



**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**.

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 **Stafford MSD** CDN **079910** Campus **Stafford Middle** ESC **4** UEI **FQJ2TFMJUVD8**

Address **1633 Staffordshire Road** City **Stafford** ZIP **77477** Vendor ID **1760001388**

Primary Contact **Stephanie Reagle** Email **sreagle@staffordmsd.org** Phone **(281) 969-1965**

Secondary Contact **Dr. Kadir Almus** Email **kalmus@staffordmsd.org** Phone **(281) 261-9341**

**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. Robert Bostic** Title **Superintendent**

Email **rbostic@staffordmsd.org** Phone **(281) 261-9200**

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.

Stafford Municipal School District (SMSD) serves approximately 3,700 students in Fort Bend County. SMSD is a Title 1 school district in which 81.40% of elementary students and 73.20% of secondary students are economically disadvantaged. SMSD has 44.0% at-risk students at the secondary level. 51% of SMSD's secondary students are in need of accelerated learning support. Stafford Middle School (SMS) serves grades 6-8 and has been federally identified as a Targeted Support campus. Stafford Middle School participated in a self-assessment process using the ESF self-assessment tool. This data has directed the school improvement activities for SMS in this grant. SMSD is partnering with ESC4 (EALS) as our Vetted Improvement Program (VIP) provider. Our VIP will support our campus leaders and their supervisors with the implementation of key practices from Essential Actions 1.1 and 5.2 of the Effective Schools Framework. Our District Coordinator of School Improvement (DCSI) and superintendent will support Stafford Middle with using the initiatives provided by ESC4 in the areas of Roles and Responsibilities aligned to Observation and Feedback and Data-Driven Instructions (DDI.) ESC4 will also provide SMS with support in planning for effective change management and professional development to expand on a skill or topic surfaced from coaching conversations and visits. Our VIP will provide campus administrators with training and coaching on specified action steps. The VIP will meet on a regular basis with district and campus staff to monitor progress, growth, and fidelity of implementation of EALS practices. SMSD will work with our VIP to develop a Targeted Improvement Plan (TIP) for our EALS campus by focusing on Essential Actions 1.1 and 5.2. The TIP will be uploaded in TEAL with frequent monitoring for progress and growth. Stafford MSD currently partners with 806 Technologies and uses Plan4Learning as our web-based platform for district and campus improvement plans. Our DCSI will ensure that our grant initiatives are included and tracked into Plan4Learning.

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.

Stafford MSD will monitor our campus receiving this grant with frequent communication among our DCSI, campus administrators, grant coordinator, and VIP. SMSD uses the Plan4Learning web-based platform for district and campus improvement planning. Our Targeted Improvement Plan will be uploaded to the platform. District and campus leadership have access to progress and growth in real time to review the workflow. Stafford MSD will ensure that initiatives set forth by this grant are included in the campus improvement plan and that EA 1.1 and 5.2 are incorporated into the district improvement plan as well. These initiatives will be tracked by district and campus leaders to ensure fidelity of implementation during the course of the grant and beyond. The DCSI will provide feedback to the campus involved with this grant regarding areas of strengths and weaknesses. Stafford Middle School will develop an SMS EALS Team consisting of the campus principal, assistant principals, the DCSI, the grant coordinator, instructional specialists, and the instructional coach. Frequent meetings with the EALS Team will be held to track progress growth. The instructional coach will also provide input at the EALS Team meetings and share the teachers' growth with their assigned action steps. Initiatives will be discussed with teachers in PLCs and instructional coaching sessions to ensure clear instructional expectations of the work that we are doing. Teachers and leaders alike will be well-versed in the TIP goals and expectations. Meeting agendas, minutes from meetings, and other pertinent artifacts will be uploaded to Plan4Learning.

