



**2022-2023 Summer Career and Technical Education Grant
Letter of Interest (LOI) Application Due 11:59 p.m. CT, November 16, 2022**

NOGA ID [Redacted]

Authorizing legislation **General Appropriations Act, House Bill 1, Article IX, Section 18.114(c)(v)**

This LOI application must be submitted via email to loiapplications@tea.texas.gov.

Application stamp-in date and time

The LOI application may be signed with a digital ID or it may be signed by hand. Both forms of signature are acceptable.

TEA must receive the application by **11:59 p.m. CT, November 16, 2022.**

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

Pre-award costs permitted from **Not Permitted**

Required Attachments

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

See the Program Guidelines for for additional attachment information.

Select Focus Area (Applicants May Select One or Both Focus Areas)

- Focus Area 1: Career and Technical Education Course
- Focus Area 2: Work-Based Learning Experiences

Amendment Number

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

Applicant Information

Organization 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 permitted for this grant. **Check the box below if applying as fiscal agent.**

The LEA or ESC submitting this application is the fiscal agent of a planned SSA. All participating agencies will enter into a written SSA agreement describing the fiscal agent and SSA member responsibilities. All participants understand that the "Shared Services Arrangement Attachment" must be completed and signed by all SSA members, and submitted to TEA before the NOGA is issued.

Statutory/Program Assurances

The following assurances apply to this program. In order to meet the requirements of the program, the applicant must comply with these assurances.

Check each of the following boxes to indicate your compliance.

- 1. The applicant provides assurance that program funds will supplement (increase the level of service), and not supplant (replace) state mandates, State Board of Education rules, and activities previously conducted with state or local funds. The applicant provides assurance that state or local funds may not be decreased or diverted for other purposes merely because of the availability of these funds. The applicant provides assurance that program services and activities to be funded from this LOI will be supplementary to existing services and activities and will not be used for any services or activities required by state law, State Board of Education rules, or local policy.
- 2. The applicant provides assurance that the application does not contain any information that would be protected by the Family Educational Rights and Privacy Act (FERPA) from general release to the public.
- 3. The applicant provides assurance to adhere to all the Statutory and TEA Program requirements as noted in the 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 a special collection process run by TEA.
- 7. The applicant assures that any Electronic Information Resources (EIR) produced as part of this agreement will comply with the State of Texas Accessibility requirements as specified in 1 TAC 206, 1 TAC Chapter 213, Federal Section 508 standards, and the WCAG 2.0 AA Accessibility Guidelines.

Summary of Program (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.

Weatherford ISD will be utilizing the grant to offer a Summer Bridge Program for our incoming P-TECH 9th graders. This focused CTE Summer Bridge Program provides a direct link to CCMR while providing a bridge for 9th graders to transition into high school. They will explore valid, reliable educational and career information to learn more about themselves, their interest and P-TECH opportunities. They will use tools available to explore college and career areas of personal interest. We will align our Summer Bridge Program with Weatherford College and our Industry Partners to create learning opportunities for our students that will prepare them for high school, dual credit and internships. Students participating in our Summer Bridge Program discover new interest, stay more engaged with school, develop better relationships with their teachers, and are more likely to seek opportunities to learn in the future. Summer Bridge will consist of four days of activities for students. WISD Summer bridge program will be designed to familiarize students with all offered P-Tech Programs.

Daily programming begins with a welcome and huddle to review the agenda for the day. Students will transition to team building activities, focusing on employability skills, program of study lessons, and their focus activities. Facilitators and business partners will align their activities with one of the four pathways we are offering at our P-TECH program; Automotive Technology, Cybersecurity, Cosmetology, and Welding.

Students will tour Weatherford College and attend an Orientation, meet with an Academic Advisor, tour their facilities and discuss resources available for them as they embark on dual credit courses. Students will visit industry partners and learn how their particular pathway is applicable after high school and into the workplace. Students will be able to ask questions to the employees and participate in a hands-on activity. The mission of this Summer Bridge Program is: to increase interest and enrollment in P-TECH; accelerate students' ability to complete their Pathway; increase P-TECH awareness and preparedness among incoming 9th graders; build resilience in our students and strengthen our partnerships with our Industry Partners and our IHE. We anticipate serving approximately 150 students.

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.

