbock ISD will reimburse successful NBCT candidates initial attempts at all four components for the Cohort completing their NBCT candidacy SY 22-23.
- \$24,700 Component Fees (4 x \$475 x 13). Lubbock ISD will reimburse successful NBCT candidates initial attempts at all four components for the Cohort completing their NBCT candidacy SY 23-24.
- \$2,025 Annual NBCT registration fee (\$75 x 28). 13 candidates will come from the cohort completing SY 23-24, and 15 from the cohort completing SY 24-25. Lubbock ISD plans to recoup this cost by requesting reimbursement from TEA via the Teacher Incentive Allotment.

Sustainability

- All successful Lubbock ISD cohort applicants will be required to pay a refundable \$150 deposit in order to participate in the Lubbock ISD NBCT cohort. Teachers who complete the candidacy process will have their deposit refunded by the district. Candidates who drop out of the NBCT will forfeit their deposit. Forfeited deposits will be used to support future candidates.
- Lubbock ISD intends to build its capacity to provide NBCT candidate mentors and cohort facilitators so that future cohorts will benefit from peer guidance and supports. These teachers and teacher leaders will be provided additional compensation for their roles. We expect our first cohort of NBCT Candidates to be eligible to be mentors and/or facilitators for SY 23-24.
- Additional expenses incurred by annual NBCT will be funded by the Department of Leadership and Professional Development, individual campus budgets, and/or residual funds received by Lubbock ISD through its participation in the Teacher Incentive Allotment.

Funds Currently Allocated to Similar Programs: > \$100,000

- Lubbock ISD currently supports professional development for AVID, which is budgeted at a district level annually at more than \$50,000. In addition, participating campuses budget approximately \$4,000 per year on AVID site fees and provide teachers who are AVID site coordinators a \$1,000 stipend per year. Additional variable expenses include AVID course materials, wages, for AVID tutors, conference registrations, and travel expenses.

Equitable Access and Participation

Check the appropriate box below to indicate whether any barriers exist to equitable access and participation for any groups that receive services funded by this program.

- The applicant assures that no barriers exist to equitable access and participation for any groups receiving services funded by this program.
- Barriers exist to equitable access and participation for the following groups receiving services funded by this grant, as described below.

Group Barrier

Group Barrier

Group Barrier

Group Barrier

PNP Equitable Services

Are any private nonprofit schools located within the applicant's boundaries?

- Yes
- No

If you answered "No" to the preceding question, stop here. You have completed the section. Proceed to the next page.

Are any private nonprofit schools participating in the program?

- Yes
- No

If you answered "No" to the preceding question, stop here. You have completed the section. Proceed to the next page.

5A: Assurances

- The LEA assures that it discussed all consultation requirements as listed in Section 1117(b)(1) and/or Section 8501(c)(1), as applicable, with all eligible private nonprofit schools located within the LEA's boundaries.
- The LEA assures the appropriate Affirmations of Consultation will be provided to TEA's PNP Ombudsman in the manner and time requested.

5B: Equitable Services Calculation

| | |
|---|----------------------|
| 1. LEA's student enrollment | <input type="text"/> |
| 2. Enrollment of all participating private schools | <input type="text"/> |
| 3. Total enrollment of LEA and all participating PNPs (line 1 plus line 2) | <input type="text"/> |
| 4. Total current-year program allocation | <input type="text"/> |
| 5. LEA reservation for direct administrative costs, not to exceed the program's defined limit | <input type="text"/> |
| 6. Total LEA amount for provision of ESSA PNP equitable services (line 4 minus line 5) | <input type="text"/> |
| 7. Per-pupil LEA amount for provision of ESSA PNP equitable services (line 6 divided by line 3) | <input type="text"/> |
| LEA's total required ESSA PNP equitable services reservation (line 7 times line 2) | <input type="text"/> |

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

Lubbock ISD has transitioned to away from the DUNS number to the Unique Entity Identifier (UEI) as required by the federal government. The current form does not allow for entry of the full UEI. It is as follows: S9DZAL4BFED8