



**2021-2022 Summer Career and Technical Education Grant**  
**Letter of Interest (LOI) Application Due 11:59 p.m. CT, March 28, 2022**

NOGA ID [Redacted]

Authorizing legislation **General Appropriations Act, House Bill 1, Article IX, Section 18.114(c)(v)**

This LOI application must be submitted via email to **loiapplications@tea.texas.gov**.

Application stamp-in date and time

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, March 28, 2022**.

Grant period from **April 29, 2022-September 30, 2022**

Pre-award costs permitted from **Award Announcement Date**

**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): [Redacted]

**Applicant Information**

Organization **Northside ISD** CDN **015915** Campus **District** ESC **20** DUNS **069450716**

Address **5900 Evers Road** City **San Antonio** ZIP **78238** Vendor ID **1-74-6015904**

Primary Contact **Melissa Tamez** Email **melissa.tamez@nisd.net** Phone **210-397-8563**

Secondary Contact **Debbie Ruel-Schaefer** Email **deborah.ruelschaefer@nisd.net** Phone **210-397-8546**

**Certification and Incorporation**

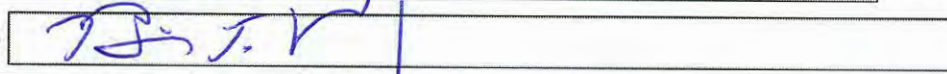
I understand that this application constitutes an offer and, if accepted by TEA or renegotiated to acceptance, will form a binding agreement. I hereby certify that the information contained in this application is, to the best of my knowledge, correct and that the organization named above has authorized 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. Brian Woods** Title **Superintendent**

Email **brian.woods@nisd.net** Phone **210-397-8770**

Signature  Date **3/27/22**



**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 2021-2022 Summer Career and Technical Education Grant Program Guidelines.
4. The applicant provides assurance to adhere to all the Performance Measures, as noted in the 2021-2022 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**

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. **NOTE: If applying for both Focus Areas, applicant must CLEARLY distinguish between the two in your response.**

The mission of Northside Independent School District (NISD) is that every day, every student will grow in confidence, curiosity and capacity. The Career & Technical Education (CTE) Department's purpose is to provide students with opportunities to learn coherent, rigorous content, aligned with academic and technical standards for college and career readiness. With this mission at its focus, a career and college readiness summer Bridge Camp for rising 9th grade students will be implemented. It will allow students to explore CTE career tracks and programs of study options available to them through the nine magnet schools that NISD has to offer. The engagement in career and college readiness activities will prepare and assist them in with a seamless transition into employment and/or postsecondary education and to higher wage, higher skill, and higher demand jobs in the workforce. This camp gives students an opportunity to examine their interests and strengths to determine what program of study best aligns with them. Research shows that when students are enrolled in courses that fit their interests and strengths, they are more likely to remain in the course throughout their high school career and into future industry. Victoria University shares that "Exposure to the world of work provides opportunities for students to build connections with professionals outside their usual family networks, and to learn by "doing" in real world contexts." The CTE Summer Bridge Camp will exemplify this.

To ensure a robust student experience, the CTE administrative staff will conduct a professional development for the camp facilitators to prepare them for the camp. Facilitators have a background and a strong foundational knowledge in CTE clusters and programs of study is paramount. Facilitators will be given the curriculum and instruction on how to best implement it. They will practice activities and collaborate on ways to ramp up workforce experiences. NISD CTE distributes marketing flyers to middle school campuses to promote the bridge camp. In addition, the camp will be promoted on the district summer programs website. In total 100 NISD rising 9th grade students will attend the high school bridge camp. Participant selection is on a first come first serve basis, and the staff will constantly monitor enrollment from the waitlist to offer the most opportunities possible. Bridge Camp will operate Monday through Thursday from 9am to 4pm, to include lunch and an industry field trip. Friday camp will be held from 9am to 2pm, including lunch and an end of camp recognition and celebration. Four campuses in NISD are selected based on location. With a district as large as NISD it is important that all students have a camp option that is not too far from their neighborhood. As close as possible, the campuses are in the four quarters of our district. At the completion of the one week long camp, CTE central office staff will host a debrief session for facilitators to review student evaluation feedback. Facilitators will review curriculum and identify changes for next summer.

