



2023-2025 Grow Your Own Grant Program, Cycle 6
Letter of Interest (LOI) Application Due 11:59 p.m. CT, October 13, 2022

NOGA ID

Authorizing legislation **General Appropriations Act, Article III, Rider 40, 87th Texas Legislature**

This LOI application must be submitted via email to **competitivegrants@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 13, 2022**.

Application stamp-in date and time

Grant period from **February 9, 2023 to April 30, 2025**

Pre-award costs are **not** permitted for this grant.

Required Attachments

1. Excel workbook with the grant's budget schedules (linked along with this form on the TEA Grants Opportunities page)
2. Attachment 1: Pathway Selection and Participation

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 DUNS

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 permitted for this grant. Check the box below if applying as a 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 upon request.

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 2023-2025 Grow Your Own Grant Program, Cycle 6 Program Guidelines.
- 4. The applicant provides assurance to adhere to all the Performance Measures, as noted in the 2023-2025 Grow Your Own, Cycle 6 Program Guidelines, and shall provide to TEA, upon request, any performance data necessary to assess the success of the program.

PATHWAY 1:

- 5. LEAs must have a signed letter of commitment or MOU for Education & Training teachers that receive a stipend through the Grow Your Own Grant by May 31, 2023. These participating teachers must commit with the MOU to, at minimum, teach the Education and Training courses and, if applicable, establish and/or grow a chapter of a Career Technical Student Organization (CTSO) as a condition of receiving the stipend.
- 6. The MOUs for Education and Training teachers must include, at minimum, content outlined on page 11 of the Program Guidelines.
- 7. If implementing dual credit Education and Training courses, the LEA must have a signed letter of commitment or MOU for the partnering IHE by May 31, 2023. This MOU should include, at minimum, content outlined on page 11 of the Program Guidelines.
- 8. The LEA will retain documentation locally of each letter of commitment or MOU and submit to TEA upon request.
- 9. The LEA assures that each high school campus within the participating LEA will implement at least the Instructional Practices and/or Practicum courses in the Education and Training course sequence in 2023-2024, and at least both stated courses in 2024-2025, with the teachers receiving the stipend as teachers of record for both courses or either course. *Please see example on page 9 of the Program Guidelines.
- 10. To receive a stipend for teaching dual credit, the LEA assures the Education and Training teacher holds a master's degree in an education-related field and be the teacher of record for at least one dual credit course section in 2023-2024 and two dual credit course sections in 2024-2025 within the Education and Training course sequence.
- 11. All LEA high schools must establish and/or grow a chapter of a CTSO that supports the Education and Training career cluster through either the Texas Association of Future Educators (TAFE) or Family, Career and Community Leads of America (FCCLA) and participate in at least one competitive event per year.
- 12. The LEA assures that all LEA high schools will participate in an initial TEA-led Teacher Institute in Summer 2023. Education and Training teacher stipend recipients are required to attend the entirety of the Institute. Principals, counselors, and LEA grant managers are only required to attend the first day. Participants who attended any previous Grow Your Own Summer Institute must still attend. IHE/EPP partners and student ambassador attendance is optional but recommended.
- 13. The LEA assures that each Education and Training teacher stipend recipient will pilot the TEA Education and Training curriculum if they are not currently using a high-quality Education and Training curriculum.
- 14. The LEA assures that each Education and Training teacher stipend recipient will receive TEA implementation supports and coaching by participating in online collaborative communities to be scheduled by TEA, not to exceed 6 hours per semester.
- 15. The LEA assures that Education and Training teacher stipend recipients will participate in surveys and, if requested, focus groups not to exceed 1 hour per semester and administered by TEA to receive input on the Education and Training programming.

Statutory/Program Assurances Cont'd

- 16. LEA grant managers shall support Practicum in Education and Training implementation, including but not limited to student scheduling, identifying field sites and field site teachers, and coordinating student transportation to field sites.
- 17. LEAs shall develop a marketing and recruitment plan to grow enrollment in high school Education and Training courses. Upon request by TEA, all LEA high schools will submit their plan for marketing and student recruitment.
- 18. LEAs must, upon request, submit reports on progress towards performance measures to TEA. If requested, LEAs must participate in focus groups and surveys to give input on the Education and Training programming.
- 19. All grant-funded teachers must be identified and submitted to TEA by May 31, 2023.

