



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

NOGA ID

Authorizing legislation

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.

Application stamp-in date and time

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

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)

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):

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.

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.

The mission of Whitehouse ISD, the standard of excellence, is to inspire and equip students through innovative and challenging opportunities. The Whitehouse High School CTE Department offers innovative programming to equip students with challenging opportunities and experiences to pursue meaningful careers after high school. One of our most innovative, challenging opportunities is our Program of Study in Animal Science which leads to the completion of an approved Industrial Based Certification (IBC) in Certified Veterinary Assistant (CVA) that prepares our students for success in college, career, or the military. This program of study provides a course sequence that prepare students with the knowledge and skills necessary for success in their chosen career by embedding relevant, real-world experiences. The CVA program requires mastery of a rigorous curriculum, passage of a comprehensive industrial based certification exam, completing 200 clock-hours of classroom instruction and completing 300 clock-hours of on-site hands-on field experience in the form of an internship at a Partner Veterinary Clinic. Presently, 11th grade students enrolled in the Veterinary Medical Applications course to gain all requisite knowledge then enroll in the for Practicum of AFNR in Veterinary Assistant during their senior year. This only allows students to gain approximately 180 clock-hours of on-site hands-on field experience, which falls short of the required 300 clock-hours. This proposal will offer the 2 credit Veterinary Medical Applications/Agricultural Laboratory and Field Experience course during the months of May to July allowing students to gain up to 120 additional clock-hours in an unpaid internship at partner veterinary clinics throughout the local community. The summer CVA program will need additional resources in the form of staffing, supplies, materials, travel and other operating cost. The instructional arrangement will be best served by having two Agricultural Science Teachers team teach the course to allow maximum use of such a short window of time. Students will be provided extensive instruction at the school ' s Agriculture Facility/Laboratory, Ag classroom, and at partnering veterinary clinics by both teachers, which will allow for more intense instruction. Additional instructional and laboratory supplies and materials are needed to augment our existing inventory to include hands-on laboratory simulators, medical supplies and medical grade equipment. The two teachers will supervise and assist with transporting all student internship at community partner veterinarian clinics. Finally, to increase student participation it is proposed that the students be provided a stipend to supplement their income and will allow them to forgo other summer-time paid employment that is outside of the veterinarian industry. Offering the course over the summer of 2023 will increase the number of on-site hands-on field clock-hours students need towards the CVA. This program is congruent with our district ' s mission to increase student employability skills in the actual workplaces, facilitate a smoother transition from high school into the workplace, and enhance student opportunities in employment and higher education. Our local community will benefit by having an increase in the number of career ready individuals who become economically productive members of society and improving the stability of our local workforce and economy.

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

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
2- Agricultural Science Teachers (existing) Grade and evaluate student work, coordinate with partner clinics, and supervise student interns.	SBEC Teacher Certification -Agricultural Science and Technology (6-12) 1st Teacher has 10 years of experience and an M.S. in Agriculture 2nd Teacher has 1 year of experience and a B.S. in Animal Science
14 Veterinarian Partners (existing) to provide internships at local clinics. Approve on-site clock-hour credits for interns. Consult with teachers.	Doctor of Veterinary Medicine (DVM) degree. Texas Veterinary Medical Association License to practice in Texas. 2 to 30 years of experience (14 partners), OJT at no cost to the grant (based on training site agreement).
Director, CTE (existing), supervise teachers assigned to CTE Summer Grant Program, Grant Administrator, and Grant Shepard	BS, MS, & PhD-Agricultural Education, SBEC Certification in Vocational Agriculture, Mid-Management, Superintendent, 32 years of experience in CTE programming. At no cost to grant (on a 12 month contract with 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?

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?

Major Goal 1. Students enrolled in the summer practicum will gain up to 120 on-site training clock-hours at a local partner veterinarian clinic during the summer months of May to July 2023.

Major Goal 2. Students will complete a minimum of 40 of the 78 High School CVA Level I Skills Validation Checklist at their assigned veterinarian clinic with either the Licensed Veterinarian or Licensed Veterinary Technician.

Major Goal 3. Students will have an average score 7 or more on the High School CVA Level I Clinical Hands-On Training Validation Form which will be scored by the clinic Veterinarian or Licensed Technician using a Likert scale of 1-10 with 10 being highest

Major Goal 4. At the conclusion of the summer program, students will achieve a 70% or greater classroom grade as determined by in class and laboratory assessments, daily assignments, and benchmark tests.

