



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.

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.

Perryton ISD will use grant funding to help eligible teachers receive their National Board Certification (NBC), which will in turn better our teachers as well as our district. The cohort that we will build and use to support teachers will ensure that teachers complete their NBC in a timely manner and without expense to the candidate. Allowing Perryton ISD teachers the opportunity to receive their NBC without cost, will enhance how teachers perform in the classroom and instruction for our students. With their new certification, teachers will better be able to reach all students, of all ages, and those who might need additional or differentiated instruction. Our district vision statement is, "Engage, Educate, Empower...Everyone, Every Day." The NBC's that our teachers have an opportunity to obtain will help our district and teachers accelerate the success of our students. Perryton ISD also struggles with retention of teachers and a major reason for this is pay and demographic of our district. If teachers are certified nationally, they have a better chance of being recognized by the Texas Education Agency for the Teacher Incentive Allotment or TIA. The TIA helps districts generate funding for their district, while a large sum of the TIA funding goes directly back to teachers. This is a huge incentive for teachers, as they will not only enhance their resume but get compensated financially for doing so. Our goal as a district is to have at least 8 teachers in our district get their NBC, but we will not limit the our district to this number. If we are able to fill up to 15 spots with teacher interest, we would be fully committed to helping these teachers complete their NBC.

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
Dr. Maria Rocque-Gomez- Assistant Superintendent: She will see that teachers are implementing new material and instruction in their classrooms, once teachers become nationally certified.	Dr. Rocque is the Curriculum and Instruction Leader for Perryton ISD. She has been with the district for 2 years and has assisted in the improvement of Perryton ISD from "F" ratings to "A" ratings.
Dacey Smith- Grant Compliance Coordinator: Ensure that teachers, mentors, and the district are in compliance with assurances.	Ms. Smith has worked on other grant for Perryton ISD to ensure compliance and keep documented records of guidelines followed.
External Mentor: Our external mentor will help candidates to fulfill their assurances and help with any questions that occur when working towards certification	External mentors have worked with districts during former cycles and nationally certified multiple teachers in a timely manner.
Principals and Administration at Candidate Campuses: help will evaluate candidates before, during, and after completion of their certification to gauge how teacher performance has improved	Our administrators have a record of evaluating and using evaluations to better their campuses. These are documented through teacher performance, students scores, and growth of the instructors.

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.

Perryton ISD has set a goal to get at least 8 teachers nationally certified, if we are awarded the funding. After we advertise the opportunity to our teachers to get their NBC without cost, we will choose the top 8 applicants. These applicants will go through an application process that will include an application, interview, and written responses as to why they believe that using funding to help them get their NBC would be in the best interest of Perryton ISD. After we have selected our candidates, they will be set up with our choice of an external partner to help mentor and guide them towards their certification. The outcomes and completion of our candidates, mentors, and facilitators will be monitored by Ms. Smith to ensure that all three parties meet their assurances for this grant. Perryton ISD will publicize that our teachers are members of a National Board Cohort and partnering with an external entity to complete their NBC. Our external partner will sign an MOU designed by Perryton ISD. The MOU will include the following: the external partner will be responsible for hosting at least 8 meeting sessions with our candidates for guidance and feedback and give documentation of the meeting and attendance, the partner will help create a scope and sequence of the 8 meetings and align it to submissions, partnership costs, dates describing when the partnership will begin and end, a commitment to assisting our candidates receive their NBC, and establish a mentor for each of our candidates that will commit to a minimum of 10 hours of mentoring. Perryton ISD and the external partner will also assist candidates in submitting two components for certification to the National Board in the 2023-2024 school year. Perryton ISD will keep all documentation that candidates and mentors have proper training before, while, and after completion of the certification. Implementing all these regulations will ensure that Perryton ISD improves teacher retention and student outcomes.

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.

Ms. Smith will be responsible for collecting, evaluating, and responding to data that is pertinent to the grant goals Perryton ISD has set in place. Perryton ISD is adamant on working on teacher retention and student improvement. Ms. Smith will keep in constant communication with candidates to gauge success, as well as the external partner Perryton ISD chooses. It is crucial that candidates and mentors have constant communication to ensure meetings are being held and documented, candidates are receiving the support they need, and our external partner is upholding their responsibilities in the signed MOU. Ms. Smith will collect applications and hold interviews with district administrators to choose the best candidates for Perryton ISD. Following the application process, the candidates will be in contact with their mentors and attend mandatory meetings and trainings. Ms. Smith will evaluate the performance of both the candidate and external partner to determine if changes need to be made and how to better the success of candidates moving forward. Perryton ISD will also make candidates sign an MOU that states that they will finish the NBC once their certification process begins. If candidates fail to complete the program, they will be responsible for paying back the cost of the NBC components that they had completed up to their point of termination, as well as a percentage of the fee that Perryton ISD paid for the consultation of the external partner. The MOU will also include that teachers who receive their certification will implement new material into their classroom that will help improve student growth. Once candidates finish their NBC and are ready to apply their new skills in the classroom, principals and administration will evaluate their new skill set and assist in tracking student progress with the new instruction techniques. Student improvement will also be documented by measuring how students progress in a classroom without a nationally certified teacher and with our new nationally certified teachers. As Perryton ISD tracks retention and effectiveness of NBC teachers, we will be able to adjust where our teachers are placed in our district and how they teach and mentor Perryton ISD students.

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.

Majority of funding requested will assist teachers that are interested in getting nationally certified. We will contract an external mentorship that will assist each candidate working on the 4 components of their NBC portfolio. Each candidate will be assigned a mentor through this contracted service. Mentors and candidates will have monthly meetings to receive feedback and ask any questions. Each candidate will cost around \$4,395 and a total of \$35,160 for the 8 candidates Perryton ISD will recruit. An additional \$3,000 will be used to pay a stipend of \$1,500 a year for two years to a program coordinator. The grant compliance coordinator will receive this stipend for their work in recruitment, communication with mentors and teachers to meet all program requirements, as well as guidance and encouragement to complete the program in the time allotted. An additional \$1,600 is also budgeted to help with substitute pay for all 8 candidates. It is important to our district that candidates are attending all the professional development and meetings needed to acquire their NBC. Perryton ISD has budgeted \$1,629 for any supplies and materials that candidates might need in the program. These supplies and materials could range from classroom interaction materials to improve student growth to any additional reading material that will help teachers to increase their effectiveness in the classroom. The final \$1,296 that is in the other operating costs column will be any costs unforeseen that Perryton ISD might incur while getting teachers certified.

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="2052"/>
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="2052"/>
4. Total current-year program allocation	<input type="text" value="\$352,344"/>
5. LEA reservation for direct administrative costs, not to exceed the program's defined limit	<input type="text" value="\$30,500"/>
6. Total LEA amount for provision of ESSA PNP equitable services (line 4 minus line 5)	<input type="text" value="\$321,844"/>
7. Per-pupil LEA amount for provision of ESSA PNP equitable services (line 6 divided by line 3)	<input type="text" value="\$156.84"/>
LEA's total required ESSA PNP equitable services reservation (line 7 times line 2)	<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

<input type="text"/>	
<input type="text"/>	
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