PATHWAY 2:

- 20. LEAs must have a signed letter of commitment or MOU for each candidate that receives a stipend through the Grow Your Own Grant by May 31, 2023. All candidate stipend recipients must commit with a MOU, at minimum, to remain at the LEA for an agreed upon length of time in a full-time teaching role as a condition of receiving the stipend.
- 21. The MOUs for candidates must include, at minimum, content outlined on page 13 of the Program Guidelines.
- 22. LEAs must have a signed letter of commitment or MOU from each accredited EPP (see Eligible Applicants section of the Program Guidelines) that will partner with the LEA to award teacher certifications to all candidates (those earning a bachelor's degree and teacher certification and certification-only candidates) by May 31, 2023.
- 23. The MOUs for EPPs must include, at minimum, content outlined on page 13 of the Program Guidelines.
- 24. The LEA will retain all MOU documentation locally and submit to TEA upon request.
- 25. LEAs must allow reasonable paid release time and schedule flexibility, as determined by the LEA, for candidates to complete their degree and certification course requirements while engaged in the grant program.
- 26. All certification-only candidates within a LEA will be certified by the same partner EPP as a cohort managed collaboratively by the LEA and EPP.
- 27. The LEA assures that candidate stipend recipients participate in surveys and, if requested, focus groups not to exceed 1 hour per semester and administered by TEA to receive input on the grant programming.
- 28. If positions are available that can be appropriately filled in alignment with candidates' certification area(s), LEAs must commit to hiring/retaining candidates upon successful completion of their teacher certification to serve as a teacher of record in the LEA by the start of the 2025-2026 school year.
- 29. LEAs must, upon request, submit reports on progress towards performance measures to TEA.
- 30. The names of all grant-funded teachers and/or candidates must be identified and submitted to TEA by May 31, 2023.

ALL PATHWAYS:

- 31. If a teacher or candidate is unable to continue with the grant program, the LEA must file an application amendment and provide TEA with an update of the new amount and type of stipend recipient(s) within 30 days of notification.
- 32. LEAs must file application amendments within seven days of a request from TEA.

Program Description

Describe how the Grow Your Own program will be implemented with grant funds and how the grant will address the LEA's teacher pipeline needs.

The Grow Your Own Program will be utilized to increase our teacher pipeline starting with our high school students. Our Ready Set Teach program is designed so our students learn instructional practices and gain practicum experience within our district. Our goal is to recruit our very own students who are interested in a teaching career early. We would like to provide our students with quality hands-on teaching experiences. This grant would assist with providing a stipend to teachers who are mentoring our Ready Set Teach students. This added incentive will help retain our teachers in our district.

This grant will provide multiple opportunities for us to retain and grow our existing paraprofessionals and non-certified staff to build our pipeline as well. With this grant, we would be able to support their goal of becoming a teacher by providing financial incentives that would support alternative certification fees and/or post-secondary educational fees. This will attract paraprofessionals and non-certified staff and afford them the opportunity to accomplish their goals without financially affecting their families.

Qualifications and Experience for Key Personnel

Outline the required qualifications and experience for key personnel to be involved in the implementation and delivery of the program. Include each of the following individuals (when applicable) and a description of each role: 1. The LEA's grant manager; 2. LEA leaders involved in program implementation; 3. The campus principals for participating Education and Training high schools; 4. the college/career counselors for participating Education and Training high schools; 5. Education and Training teachers; 6. Education and Training field site teachers for Instructional Practices and/or Practicum courses; 7. Any other personnel responsible for implementing the grant.

Title and Responsibilities of Position

Christy Starrett- Assistant Superintendent of Strategic Initiatives and CTE will manage pathway 1 and Lynndee Rogers, Administrative Assistant to Chief of Staff will oversee pathway 2.

Dr. Holly Keown - Chief of Staff
Kyalla Bowens - Director of Talent Acquisitions

Mr. William Eihusen - Crandall High School Principal

Kathy Cox - Lead Counselor

Nicole Mitchell - Ready Set Teach Classroom Teacher

EC-6 Teachers will be selected to mentor and train our future educators from the Ready Set Teach Program.

Goals and Objectives

Describe the major goals/objectives of the proposed Grow Your Own program. Describe the talent management strategy, (including the LEA's approach to recruiting, hiring, and retaining qualified teachers) related to those goals/objectives.

