



**2023-2025 Title I, 1003 ESF-Focused Support Grant  
Letter of Interest (LOI) Application Due 11:59 p.m. CT, April 21, 2023**

NOGA ID [Redacted]

Authorizing legislation **Elementary and Secondary Education Act (ESEA), P.L. 114-95, Section 1003, School Improvement**

This LOI application must be submitted via email to [loiapplications@tea.texas.gov](mailto:loiapplications@tea.texas.gov).  
The LOI application may be signed with a digital ID or it may be signed by hand. Both forms of signature are acceptable.

TEA must receive the application by **11:59 p.m. CT, April 21, 2023**.

Grant period from **July 3, 2023-September 30, 2025**

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

**Required Attachments**

1. Excel workbook with the grant's budget schedules (linked along with this form on the TEA Grants Opportunities page)
2. Pathway 1: Pathway 1 Supplemental Attachment
3. Pathway 2: Pathway 2 Supplemental Attachment
4. Memo of Discussion

**NOTE: All applicants MUST submit an appropriate Supplemental Pathway Attachment for EACH CAMPUS on behalf of which the applicant is applying.**

**Amendment Number**

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

**Applicant Information**

Organization **Brownwood ISD** CDN **025902** Campus [Redacted] ESC **15** UEI **054480835**

Address **2707 Southside Drvie** City **Brownwood** ZIP **76801** Vendor ID [Redacted]

Primary Contact **Liesa Land** Email **liesa.land@brownwoodisd.org** Phone **3256435644**

Secondary Contact **Heidi Gardner** Email **heidi.gardner@brownwoodisd.org** Phone **3256435644**

**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 **Dr. Joe Young** Title **Superintendent**

Email **joe.young@brownwoodisd.org** Phone **3256435644**

Signature  Date **4/20/23**

**Shared Services Arrangements**

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

**Number of Campuses Included in this Application**

Pathway 1

Pathway 2

**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 Title I, ESF-Focused Support Grant Program Guidelines.
- 4. The applicant provides assurance to adhere to all the Performance Measures, as noted in the 2023-2025 Title I, ESF-Focused Support 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 they accept and will comply with the requirements of [Every Student Succeeds Act Provisions and Assurances](#).
- 6. 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.
- 7. Title I served Federally Identified campuses awarded this grant will engage in the Effective Schools Framework (ESF) continuous improvement process and create a plan to be submitted to TEA that addresses the selected pathway aligned to the Essential Actions (EA) from the ESF.
- 8. The applicant ensures it will notify the Vetted Improvement Program provider of intent to apply and, if awarded, will work in good faith with the Vetted Improvement Program.
- 9. The applicant will identify a campus leader, on each awarded campus, who will be responsible for managing the grant project.

**Statutory/Program Assurances, cont'd.**

- 10. The applicant will provide access to TEA and its Vetted Improvement Partners for on-site visits to the district and campus(es) as appropriate.
- 11. The applicant provides assurance it will participate in all grant requirements including but not limited to an ESF Self-Assessment and ESF Diagnostic, developing a Targeted Improvement Plan, and submission of funding and pathway progress reports.
- 12. The applicant provides assurance it will provide awarded campuses access to grant funding and funding information in a timely manner, so that funding can be used to meet the needs and action steps of the campus during the grant period.

**Summary of Program**

1. Describe how the LEA will support campus(es) in carrying out school improvement activities, including how the LEA will help develop a Targeted Improvement Plan for the eligible campus(es) selected for this grant.

Brownwood ISD will support campuses in carrying out all aspects of continuous school improvement based on comprehensive needs assessments that will include the latest data sources, identified priority areas based on the ESF self-assessment, and support from our VIP, ESC Region 15. BISD will support campuses in carrying out school improvement actions by ensuring our actions align with each campus identified focus areas of the ESF by engaging in TIL work to ensure district level leaders have the capacity to grow concrete leadership skills in our campus leaders.

District and campus leaders will engage in face-to-face professional development at ESC Region 15 as a team so that all administrators have a clear vision for our campus and district goals for improvement. Two of our campuses have been engaged in school improvement over the past three to four years, so we have witnessed how the systems of the ESF and TIL work impact student outcomes. We know that campus leadership team actions are vital for school improvement, and we will support those teams weekly to evaluate action steps and monitor instruction on each campus.

Our district leaders have engaged in Action Coaching monthly with campus leaders over the past three years. Our goal as district leaders will be to improve that process by engaging in weekly TIL work that supports year-long action plans based on goals that will consistently move our campuses toward improvement goals of the online TIP.

Building staff capacity to ensure comprehensive and sustainable practices will be key in achieving campus improvement goals. Research shows that face to face training and follow-up coaching is the most effective means to build capacity and shift culture that will provide sustainability of best practices. The TIL training and coaching cycles are designed to utilize best practices for adult learning, deliberate modeling, and observation and feedback cycles. The district DCSI, Curriculum Director, and District Instructional Coaches will receive coaching from the ESC SI specialist so that they can provide continuous support for campuses between ESC SI visits to ensure campuses meet goals tied to the identified focus areas as determined by the campus ESF needs assessment.

BISD has completed online Targeted Improvement Plans through Plan4Learning for two campuses over the past four years. We have also completed plans for in house TIP plans based on the Plan4Learning online model for two campuses that were targeted improvement. Our DCSI and Curriculum Director will continue to support principals as they complete plans over the four cycles of plan updates throughout each year of the grant.