Career and Technical Education (CTE) and Work-Based Learning (WBL) programs are effective activities to ensure that students have the opportunity, experience, and credentials to pursue meaningful careers after high school. CTE aligns Texas education goals with its diverse industry needs and opportunities; ensuring that all Texas high school students have access to high-quality pathways to college and career. WBL opportunities provide students with real-world experiences they can use to transition directly into the workforce or can be building blocks towards post-secondary education.

Weatherford High School is located in a rural area. Over 50% of WHS students are at risk and 40.47% of students are economically disadvantaged. This grant will provide a work-based learning opportunity for high school students currently enrolled in one of the Programs of Study (POS) listed below. Partnering with Weatherford Independent School District, students will be paid Interns within a district level department that aligns to their POS. The purpose of the work-based learning experience (focus Area 2) is to assist districts in facilitating and monitoring work-based learning experiences for students during the summer months.

WISD District Department and Program of Study Alignment: WISD Child Nutrition/Support Services Department (Hospitality and Tourism - Culinary); WISD Community Education and/or WISD Curriculum and Instruction Department - (Education and Training - Teaching and Training); WISD Athletics Department and/or WISD Health Services Department - (Health Science - Healthcare Therapeutic); WISD Business & Finance Department - (Business, Marketing and Finance - Business Management); WISD Transportation Department - (Transportation - Automotive); WISD Communications Department - (Arts, Audio/Video Technology, and Communications - Design & Multimedia, Digital Communications); WISD Facilities Department - (Manufacturing - Welding); WISD Facilities Department - (Architecture and Construction - Carpentry); WISD Technology Department - (Science, Technology, Engineering and Mathematics - Programming & Software Development).

The mission of the Weatherford ISD is to educate, engage and empower all students in a safe and positive learning environment to discover and reach their greatest potential. Weatherford ISD is located in rural Parker County, Texas and Weatherford High School serves 2525 students in grades 9-12; of which 40.47% are economically disadvantaged. This grant would allow 22 students greater access to a meaningful career obtaining valuable industry experience over an 8-week period. The student's Work Based Learning opportunity will provide our WISD CTE students real-world learning they can transition directly to workforce or can help build towards their choice of a post-secondary learning opportunity.

Qualifications and Experience for Key Personnel (Focus Area 1)

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
Dr. Kady Donaghey Executive Director of College ,Career, and Counseling	Existing Position in the district.
Ember McCune Career and Technical Education Coordinator	Existing Position in the district.
Kristy Dowd Director of Human Resources	Existing Position in the district.
Trista Stueart Principal, Grizzard Regional Institute of Technology (P-TECH)	Existing Position in the district.
WISD CTE Teachers	Existing Position in the district.

Qualifications and Experience for Key Personnel (Focus Area 2)

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
Dr. Kady Donaghey Executive Director of College ,Career, and Counseling	Existing Position in the district.
Ember McCune Career and Technical Education Coordinator	Existing Position in the district.
Kristy Dowd Director of Human Resources	Existing Position in the district.
WISD CTE Department Lead	Existing Position in the district.
WISD CTE Teachers	Existing Position in the district.

Goals, Objectives, and Strategies (Focus Area 1)

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

The goal of this grant is provide a Summer Bridge Program to ensure every student in our P-TECH program is strategically prepared for career and college success and high-quality pathways. The primary objective is to provide students authentic learning opportunities that will prepare to be successful in our Technical Dual Credit programming their freshman year.

Activities/Strategies used to accomplish the goals and objectives of the grant:

1. Students will be provided with preparation to assist them in planning for course sequences that help them gain knowledge and skills necessary for success in their chosen career.
2. Career overviews aligned with district pathways will be delivered in a variety of activities, career navigation activities investigating education requirements and earning potential.
3. Mentors will be provided to answer questions, encourage engagement, and help students successfully transition into high school.
4. Students will also tour our IHE partner, Weatherford College, and attend a new student orientation with the college. They will see the facility and meet with an academic advisor for support and academic resources moving forward in their pathway.

Goals, Objectives, and Strategies (Focus Area 2)

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

Goal of the grant is to provide hands-on opportunities to students to apply theory, what they learned in class, to authentic work. The primary objective is to provide students with an authentic work-based learning opportunity directly aligned with their classroom content and knowledge.

Activities/Strategies used to accomplish the goal and objectives of the grant:

1. Students will visit an employer booth at the WHS Career Fair; speak to a WISD representative and express interest in employment.
2. Students will complete the application process for an intern position through a recruitment process.
3. WISD will ensure a thorough recruitment process to ensure all eligible CTE students are educated on the new internship options.
4. Students will interview for a district department position with the Career and Technical Education administrative team and applicable district department leader.
5. Interns will be assigned to a district department where they will shadow and be given work to complete
6. Interns will complete Orientation and On-boarding training prior to commencing work.
7. Students will complete ongoing training to be determined through their supervisor.