In Crandall ISD, we believe that if we develop a robust Human Capital Pipeline, CISD will dramatically improve system operations, staff retention, and, most importantly, outcomes for all Crandall ISD students. The Human Capital Pipeline aims to ensure that current and future staff are developed, supported, and retained to guarantee CISD has educators at all levels ready to lead and serve our students. Our objective is to recruit Crandall ISD employees who desire a future for themselves as a teacher by promoting Grow Your Own Programs for Paraprofessionals. We seek CISD paraprofessionals and non-certified Staff who want to receive their degree/certification to become a teacher in Crandall ISD. Targeting potential teachers include reaching out to paraprofessionals, non-certified employees, and Ready Set Teach Students. We host luncheons and evening meetings to entice potential employees to start or finish their education. We provide classroom guest teaching moments for the younger levels to expose students to the rewards and benefits of working in Crandall ISD. We have a social media plan to promote the role of a teacher as a strategy to seek more potential candidates. We create fun and innovative job fairs, which often include popcorn, candy, and specialty coffee bars, with principals and teachers stationed throughout the room mingling with guests. It allows the applicant to meet teachers from different schools to see if they like working for Crandall ISD. We utilize our applicant system by checking on new applicants with an immediate response from Human Resources to assist the applicant. The mentor teachers have been trained, by the National Institute for Excellence in Teaching (NIET), provided through an MPA Allotment. This year we received positive feedback from the mentors regarding the coaching model provided by NIET. This is another strategy utilized to recruit and retain qualified teachers with our Human Capital Pipeline. Our proactive approach will result in higher retention rates in New Teachers, Grow Your Own Teachers, and Mentor Teachers in Crandall ISD.

Progress Monitoring and Evaluation Measures

Describe how the performance measures identified for this program are consistent with the purpose of the program and related to teacher pipeline needs. Include the tools and processes used to measure performance and the extent to which the major goals and objectives of the grant are met.

In Crandall ISD, we are measured four times a year by the number of resignations, recruitments, and retirees housed in our District Improvement Plan. Each month we are held responsible for our district metrics which share Faculty and Staff Attendance Data, Resignations, Retirements, and Recruitment Figures. The intentional practice of analyzing data metrics allows Crandall ISD to engage in a culture of continuous improvement. We utilize the T-TESS performance evaluation system to measure teachers' effectiveness, which will be beneficial as we start our first year of Teacher Incentive Allotment. The coaching model provided by T-TESS allows teachers support to improve their abilities. Thus, we are growing our teachers to develop their instructional capacity and effectiveness.

The practice of connecting performance measures with an intentional purpose strengthens the teacher's effectiveness in the classroom. The intentionality of this connection will enable teachers and campus administrators to focus on instructional objectives. Our purpose is to develop, support, and retain all employees; thus, teacher turnover will be lower with the intentionality of progress monitoring and evaluation measures being embedded in coaching talks. Through another grant, we provide an outside consultant to coach campus administrators to tie T-TESS domains and dimensions into the feedback of walk-throughs held on campus to promote consistency, clarity, and coaching in the evaluation system. Our progress monitoring and evaluation measures will only strengthen our ability to measure performance and retain highly qualified teachers with multiple strategies provided by different sources in the District. It is a team effort to recruit, retain, and reward highly qualified teachers in Crandall ISD.

Budget Narrative

Referencing the applicant's budget workbook and the Application Funding section of the Program Guidelines, outline the proposed budget and amounts for allowable uses of grant program funding. This should also match the Pathway Selection and Participation section of this application.

2023 - 2025 Proposed Budget for Pathway 1:

- Ready Set Teach Classroom Teacher Stipend - \$5,500 (one)
- EC-6 Field Site Teachers Stipend - \$2,000 (
- Required Summer Institute for Ready Set Teach Classroom Teacher - \$3,000 for travel
- Transportation Funds to cover student travel to field base sites - \$2,000
- Instructional Materials for the Ready Set Teach Program - \$5,000

Total for Pathway 1 : \$17,500

2023 - 2025 Proposed Budget for Pathway 2:

Six Paraprofessionals - \$19,000 per paraprofessional

Total for Pathway 2 : \$114,000

Sustainability Plan

Describe the sustainability plan for the Grow Your Own Program beyond the timeline of grant funding. The plan should address how a high-quality program will be maintained, including clear action steps beginning in the first year of grant funding and a demonstrated ability to leverage and coordinate resources to increase the LEA's capacity to strengthen the local educator pipeline and make progress on sustainability. This may include the use of other local, state, and/or federal resources. Consider also how the Grow Your Own program may be integrated into, be supported by, and provide support for existing LEA or EPP initiatives and/or priorities.

