



2023-2024 National Board Candidacy Cohort

Letter of Interest (LOI) Application Due 11:59 p.m. CT, October 31, 2022

NOGA ID

Authorizing legislation

Elementary and Secondary Education Act of 1965 (ESEA) as amended by P.L. 114-95, Every Student Succeeds Act (ESSA), Title II, Part A, Section 2101 (c)(4)(A)

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

December 8, 2022 - August 31, 2024

Pre-award costs permitted from

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)

Amendment Number

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

Applicant Information

Organization Round Rock ISD CDN 246909 Campus Administration ESC 13 UEI JSQ9N6EHLUA1

Address 1311 Round Rock Ave City Round Rock ZIP 78681 Vendor ID 1746002018

Primary Contact Collin Lessing Email Collin\_Lessing@roundrockisd.org Phone 512-464-5926

Secondary Contact Rhonda Rhode Email Rhonda\_Rhode@roundrockisd.org Phone 512-464-5030

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):

- [x] LOI application, guidelines, and instructions [x] Debarment and Suspension Certification [x] General and application-specific Provisions and Assurances [x] Lobbying Certification

Authorized Official Name Dennis Covington Title Chief Financial Officer

Email Dennis\_Covington@roundrockisd.org Phone 512-464-5042

Signature Dennis D Covington Date 10/28/22

**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
  - a) 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.
  - b) The grantee will ensure that all National Board Candidates have at least 3 years of teaching experience upon completion of National Board certification.
  - c) 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.
  - d) 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.

Round Rock ISD's (RRISD) District Improvement Plan prioritizes the need to develop, support, and retain talented teachers to meet the needs of every student. In response, RRISD will create a National Board Candidacy Cohort (NBCC) with the overall mission of increasing teacher effectiveness and retention. The NBCC will take place during the 2023-24 school year, include 15 candidates, meet monthly after school (eight total meetings) at a central RRISD campus, and each candidate will complete two components. The cohort will be facilitated by RRISD instructional coaches and RRISD teachers/instructional coaches will serve as mentors; all will have current National Board certification. By empowering district personnel to lead the NBCC, RRISD seeks to embed the principles of the National Board in its culture. Internal facilitators and mentors will more deeply extend the reach of this program by providing leadership, mentorship and support to their colleagues during and beyond the scope of the grant period--advancing a culture of teachers shaping teaching.

RRISD will conduct a rigorous recruitment and vetting process (described below) to ensure its candidates are current teachers who meet the NBCC prerequisites and who are passionately committed to completing the two components during the grant year. Teachers from higher needs (based on teacher turnover and student outcomes) campuses will be awarded priority points. Upon selection, the NBCC will engage in a reflective, supportive, in-person process of professional development. At the time of this application, RRISD has begun the process for becoming part of the Teacher Incentive Allotment (TIA). Candidates will be on track to complete their certification in 2024-25 as RRISD completes its entry into the TIA system. The combination of the NBCC and TIA incentive will position RRISD to mitigate one of the greatest needs facing the district.

**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
FACILITATOR (proposed): Complete facilitator training; lead professional learning; help teachers reflect and improve; and manage cohort.	Currently employed as a teacher or instructional coach in RRISD; active National Board Certification; experienced in leading teacher professional development; and committed to cohort meeting schedule and overseeing program.
MENTOR (proposed): Complete mentor training; provide at least 10 hours of candidate support; follow mentor expectations; and document support.	Currently employed as a teacher or instructional coach in RRISD; completed National Board Certification with current certification status; committed to mentor meeting and support requirements.
CANDIDATE (proposed): Attend cohort meetings; receive at least 10 hours of mentorship; complete all assignments; and complete two NBCC Components.	Currently employed as a teacher and committed to staying at the campus during the grant program; have a thorough understanding of NBCC process; and committed to cohort, mentor and Component requirements.
GRANT COORDINATOR (Existing): Compile and maintain data for evaluation. Ensure program is in compliance.	Experienced in grant administration, evaluation and reporting.

**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.

GOAL 1. RRISD will strengthen and diversify its leadership pipeline. - OBJ. 1.1. RRISD will recruit 15 teachers into the NBCC.

GOAL 2. RRISD will improve teacher retention. - OBJ. 2.1. At least 90% of candidates will complete two components during the grant period.

GOAL 3. RRISD will improve student outcomes. - OBJ. 3.1. At least 90% of candidates will exceed their Student Learning Outcomes (SLO) goals.

GOAL 4. RRISD will support teachers shaping the profession. - OBJ 4.1. At least 90% will improve leadership qualities, as demonstrated through post-surveys administered to the candidate teachers and their respective principals.

STRATEGIES: RRISD will conduct the following outreach strategies in Spring 2022: present the NBCC opportunity to principals; email announcements for campuses; add a NBCC webpage on RRISD website; and host NBCC applicant information sessions. The application process will include the following scored components: timed questions using Higher View; an essay question; principal’s feedback on the candidate; and campus need. RRISD will score the applications and select the top 15 candidates. RRISD will provide mentor and facilitator training following the application process. The cohort will begin meeting in August 2023. Candidates will be assigned their mentors before the program's start. The cohort will focus on completing Components #2 and #4 during the grant period. There will be periodic surveys administered to participants to continually improve the program's approach. In the Spring 2024 semester, the candidates will begin preparing their submissions for Components 2 and 4. Submittal of the Components will take place in April 2024.

