



**2021-2023 Title I, 1003 ESF-Focused Support Grant
Letter of Interest (LOI) Application Due 11:59 p.m. CT, April 21, 2021**

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, 2021**.

Grant period from **July 8, 2021-September 30, 2023**

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 Pathway Attachment
3. Pathway 2: Pathway 2 Supplemental Pathway Attachment

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 Hubbard ISD CDN 019913 Campus 101019913 ESC 8 DUNS 100075092

Address 3347 US Hwy 259 S City DeKalb ZIP 75559 Vendor ID 1751617130

Primary Contact Traci Drake Email tdrake@hubbardisd.net Phone 903-667-2645

Secondary Contact [REDACTED] Email [REDACTED] Phone [REDACTED]

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 Traci Drake Title Superintendent

Email tdrake@hubbardisd.net Phone 903-667-2645

Signature *Traci Drake* Date 04/19/2021

Shared Services Arrangements

Shared services arrangements (SSAs) are NOT permitted for this grant.

Number of Campuses Included in this Application

Pathway 1

1

Pathway 2

0

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 2021-2023 Title I, ESF-Focused Support Grant Program Guidelines.
- 4. The applicant provides assurance to adhere to all the Performance Measures, as noted in the 2021-2023 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. For all pathways, the applicant will budget at least the minimum amount indicated in the Budget Object Code 6200 - Profession and Contracted Services.

Statutory/Program Assurances, cont'd

- 10. The applicant will identify a campus leader, on each awarded campus, who will be responsible for managing the grant project.
- 11. The applicant will provide access to TEA and its Vetted Improvement Partners for on-site visits to the district and campus(es) as appropriate.
- 12. The applicant will attend and participate in grant orientation meetings, technical assistance meetings, other periodic meetings of grantees, and sharing of best practices through the TEA program office.
- 13. 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 web-based improvement plan, submission of funding and pathway progress reports.

Summary of Program

1. Describe how the LEA will support campus(es) in carrying out school support and improvement activities, including how the LEA will develop a web-based improvement plan for the eligible campuses selected for this grant.

The district will support school improvement efforts in numerous ways. Funding will be allocated for teacher and administrator professional development throughout the school year. In addition to face to face professional development, campus coaching and implementation support will be provided through the ESC and TIL program. Funding will also be provided for necessary instructional resources needed for high quality instruction and to meet students' academic needs. Extra-duty pay for teachers will provide an incentive and support for after hours planning time.

The district will also provide student tracking software to monitor academic progress through out the year. Reports from this software will identify learning gaps, struggling learners and enable teachers to plan for group reteaching or individual intervention. Teachers will have additional time built in to the master schedule that allows for data disaggregation and to help students understand their progress and to take ownership through the goal setting process.

The web-based improvement plan developed by the district will include specific essential actions to ensure school progress in each focus area. Included in the essential actions are professional development calendars for training, planning, observations, coaching and PLC meetings. Assessment calendars will reflect scheduling of assessments for all grade levels from the beginning of the year to the end. The assessment calendar will also reflect time for data analysis and reteaching, intervention activities to address learning gaps. Other action steps will include TIL training activities, family engagement activities, ESC teacher planning support, student data template to track year long academic goals and progress by student and sub-groups and reflections to adjust or add actions to promote overall effective instruction through out the district.

2. Describe how the LEA will monitor schools receiving the ESF-Focused Support Grant, including how the LEA will: (a) Monitor a web-based improvement plans upon submission and during implementation, and (b) Implement additional action following unsuccessful implementation of such plan after the first year of the grant cycle.

To monitor the web-based improvement plan, the district will create surveys each cycle to obtain teacher, student, and family feedback in the areas of student growth/learning and to encourage a stronger understanding of school and family expectations. Rubrics that detail exemplar expectations and behaviors to needs improvement behaviors will be built by stakeholders and shared through out the district. Various stakeholders will perform a rubric check at least once a cycle and share the findings with district leadership who will then meet with teachers/staff to maintain or improve upon results.

The daily/weekly observation/feedback schedules will include an exemplar template to be completed and used by leadership to identify instructional teaching needs. These needs will be shared with the teacher through a modeling/coaching session. Follow up teacher support will then be scheduled.

Additional action following an unsuccessful first year of the grant cycle will include a stakeholder meeting to look at each action step implemented compared to the student data results and add specific language to address successful implementation. Monthly monitoring of action steps instead of monitoring once each cycle.

Classroom instructional expectations will be created and shared with teachers.

Admin will follow with monitoring and provide coaching on identified instructional practices which will result in job-embedded professional development.

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 aligned web-based Improvement Plan.

The district will provide flexibility to the administrator regarding instructional practices and policies that fully support the effective implementation of the ESF essential actions listed in the web-based improvement plan. As the improvement plan is built, teachers will have direct input into instructional needs, planning resources and professional development training. The district recognizes that data analysis and instructional planning is crucial to student success; therefore the district is willing to design a master schedule that allows for additional, uninterrupted PLC time. Instructional staff funding will be allocated for summer training and after school extra duty stipends. Funding for an instructional coach to assist teachers and admin is also being allocated.

Budget Narrative

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.

The proposed budget will include funding for an instructional coach to assist teachers with implementing best practices in the classroom on a daily basis. The coach will review lesson plans and offer instructional rigor strategies and then observe instructional activities in the classroom for fidelity in implementation feedback. The instructional coach will provide support and modeling to all teachers through out the school year.

Additional salary funding will include teacher stipends for summer training and after school, extra duty planning time one day a week. This additional training and planning time will allow teachers to thoroughly understand how to disaggregate data to identify learning gaps and plan accordingly.

Professional development budget will provide training for teachers and admin through the Texas Instructional Leadership Program offered through ESC 8. The TIL program will continue to train and support district personnel in the areas of data disaggregation, instructional leadership and overall student success.

The budget for supplies and materials will be allocated to student manipulatives, student tracking software, teacher instructional resources, and software purchases for intervention and building key foundational skills.

Budget Narrative, cont'd.

2. Describe how the LEA will align other Federal, State, and local resources to carry out the activities supported with funds received under this grant.

Federal, state and local revenue will continue to be allocated to high priority areas such as teacher retainment and recruitment, purchasing instructional materials that provide authentic, challenging learning activities to promote student success and give teachers an opportunity to meet the needs of all students. These revenue resources provide the framework for the district to effectively use the improvement funds to put systemic, successful practices into place. The grant funding provides training and support for district personnel to attain far greater knowledge and understanding in multiple areas, therefore, resulting in greater student success.

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		Barrier	
Group		Barrier	
Group		Barrier	
Group		Barrier	

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.

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Amended Section

Reason for Amendment

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