The sustainability of the Ready Set Teach Program in Crandall ISD will always remain a top selection for students in Crandall. Our Ready Set Teach Students have competed in State and National Competitions. We are seeking to add an additional teacher in the upcoming year due to the large amount of student interest in our program.

Our plan to sustain our Grow Your Own Program beyond grant funding is in place, with plans to expand. Currently, employees can participate in a locally funded tuition reimbursement program after being employed in the district for one year. We have partnered with Texas A & M University - Commerce (TAMUC) on their fast-track affordable program, Pride Pathway. Next year, we will accept applications for reimbursement to other universities based on the same cost as TAMUC. Local funds will assist us in sustaining the program with these additions; however, local funds will limit how many candidates we can accept into the locally funded program.

With the strategic social media postings of Grow Your Own Program and Ready Set Teach we hope to support our Human Capital Pipeline for years to come.

Stipend Recipient Recruitment

Describe the plan to recruit Education and Training teachers within Pathway 1 and/or candidates within Pathway 2 who are interested and eligible in participating in the program and receiving stipends. The plan must include strategies to equitably recruit diverse individuals and identify individuals with potential criteria including: **A. Pathway 1:** For Education and Training teachers, a demonstrated track record of success and/or achievement, involvement in student organizations and/or school activities, strong evaluation ratings (if applicable), and strong relationships with students (if applicable). **B. Pathway 2:** For candidates, a desire and commitment to teach long term in the LEA and/or region, strong evaluation ratings (if applicable), and strong relationships with students (if applicable).

A. Pathway 1:

The Ready Set Teach Students will work with their Teacher to recruit candidates for pathway 1 in the Fall of the 8th grade year. Students showing interest in teaching will be introduced to the Ready Set Teach Program. The Senior Ready Set Teach Students will attend Crandall Middle School's advisory period to work with these potential candidates for pathway 1. Students tend to choose programs based on emotional connection with other students. Thus, time will be invested in building these relationships between Seniors and potential Ready Set Teach Students. Once the students complete the Ready Set Teach Coursework in their Senior Year they will receive a Letter of Assurance to return to Crandall ISD as a Teacher. Students may also return to Crandall ISD as a paraprofessional and apply for the Pathway 2 Grow Your Own Program.

B. Pathway 2:

Our existing paraprofessionals are committed to our district. Many live here and have children in our district. Their goals are to finish their education to provide an excellent education in an inspiring environment for our students. They care about Crandall ISD and want to be part of our district as a Teacher. Each candidate will apply for the stipend that covers the cost of education. Applicants will be evaluated and scored on their professionalism, commitment to education, and Crandall ISD.

Stipend Recipient Memorandums of Understanding (MOUs)

Referencing the Program-Specific Assurances in the Program Guidelines, describe the MOUs in which: **A. Pathway 1:** Education and Training teacher stipend recipients agree to meet grant requirements and any other terms set by the LEA; **B. Pathway 1:** IHE that will partner with the LEA(s) to implement dual credit Education and Training courses and commit to supporting the Education and Training teachers and course implementation (if applicable); **C. Pathway 2:** Candidate stipend recipients commit to remain in the LEA for an agreed upon length of time as a condition of receiving the stipend and if a position is available, the LEA commits to hiring/retaining candidates with satisfactory program completion/job performance; **D. Pathway 2:** Accredited EPPs that will partner with the LEA(s) to award teacher certifications to candidates and commit to supporting candidates with completion of their teacher certification and supporting LEA(s) with implementation of the grant program.

Memo of Understanding (MOU) due May 31, 2023

A. Pathway 1: Teacher Stipend Job Description Signed by May 31, 2023

B. Pathway 1: Institute of Higher Education (IHE) partner, Trinity Valley Community College

C. Pathway 2: Candidates commit to Crandall Independent School District, Local Education Agency (LEA), for two years upon certification

D. Pathway 2: Current MOU in place with Region 10 Alternative Education Program for Alternative Certification Candidates
Crandall ISD will acquire additional MOUs as required for each candidate.

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.

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Amended Section

Reason for Amendment

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