2. Describe how the LEA will monitor schools receiving the ESF-Focused Support Grant, including how the LEA will: (a) Monitor Targeted Improvement Plans upon submission and during implementation, and (b) Implement additional actions as needed to meet barriers and challenges, after the first year of the grant cycle.

Brownwood ISD administrators will closely monitor campus fidelity of implementation of the TIP plan through weekly and monthly meetings with campus leadership. Evidence-based coaching on best practices, ESC SI assigned action steps for leadership, and progress toward meeting action steps for each plan cycle will be reviewed at each meeting to ensure targeted goals are met. Ongoing academic performance measures will be monitored through district assessment tools such as iReady, Amplify, M-Class Interventions, and District Unit Assessments. The district assessment calendar will include data report availability within two days of testing, and follow-up data analysis meetings within three instructional days of testing. District administrators trained in the DDI process, along with the support of the ESC SI specialist, will ensure instructional leaders review disaggregated data to track all students' progress and respond to the data appropriately.

If evidence of unsuccessful implementation of the plan after the first year of the grant occurs, an immediate plan of action to review and implement appropriate solutions to ensure the campus takes steps to meet goals will be initiated. Results of the ESF Diagnostic will be prioritized and consistent monitoring of the levers and supporting documentation will be reviewed during weekly leadership meetings. Specific timelines will be established to review artifacts that support successful implementation of the TIP throughout each cycle.



**Goals, Objectives, and Strategies, Performance and Evaluation**

1. Describe how the LEA will modify, as appropriate, practices and policies to provide operational flexibility to the awarded campus, that enables full and effective implementation of the Effective Schools Framework Essential Actions and aligned Targeted Improvement Plan.

Previous implementation of TIP plans at two campuses in BISD supports the fact that the unique needs of low-performing schools require flexibility to meet those needs. The district will ensure that the principals of campuses who receive the grant will have the necessary authority to create conditions for school success. This will include a systematic approach of job-embedded professional development and coaching through the district and ESC 15 over the next two years. The DCSI and Curriculum Director are committed to coaching campus principals and leaders in their prioritized focus areas with weekly meetings that include collaborative conversations, classroom visits, and PLC support. District leaders are committed to allowing campuses the flexibility and support needed to ensure continuity and long-term sustainability of continuous improvement processes outlined in the ESF for the campus focus areas.

The campus principal and ILT of the campus will have the flexibility to modify such things as the campus master schedule, teaching assignments, and the campus budget as needed to ensure TIP goals based on the ESF and TIL practices are met. We know that meeting essential action goals of the TIP are critical toward moving a campus forward in a systematic manner to meet learning goals for all students. The district and ESC 15 will focus on building capacity for campus leadership and staff through TIL processes, ongoing coaching, leadership systems, and quality instructional materials that support effective instruction.

As the campus engages in writing and updating their TIP for each cycle, and barriers are identified, the district leadership team will immediately work with the campus ILT to find solutions to overcome the possible barriers. The campus will have the operational flexibility needed to address any situations that might hinder full and effective implementation of the TIP and ESF essential actions that will improve all student outcomes.

**Budget Narrative**

1. Describe how the proposed budget will meet the needs and goals of the program, including staffing, supplies and materials, contracts, travel, etc. Include a short narrative describing how adjustments will be made in the future to meet needs.

The proposed budget includes ESC support as capacity builder/VIP. They will provide Texas Instructional leadership training focusing on the new ESF 3.0. This grant would allow us to provide certified teachers to serve as tutors to help support the work of our response to interventionists as they assess and progress monitor our tier 2 and tier 3 students. Substitutes would be provided for teachers to be trained and plan as needed.

This grant would help us also train our administrators in Effective Schools Framework/Texas Instructional Leadership and Professional Learning Communities.

6100-Payroll: certified teachers as tutors	\$180,000
substitutes	4,000

6200-Professional and Contracted Services	
ESC 15: ESF/VIP	60,000

6300-Supplies and materials	
Instructional supplies, curricula, academic resources to support student achievement in Reading Language Arts and math	40,000

6400-Other Operating Costs	
Professional Development	16,000

Once the grant is completed in two years for the areas proven successful, we would attempt to fund locally or through other federal, state, and local grants.

**Budget Narrative, cont'd.**

2. Describe how the LEA will ensure campus leaders have direct access to grant funding to ensure alignment to the Targeted Improvement Plan.

The district will ensure campus leaders have direct access to grant funding to ensure alignment to the Targeted Improvement Plan with the following meetings:

- \* Administrative two-a -days in August
- \* Monthly leadership and learning meetings with administrators
- \* Monthly campus meetings with Director of Elementary Curriculum and campus administrators
- \* Monthly updated expenditures
- \* Monthly reviews with Assistant Superintendent of Finance and the campus administrators

Protocols will be set up to make sure there is an agenda at all of the meetings listed above to review the budget with the campus administrators.

**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	<input type="text"/>	Barrier	<input type="text"/>
Group	<input type="text"/>	Barrier	<input type="text"/>
Group	<input type="text"/>	Barrier	<input type="text"/>
Group	<input type="text"/>	Barrier	<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**