**Qualifications and Experience for Key Personnel**

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
Career & Technical Education Teachers	must be CTE certified employed by NISD transition into college and career readiness pipeline

**Goals, Objectives, and Strategies**

Describe the major goals/objectives of the proposed program. What activities/strategies will be implemented to meet those goals/objectives? **NOTE: If applying for both Focus Areas, applicant must CLEARLY distinguish between the two in your response.**

One of the major goals of the CTE summer program is for students to learn and experience the programs of study and endorsements (Business & Industry, public service & STEM) provided through NISD's nine magnet schools. Four will be used as CTE summer camp sites.

Another goal is to determine a student's strengths, developmental areas, interests, and career path through the Choices360 career assessment program provided by NISD. With free access to the Choices 360 program, students will be able to determine a career pathway and learn more about their industry interests. After students create an account profile with Choices360, they will have access to this program, and continue to use it in every CTE course they are enrolled in.

Learning about different business, industries, and career opportunities available in our community is another objective of this program. These partnerships provide many and varied benefits which include increasing school capacity and enhancing educational experiences for students. This will be accomplished through field trip excursions to multiple companies and organizations. Developing business relationships allows students to learn about the local business community and workforce development opportunities in the various industries.

**Performance and Evaluation Measures**

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. **NOTE: If applying for both Focus Areas, applicant must CLEARLY distinguish between the two in your response.**

The CTE Bridge camp will begin with a pre-assessment of participants' knowledge of career clusters and NISD CTE programs of study. The pre-assessment will help students determine a career pathway or an endorsement industry.

Daily lessons will be conducted at the end of each day as a measure to check for understanding. For example, students will participate in a safety exam in order to show they have mastered kitchen safety before their Hospitality and Tourism lessons. At the conclusion of the five day camp, students will be surveyed to determine if their knowledge of the different career clusters and programs of study have increased.

A Choices360 usage report will be generated to determine students' success in completing an account and portfolio. At the end of the camp, CTE will contact the office of Testing and Evaluation to collect the students' demographic information. At this point, the CTE team will determine over and underrepresented demographics and establish strategies for camp recruitment for summer 2023.

**Budget Narrative**

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. **NOTE: If applying for both Focus Areas, applicant must CLEARLY distinguish between the two in your response.**

The proposed budget will meet the needs and goals of the program by providing eight facilitators to implement the CTE Summer Bridge Program. The budget includes the salaries for the facilitators to teach the five day camp. All participants are provided a working lunch to transition from morning sessions into the afternoon field trips. Bus transportation and the drivers are necessary to transport students to the afternoon business field trips.

The supply costs will be used to cover the consumable items needed for student program experiences including a CTE focused t-shirt for every participant. Finally, to cover the transportation to each industry experience, camp will incur a cost to reserve school buses. All additional facilitation will be handled by the CTE administration. Current CTE high school facilities will be utilized.

**Program Requirements**

1. **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.

The CTE Summer Bridge Camp will expose 100 students to all career clusters, and twenty-nine programs of study offered in NISD. Clusters include:  
Agriculture, Food, and Natural Resources, Arts, A/V Technology and Communications, Architecture and Construction Business, Marketing, and Finance, Energy, Hospitality and Culinary, Information Technology (IT), Manufacturing & Robotics, Automotive & Collision, Public Services Endorsements, Education & Training, Human Services, Health Science, Law & Public Safety

Daily programming begins with a welcome and huddle to review the clusters of the day. Students will transition to team building activities, focusing upon employability skills, program of study lessons, and their focus activities. Facilitators will make connections about the day's cluster and programs of study with the business partner being visited. Students will be provided a tour and the opportunity to interact with the various departments represented in the business. Shifting perspectives of what industry looks like will be of paramount importance. Although there will be a daily focus for the field trip, many more of the CTE clusters will be addressed at the place of business (ie: human resources, purchasing, IT). Finally, students will review the daily cluster and make connections to what they studied during the day to what they saw on their field trip. At the conclusion of the week, participants will present to the group an overview of their experience. They will share what NISD campuses offer, the programs they studied, and what they are most interested in for the future.

2. **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.

N/A

**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**