Activities/Strategies. The course will run for 8 weeks during May to July of 2023, Monday to Thursday from 8:00am to 12:00pm. Students will attend class on campus on Mondays and report to internship sites Tuesday, Wednesday and Thursday. Students will gain 2 credits upon completion of the Veterinary Medical Applications/Agricultural Laboratory and Field Experience course. Instruction will be provided by two Agricultural Science Teacher that will provide classroom/laboratory instruction and supervise students while interning at partner veterinary clinics. WHS CTE has 14 veterinary clinic partners that have agreed to provide internships at their location. The CVA standards and expectations are provided to each Veterinary partner, allowing student interns to gain clock hours as requirements. While each internship arrangement will be unique, this proposal will allow students to gain up to 120 additional clock hours of on on-site training. Student performance will be evaluated at their internship site and by their completion of course materials.

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.

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.

Student outcomes: First, the number of onsite hands-on clock-hours completed during student internships at training sites with local community partner veterinary clinics, will be up to 120 clock-hours with a minimum of 56 clock-hours to pass the summer course.

Secondly, student interns will complete the High School CVA Level I Skills Validation Checklist at their assigned veterinarian clinic with either the Licensed Veterinarian or Licensed Veterinary Technician. The checklist is used to determine mastery of onsite proficiency in core competencies of veterinary medicine. The criteria on the checklist is part of the CVA credentialing requirements. The checklist is available upon request and is approved by Texas Veterinary Medical Association, TVMA.

Third, the internship training sites will evaluate students using the High School CVA Level I Clinical Hands-On Training Validation Form which will be scored by the clinic Veterinarian or Licensed Technician using a Likert scale of 1-10 with 10 being highest. There are nine criteria used to evaluate student that include: Attendance & Punctuality; Initiative/Motivation/Interest/Attitude; interaction with others (clients, coworkers, etc.); Cooperation/ follow instructions & procedures; Ask questions appropriately; the professional 7 appropriate clinical appearance requirements; Professional & appropriate clinical behavior: Use of time and training opportunities; and Overall rate of visit/potential in this field. This evaluation will be provide at the conclusion of their internship to the supervising agricultural science teacher to determine student progress in the summer program.

Fourth, students' classroom content and laboratory knowledge/skills will be evaluated weekly using formal assessments, daily assignments, and benchmark tests. Content covered during classroom instruction will be reinforced during laboratory exercises both on-campus and at local partner clinics. All laboratory activities will be evaluated to determine student retention of key knowledge in the CVA program.

Program effectiveness will be evaluated based on the number of students that gained up to 120 clock-hours during May to July, mastery of core competencies as determined by the checklist, student internship performance as determined by the clinical hand-on training validation form, and classroom grades as determined by daily grades, test and laboratory activities.

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.

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.

The summer program in CVA will require additional resources in the form of staffing, supplies, materials, travel and other operating cost. The instructional arrangement will be best served by having two Agricultural Science Teachers (ASTs) to team teach the course to allow maximum use of such a short window of time. Each AST will be compensated in the form of a stipend with grant funds at a cost of \$6,500.00 each, and estimated fringe benefits cost at \$650.00 each (\$14,300). Students will be provided extensive instruction at the school ' s Agriculture Barn Laboratory, Ag classroom, and at partnering veterinary clinics by both ASTs, which will allow for more intense instruction. Additional instructional and laboratory supplies and materials are needed to augment our existing inventory to include hands-on laboratory simulators, medical supplies and medical grade equipment. The two ASTs will supervise all student internships at community partner veterinarian clinics. AST travel cost for training site visitation and student transport is estimated to total \$1,000. To increase student participation, it is proposed that the students be provided with a stipend to supplement their income and will allow them to forgo other summer-time paid employment that is outside of the veterinarian industry. Cost for student stipends who are not employed or receiving training by a private business will be up to \$1,440 each (\$12 an hour up 120 hours) for 12 students at \$17,280. The proposed cost for augmenting our existing supplies/materials, non-consumable and consumable instructional materials and resources for the delivery of instruction is \$17,420. Materials, supplies and equipment less than \$5,000 includes ACT online training curriculum, TAMU Vet Science teacher resources and various other instructional materials/supply items to include but not limited to: paper and classroom materials, Vet Tech Surgical Instrument Kits, Vet Wrap, Roll gauze, Non-Adhesive pads, Surgical materials, Autoclave, Sterile Syringes/needles, fetal pigs, anatomy sets, dissection kits, canine heart/lung models, dental aging set, canine ear model, genetics kits, bovine udder simulator, hoof models, uterus models, pig stomachs, injection pads, kidney models, beef/pork cuts models, vet trainers. Instructional materials will be augmenting our existing supplies. The instructional materials will be useful for future years to continue teaching the CVA content. The district will provide a practicum course in 2023-2024 in addition to what has been offered in the past.