The Stafford Middle School EALS Team will have frequent and consistent checkpoints on the campus calendar to evaluate progress toward the TIP goals. This team will review usage of instructional materials, teacher progress, coaching feedback, and student achievement. If barriers are noted, the team will examine the action steps, make any necessary updates, and apply additional support at the checkpoint meeting. The action step will then be evaluated for success at the next checkpoint. Additional teacher observations, additional visits with our VIP, and additional training with materials will be considered. We will work with our VIP through the course of the grant and continue with our checkpoint meeting process after the completion of the grant.



**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.

Stafford MSD will provide operational flexibility to Stafford Middle School to ensure that ESF Essential Actions 1.1 and 5.2 are fully and effectively implemented and aligned with the Targeted Improvement Plan. SMSD embraces a supportive, family atmosphere. Our administrators will have the district's support to ensure implementation of the ESF Essential Actions. SMSD's academic calendar includes five full days and seven half-days of professional development. Stafford MSD will support leadership and professional growth in concert with ESC4 and the SMS EALS Team. We have been working with our ESC4 VIP to plan calendar days for training, implementation support, and one-on-one coaching for the principal that will work within our schedules. Stafford MSD will also support our EALS campus to decrease any barriers, including time, by providing job-embedded professional development. Stafford Middle School will schedule weekly professional learning community meetings to increase time for feedback, data collection, and coaching debriefs. Surveys will be sent out to gather EALS Team meeting time and date preferences. The district will support any schedule changes needed to maintain a spirit of flexibility so that prompt feedback and coaching sessions occur in a timely manner. Our instructional coach will meet with teachers to provide job-embedded professional development during specified days and times that do not interfere with instruction. We will provide extra duty pay for teachers when meetings occur after contract hours. Instructional materials will be provided to the EALS Team and teachers. The campus will participate in an ESF Diagnostic to ensure that we are focusing on our prioritized Essential Actions and EA expansion through the life of the grant and beyond.

**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 Essential School Framework – Focused Support Grant proposed budget was developed by Stafford MSD instructional leaders with our ESF Self-Assessment Tool in mind. Stafford MSD would like to use the grant funds to work with ESC4 Vetted Improvement Program (VIP) leaders as our consultants to develop and implement a Targeted Improvement Plan. Our VIP will also provide professional development to our targeted campus along with implementation support. Our VIP will be compensated for checking point meetings and one-on-one coaching for our campus principal as well. We are excited to be well-versed in Essential Actions 1.1 and 5.2 with the help of our VIP through ESC4. Our SMS EALS team will have a Program Manager assigned to and paid for by this grant to ensure proper implementation, facilitate training and meetings, and confirm that all artifacts are uploaded to our web-based platform. The grant funds will also be used to pay for needed substitutes so that teachers may participate in professional development, coaching, and feedback conversations. Extra-duty pay will also be provided for professional meetings and training that take place after hours. If Stafford MSD is awarded this grant, then we will use the funds for materials and supplies, including literature and books such as Get Better Faster, Switch, and Leverage Leadership 2.0. Our SMS EALS team will have copies of session materials and other supplies to align with our Targeted Improvement Plan goals. Our budget proposal also includes an allocation for other operating costs to support the efforts of the campus. If any adjustments need to be made in the future, then some of the funds can be reallocated in the form of a Grant Amendment.

**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.

Stafford MSD is a small school district in which all buildings are located within close proximity to each other. Our staff has direct access to our finance department. The grant coordinator is included in the SMS EALS Team and will work with campus leadership to assist in accessing funds if we are awarded this grant. Our budget has included the necessary funds to assure that support and materials are readily available to the SMS EALS Team and the campus. Stafford MSD is committed to excellence and providing support to staff and students. Campus leadership will have the materials and support to ensure alignment to the Targeted Improvement Plan through these mechanisms. Stafford Middle School participated in developing the Strong Foundations Literacy Framework and will begin implementation in the school year 2023-2024. SMS also participates in the Texas Reading Initiative Literacy Coaching grant. Funds from these grants are readily available to campus leadership to enable increased student achievement.



**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.

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**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
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