Performance and Evaluation Measures (Focus Area 1)

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.

Weatherford ISD will monitor and evaluate all performance and evaluation measures required and identified in the grant guidelines. We agree to collect data and report on the following mandatory performance measures. Students will be given a pre-survey to ascertain awareness of pathway courses, careers, and a general sense of high school preparedness. At the completion, students will be given a post-survey to measure successfulness of strategies as related to program goals. Student demographic information will be collected with each survey. WISD's goal of the survey will be to identify the impact of our summer bridge programing. We hope the survey will measure an increase of student awareness of CTE programming and academic success through the following ways:

1. Increase student relationships to promote connection and belonging by 30%.
2. Establish awareness of high school level course rigor for 20% of participants.
3. Increase awareness of industry based career opportunities by 25%.
4. Student feedback on quality and relevance of courses.
5. Teachers feedback on potential improvements and additional needs.
6. Consultation with local businesses over future opportunities.
7. We also plan to track trend data on students success and persistence in our P-TECH program after attending our summer bridge program.

Performance and Evaluation Measures (Focus Area 2)

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.

Weatherford ISD will monitor and evaluate all performance and evaluation measures required and identified in the grant guidelines. We agree to collect data and report on the following mandatory performance measures:

1. The number of students participating in the grant program will be recorded using the number of actual students hired as interns gathered from Human Resources.
2. Student demographic information will be collected and pulled from the District's student management system.
3. Weatherford ISD will be the business partner.
4. The total hours worked by students will be collected by the District Payroll Management System. This data will also be used to calculate the average hours worked by the students.
5. The total and average hourly earning of students will be collected by the District Payroll Management System. This data will also be used to calculate the average hours worked by the students.
6. Cooperative Education training plans for each student will be used and completed by the related district department. District CTE staff will also monitor the implementation of the training plans and make adjustments as necessary.
7. Cooperative Education Training Agreement and Training Plans will be signed by student, parent and employer.
8. Students will be evaluated on their work performance via the Cooperative Education Training Plan and Student Evaluation form. Training Plans will be specific to each project, and final evaluations will be completed by the related district department leader.

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.

To develop the proposed budget for this Summer CTE grant, WISD outlined needs, goals, and milestones for P-TECH student development and success. The proposed budget will meet the needs and goals of the Summer Bridge Program by providing the necessary staff, transportation, equipment, supplies, and curriculum. The district is expecting approximately 200 students to attend the Summer Bridge Program. We gathered quotes from various industry partners and vendors to allocate funds appropriately.

- Payroll- \$4800
 - o Payroll costs for teachers that will provide course instruction to students
- Supplies and Materials- \$33,308
 - o Grant funds will be operated to aid each of our P-TECH Pathways in their efforts to educate this Summer Bridge Program. Materials in Focus 1 will include welding materials, automotive materials and equipment, safety gear for automotive and welding, supplies for cosmetology, supplies for Cybersecurity activities. It will also include materials that will enhance student participation and engagement in the program.
- Transportation- \$1000
 - o Transportation will be provided by the Weatherford ISD buses for students in Focus Area 1 to visit Weatherford College.
- Contracted Services- \$8784
 - o The cost will be used to cover items needed for the student Summer Bridge Program experiences including a P-TECH focused t-shirt for every participant, organizational materials for all participants, instructional supplies for each student for the week.

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.

Weatherford ISD will use the Summer Career and Technical Education Grant to implement a pre-apprenticeship training program for students entering their 11th or 12th grade year. A maximum of 22 students will be hired through the established District employment process. These students will each complete an 8-week internship. These interns will work 18-20 hours per week at \$12 per hour for a total of 8 weeks, including benefits (\$40,142). Student interns will be provided uniform shirts to identify them as District staff while working on District property with an approximate cost of \$750. This will be a printed shirt so that all dist interns will be identifiable when they are working on campuses or on other district building locations.

District CTE program staff members will be provided extra-duty pay to monitor the students in collaboration with their supervisor from the assigned district department. These staff members will conduct observations to monitor the program and make adjustments throughout the program based on the needs of the students. Approximately \$7,000 will be spent on extra-duty pay, including benefits for these staff members.

