



**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](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, October 31, 2022**.

Application stamp-in date and time

Grant period from   
 Pre-award costs permitted from

**Required Attachments**

- 1. 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.

Joshua ISD plans to begin our first cohort of 7 teachers for National Board (NB) Candidacy in the spring of 2023. Grant funds will be used to collaborate with an external partner to support and mentor the 7 teachers, along with providing substitute teachers to allow the candidates to complete the required components.

A NB Candidacy Cohort in JISD will promote teacher and student success. The NB Certification is the most respected advanced certification available to teachers and will provide numerous benefits to the district. JISD's mission is to "develop productive citizens of exceptional character who are life-long learners". By encouraging our teachers to expand their knowledge and expertise in their field, it will ultimately promote the district's mission.

Partnering with the National Board will allow JISD to support teachers to achieve NB certification. The NB partnership will allow the district to mitigate many common teacher recruitment and retention barriers by offering additional compensation through Teacher Incentive Allotment to those who earn the certification. It will provide support to teachers to increase their salary, provide them with meaningful professional learning opportunities, and give them the tools they need for career advancement. The district monitors teacher retention rates annually, and our goal is to achieve a 95% retention rate. By investing in our teachers, JISD will be more equipped to recruit and retain teachers by showing that professional growth and compensation is a priority.

JISD is committed to accelerating education by building a robust academic environment within the district. The district must provide our teachers every opportunity to enrich their personal and professional development and to create lifelong learners in our teachers. This NB partnership will bring a positive impact to both the staff and students of JISD.

**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
District Grant Manager Assure adherence to all required performance measures and assure that program funds will supplement and not supplant other funds.	Existing position that currently oversees federal program for the district
External Partner will create a scope and sequence to meet all requirements of the grant.	Experience with leading cohorts of National Board (NB) candidates and fulfilling all grant requirements and assurances.
Coordinator of Student Learning Outcomes and Federal Programs will facilitate the implementation of all the grant requirements.	Existing position with federal programs experience
Strategic Compensation Coordinator will facilitate the implementation of all the grant requirements.	Existing position with principal leadership experience
District Chief Financial Officer will assure all budget and fiscal compliance requirements of the grant are met.	Existing position with experience in federal fiscal program requirements, budgeting, and grants.

## 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 and Obj.: JISD has a goal to achieve and maintain a 95% staff retention rate, which aligns with TEA 's Strategic Priorities to recruit, support and maintain teachers and principals. The goal for the NBC Cohort is to select and support 7 candidates to participate in our 1st cohort of NB candidates pursuing certification in 23-24. The NB certification will increase the instructional effectiveness of classroom teachers, which ultimately improves student outcomes. Currently, JISD does not employ any teachers with a NB Certification, so through this first cohort we plan to have 7 teachers complete the program and will continue with additional cohorts each year. Activities and Strategies: JISD will implement a rigorous recruitment and selection process that is widely publicized. JISD hosted a meeting in Oct. 2022 to provide potential candidates details towards achieving NBC. JISD will develop a partnership including a MOU with an external entity to support and mentor candidates following all grant requirements. JISD will develop district applications, seek principal references, conduct classroom walkthroughs, and candidate interviews in the fall of 2022, district cohort members will be announced on 1/13/23. JISD will provide candidates a minimum of 8 meetings over the course development and submission of NB Components and maintain attendance records. A scope and sequence will be created for the 8 sessions that align with the component submissions. Once the cohort begins, JISD will conduct candidate, mentor, and facilitator TEA surveys 3 times per year. JISD will support candidates in submitting 2 components for certification in the 23-24 school year by providing time and mentorship. Job descriptions will be created for the mentors/facilitators. JISD will develop a schedule for each candidate to receive a minimum of 10 hours of mentor support each year that focuses on the NB components. Professional development days will be used for meetings and substitutes provided for the candidates to work on components.