Program Requirements

1a. Needs Assessment (Focus Area 1)

1b. Needs Assessment (Focus Area 2)

One of our greatest areas of work-based learning need is attaining the necessary clock-hours required for the Certified Veterinary Assistant (CVA). The CVA is taught in our Program of Study in Animal Science which leads to the completion of a State approved Industrial Based Certification (IBC) in Certified Veterinary Assistant (CVA). The CVA credential requires mastery of a rigorous curriculum, passage of a comprehensive industrial based certification exam, completing 200 clock-hours of classroom instruction and completing 300 clock-hours of on-site hands-on field experience in the form of an internship at a Partner Veterinary Clinic. Presently, 11th grade students enrolled in the Veterinary Medical Applications course to gain all requisite knowledge then enroll in the Practicum of AFNR in Veterinary Assistant during their senior year. This only allows students to gain approximately 180 clock-hours of on-site hands-on field experience, which falls short of the required 300 clock-hours. This proposal will offer the 2 credit Veterinary Medical Applications/Agricultural Laboratory and Field Experience course during the summer months of May to July allowing students to gain up to 120 additional clock-hours of on-site hands-on field experience in the form of an unpaid internship at partner veterinary clinics throughout the local community. Students that enroll in the Practicum of AFNR during their senior year commonly face many scheduling challenges with band, athletics, honors and AP class scheduling conflicts as the Practicum in AFNR course is scheduled for 3 class periods for 3 credits. The duration of the practicum class as 3 credits is necessary to allow enough time for students to travel to work-based learning/internship training sites. Offering internship opportunities during the summer months removes most class scheduling conflicts with greater flexibility. Finally, students struggle with travel to internship sites as they often do not have the ability to supply their own transportation. By offering work-based learning internships in the summer months, our teachers have more flexibility to transport students to and from sites as needed, which significantly expands the number of eligible students that can participate in our summer work-based learning internship

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.

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.

Through the Whitehouse Veterinary Medical Program students have the opportunity to learn from 14 different Veterinary Medical Partners in the Smith County Area. Grant funds will be used to establish, facilitate, and monitor internship programs at the following Veterinarian Clinics within the Whitehouse community to include: Our Family Vet- Bullard, West Tyler Veterinary Clinic, Spence and White Veterinary Hospital, Chapel Hill Veterinary Clinic, Shelley Drive Animal Clinic, Tyler Veterinary Center, South Tyler Animal Clinic, Starnes Animal Clinic, Copeland Road Animal Hospital, Animal Medical Center of Tyler, Dr. Lynn Foster Veterinary Clinic, Whitehouse Veterinary Hospital, and Flint Veterinary Clinic. The summer program in Certified Veterinary Assistant will utilize internship as our work-based learning model whereby students will gain up to 120 clock-hours at internship sites. Offering the veterinary medicine application with lab course over the summer months will increase the opportunity for on-site hands-on field experience as student intern at partner veterinary clinics. This program will meet student needs and is congruent with our district by increase student employability skills in the actual workplaces, facilitate a smoother transition from high school into the workplace for interns, and enhance interns ' post-secondary opportunities in employment and higher education. Partner veterinarian clinics will benefit from the program with the creation of a pool of skilled-motivated candidates for employment, and the overall training costs of employees will be reduced. Well prepared employees will also improve employee retention and employee morale. In keeping with our mission, this program will offer relevant instruction which will benefit students with their learning, and allow them to gain access to workplace facilities, techniques, and technology, as well as promoting faculty interaction with the community partners. Community benefits include increasing the number of workplace-ready individuals who become economically productive members of society and improving the stability of our local workforce and economy.

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