**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.

The NBCC facilitators and mentors will collect all data and performance measures described below. The RRISD grant coordinator will compile all data and maintain it for evaluation, reporting and TEA compliance.

RECRUITMENT EFFORT: RRISD will create sign-in sheets with the date, location and attendees' signatures for in-person recruitment. RRISD will scan these and save digital copies. Remote recruitment will take place through video conference. RRISD will save the video conference attendance list from each session. RRISD will compile the total number of attendees.

APPLICATIONS AND VETTING: RRISD will track the number of NBCC applications and keep all applications. It will track the number of candidate positions offered and the number of candidates who accept. RRISD will also track the number of people requesting to serve as mentors or facilitators and the number of people selected.

COHORT SESSIONS: RRISD will have sign-in sheets at each NBCC meeting that includes the time, date, location, participants' signatures and topics covered. The facilitators will track assignment completion rates among candidates. RRISD will scan these and save digital copies.

MENTOR MEETINGS: RRISD will provide mentors with an online form to track mentor sessions. The form will include the candidate and mentor's names, as well as the date, location and duration for each meeting. RRISD will compile individual mentor hours for each candidate, and monitor during the program period to ensure compliance.

COHORT QUALITY: RRISD will provide a high-quality sessions for Component #2 and #4. RRISD will administer TEA's candidate, facilitator and mentor perception surveys up to three times per year, and its own surveys. The facilitators and the RRISD Director of Professional Development will review survey responses to identify way to continually improve the program.

COMPONENT COMPLETION: RRISD will track the number of components submitted by candidates and the number completed in 2023-2024.

TEACHER RETENTION: RRISD will track the district employment of its NDCC for internal evaluation to support TEA's efforts.

STUDENT OUTCOMES: RRISD will use performance on SLO goals for each teachers’ classes to measure student outcomes.

TEACHER CULTURE: RRISD will administer two post-surveys to measure change in culture. A survey to principals will examine if they observed improvement in leadership and culture. A survey to teachers will ask them to reflect on whether they have improved their leadership qualities, abilities and roles on their respective campuses.

**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.

**FACILITATORS:** Three RRISD instructional coaches who have active National Board certification will work 40 additional hours each semester (approximately 1-2 hours per week) at a rate of \$30.50 per hour. Their responsibilities toward meeting the program goals include: Create a timeline of events and pacing guide for applicants (4 hours); Design and deploy information campaign to communicate opportunity to campuses and recruit participants (2 hours); Construct equitable review and scoring system for applications (2 hours); Design and deploy information campaign to recruit other teachers with NBTC to serve as mentors (2 hours); Design relevant professional development resources to support candidates during the candidacy process (12 hours); Design relevant professional development resources to develop coaching and mentoring skills of mentors (8 hours); Plan for and facilitate applicant/mentor meetings (3 hours); Review participant applications and provide feedback (4 hours); serve as mentor to one applicant; conduct one on one meetings with applicants after work hours to support applicants with the application process, problem solve, provide feedback (5 hours). **TOTAL: \$7,320.**

**CANDIDATES:** 15 teachers will receive extra duty pay at \$25 per hour during their involvement in the program. Providing a reasonable financial incentive is critical to the overarching goal of promoting teacher retention. RRISD has budgeted 30 hours per semester, for two semesters, totaling 60 hours for each teacher. **TOTAL: \$22,500.**

**MENTORS:** 6 RRISD teachers with current National Board Teaching Certification will serve as mentors. Mentors will work 30 hours per semester at \$25 per hour. Each mentor will support 2 candidates. Their responsibilities include: Participate in professional development for mentors (8 hours); Participate in candidate/mentor meetings (8 hours); Plan for and facilitate one-on-one meetings with candidates after work hours to support applicants with the application process, problem solve, provide feedback. (20 hours); and review candidate applications and provide feedback (24 hours). **TOTAL: \$9,000.**

**SUBSTITUTES:** The substitute rate will be \$125 per day, with two days available for each of the 15 candidates. To be used to prepare for lesson recording days which could include materials preparation, practice, technology setup, collaboration with mentor. Each mentor will also have two substitute days available to conduct classroom visits with mentees which could include providing feedback during practice lessons, collaborative planning, or assisting with materials preparation. **TOTAL: \$3,750.**

**GENERAL SUPPLIES:** Office and classroom supplies needed to complete program actions above. **TOTAL: \$95.**

**FOOD:** RRISD will provide meals for candidates, facilitators and mentors at each meeting. **TOTAL: \$500**

**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="46850"/>
2. Enrollment of all participating private schools	<input type="text" value="1813"/>
3. Total enrollment of LEA and all participating PNPs (line 1 plus line 2)	<input type="text" value="48663"/>
4. Total current-year program allocation	<input type="text" value="928709"/>
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="928709"/>
7. Per-pupil LEA amount for provision of ESSA PNP equitable services (line 6 divided by line 3)	<input type="text" value="19.08"/>
<b>LEA's total required ESSA PNP equitable services reservation (line 7 times line 2)</b>	<input type="text" value="34592.04"/>

**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**