## 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.

JISD will collect data and report on the following performance and evaluation measures, aligned to the grant goals as follows: Strengthen and Diversify Leadership Pipelines-All teachers were invited to attend the district meeting and applications will soon be made available. JISD has established a selection process to strengthen and diversify teacher leaders and will have a documented system to track all applications and candidates selected for the cohort. The selection process will include reviewing the applicant 's YOE, additional roles and responsibilities at the campus or district level, previous 3 years of teacher 's evaluations, professional development (PD) attended outside of the district, lesson planning demonstrating knowledge of assessments and practices to effectively plan for and positively impact student learning and includes differentiation that resulted in students ' mastery and growth, a principal recommendation, classroom visits from members of the selection committee that are former campus administrators and second appraisers for TTESS. We will partner with an external agency to provide mentors/facilitators since the district does not currently employ NBC teachers. We will collect data on the number of components each candidate submits during the 23-24 school year, and completion rates of each candidate. Improve Teacher Retention-Teachers in the NBC Cohort will be given time and support to complete the program. Once the teacher has completed NBC, they will be eligible to participate in the Teacher Incentive Allotment (TIA). JISD is in Cohort E, our data capture year, but we have only started with RLA and math teachers able to earn a designation. We will add more subjects to TIA next year, but providing teachers the opportunity to become NBC is a district commitment. JISD will track retention rates of this cohort and future cohorts and make adjustments as needed. A high quality scope and sequence will be developed that provides for a min. of 8 candidate support meetings to ensure candidate success. Improve Student Outcomes-We are a continuous improvement (CI) district with a systematic process for teachers, schools and the district to evaluate using Systems Level Checks that take place at the beginning and end of each school year. Data is gathered from these checks to ultimately improve student outcomes. Teachers receive PD on the 8 steps of CI and multiple coaching opportunities are provided each year in this process. The district is a PLC with a documented process planning for instruction, formative assessments, feedback, and providing interventions and enrichments to improve student learning. JISD is an A district and received 94 in Domain 3 in 21-22. Significant student gains have been achieved in spite of the pandemic. Teachers Shaping the Profession- We will provide opportunities for NBC candidates to lead PD at the campus and district level. NB teachers will be district mentors and continue to receive growth opportunities.

**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.

JISD plans to begin our first cohort of 7 teachers for NB Candidacy in the spring of 2023. Grant funds will be used to collaborate with an external partner to support and mentor the 7 teachers, along with providing substitute teachers to allow the candidates to complete the required components. Funds will be allocated as follows:

\$25,550 budgeted for the external partnership with a NB Certified facilitator that is approved to provide NB supports. This will be utilized to execute the District Cohort Model, including at least 8 meetings and one-on-one mentoring. This is the estimated total cost for 7 candidates for a two year pathway.

\$19,600 budgeted for stipends for candidates admitted to the district model to compensate for candidates' time spent outside of work hours working on their component submissions, meeting with mentors, or pursuing other learning opportunities relevant to certification components. This total will provide a \$1,400 stipend per year per candidate.

\$1,400 budgeted for substitute coverage for candidates to work on their component submissions, meet with mentors, or pursue other learning opportunities relevant to certification components. This is a total of \$200 per candidate for seven candidates. This will provide two substitutes per candidate.

\$3,450 in state travel that is allowable, reasonable and necessary for candidate success.

Adjustments may arise during the course of feedback between cohort members, the NB support partner, and the district. Any such adjustment will be made only if the district determines it to be necessary to meet current or unexpected needs and if it is in accordance with the grant allowable activities.

**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"/>

**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" value="5896"/>
2. Enrollment of all participating private schools	<input type="text" value="0"/>
3. Total enrollment of LEA and all participating PNPs (line 1 plus line 2)	<input type="text" value="5896"/>
4. Total current-year program allocation	<input type="text" value="0"/>
5. LEA reservation for direct administrative costs, not to exceed the program's defined limit	<input type="text" value="0"/>
6. Total LEA amount for provision of ESSA PNP equitable services (line 4 minus line 5)	<input type="text" value="0"/>
7. Per-pupil LEA amount for provision of ESSA PNP equitable services (line 6 divided by line 3)	<input type="text" value="0"/>
<b>LEA's total required ESSA PNP equitable services reservation (line 7 times line 2)</b>	<input type="text" value="0"/>

**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**