Program Requirements

1a. Needs Assessment (Focus Area 1)

Through the P-TECH Blueprint planning year our leadership team has identified the need for students transitioning into a dual credit program as early as the 9th grade would benefit from a summer bridge program. We feel getting students accustomed with teachers and staff will help build relationships early on in their high school career. We also feel giving them opportunities to work in classrooms, labs and visiting the college campus will benefit and close the gaps students may have when transitioning from middle school to our P-TECH program. Our needs assessment identified a need for an advisor or mentor to work with the students prior to entering the 9th grade to create a Work-Based Learning plan for engaging opportunities that present themselves at every grade level in all WISD CTE programs.

The incoming 9th P-TECH students will be required to attend this Summer Bridge Program. This program will expose students to all aspects of CTE programming Work Based Learning opportunities. Students who attend the Summer Bridge Program will discover new interest, will have assistance with longterm planning, help with their transition to high school, prepare them for Work Based Learning opportunities, and be paired with Industry partners for their mentors. Evidence indicates Summer Bridge Programs such as the one proposed should help students be more academically successful as they continue their journey in high school. Our Industry partners will play an integral role in our Summer Bridge Program. Shifting perspectives of what industry looks like will be of paramount importance. Students will attend 4 hours per day for 4 consecutive days.

1b. Needs Assessment (Focus Area 2)

Career and Technical Education (CTE) and Work-Based Learning (WBL) programs are effective activities to ensure that students have the opportunity, experience, and credentials to pursue meaningful careers after high school. Every year the one goal presents itself for our WISD CTE program through our Local Needs Assessment and that is the need to have more paid internship opportunities for our CTE students through Work Based Learning. We have many unpaid internships but many of our rural high school students have to work and make a wage to support their spending needs and sometimes even their families spending needs. An opportunity for our students to work in our district and get paid to extend their classroom learning to our district operations will be an amazing opportunity for our WISD CTE students.

CTE aligns Texas education goals with its diverse industry needs and opportunities; ensuring that all Texas high school students have access to high-quality pathways to college and career. Our Advisory Council members and industry partners have told us their needs for our graduating students are to have not only a solid academic education, but to also have professional skills, employability skills, critical thinking ability and work ethic. Students completing this 8-week internship will develop these real-world skills and experiences they can use to transition directly into the workforce or can be building blocks towards post-secondary education.

Student will experience how to apply for a job, how to intern, go through the HR orientation and on-boarding process and what on-going on-the-job training is. These skills will help them learn how to acquire a job. The skills and training will also allow our students to develop the skills identified by our needs assessment.

Program Requirements, cont'd.

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 be engaged and supported in this focus area.

Weatherford ISD CTE program are all aligned to the Texas approved programs of study. These programs have been developed to ensure students meet completer status upon graduation. We do have an approved regional Program of Study for our Human Services-Cosmetology Program. This was approved by TEA due to the high demand and high wage documentation from our local workforce that we provided to TEA. All four programs are represented in our high demand high wage careers in area. All of WISD programs end in a TEA Industry Based Certification. This summer bridge opportunity will allow a kick off for our first class of P-TECH students to learn about their choice of our four CTE pathways in our PTECH program, get acquainted with the dual credit process and campus, and understand the sequence of courses and work based-learning opportunities. WISD feels this will make a large impact on the success of our new PTECH program here in WISD.

We historically have had at least 50 freshman in these programs of study. We do believe that a minimum of 200 students would be an accurate depiction of the impact of the grant funds. The breakdown by program of study is below:

Human Services 50 students

Manufacturing 50 students

Science, Technology, Engineering, and Mathematics 50 students

Transportation, Distribution, and Logistics 50 students

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

The work-based learning model that will be used is a paid internship experience. Work-based learning aids students in developing essential employability skills and builds a strong, positive work history. This experience will also help students build an important network of peers and employers that often connect the dots between job seeker and the right position. Weatherford Independent School District will serve as the industry partner. WISD will benefit from this partnership through the opportunity to "grow their own" pool of skilled and motivated potential future employees, may experience improved employee retention, reduced training and recruitment costs.

A maximum of 22 interns will be hired for the eight-week internship with the opportunity to work 19-20 hours per week. Students currently enrolled in a related program of study will have the opportunity to apply for these opportunities. Interns will be assigned to a district department related to their program of study. The student's Work Based Learning opportunity will provide our WISD CTE students real-world learning they can transition directly tow workforce or can help build towards their choice of a post-secondary learning opportunity.

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