



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

Grant period from **March 1, 2023-September 30, 2023**

Pre-award costs permitted from **Not Permitted**

**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): **N/A**

**Applicant Information**

Organization **Three Rivers Independent School District** CDN **149902** Campus **Three Rivers HS** ESC **2** UEI **825392293**

Address **351 S. School Road** City **Three Rivers** ZIP **78071** Vendor ID **1746002404**

Primary Contact **Les Dragon** Email **ldragon@trisd.org** Phone **361-786-3603**

Secondary Contact **Audra Huff** Email **ahuff@trisd.org** Phone **361-786-3603**

**Certification and Incorporation**

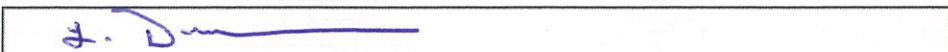
I understand that this application constitutes an offer and, if accepted by TEA or renegotiated to acceptance, will form a binding agreement. I hereby certify that the information contained in this application is, to the best of my knowledge, correct and that the organization named above has authorized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

Email **ldragon@trisd.org** Phone **361-786-3603**

Signature  Date **11/14/2022**

**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.

N/A

**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.

Three Rivers Independent School District (TRISD) is a rural school district in South Texas approximately 70 miles west of Corpus Christi. For this grant we will be partnering with two other neighboring districts (Skidmore-Tynan ISD and George West ISD) to offer student internships (Focus Area 2, work-based learning) and the Project-Based Research course. Our proposed summer program focuses heavily on the Education and Training CTE Career Cluster. Students will intern for our three school districts (TRISD, S-TISD, GWISD) and serve as student teachers/assistants during our district summer school programs. The program will allow incoming 11th and 12th grade students to learn more about careers in K-12 education. Our goal is to serve 14 students from Three Rivers ISD, George West ISD, and Skidmore-Tynan ISD through this summer program.

Teaching positions pay living wages and are vital for the success of our communities. PK-12 educators are in high-demand in our rural area and it is often difficult to hire and retain high-quality teachers. The vision and mission of TRISD is to pursue success for every student. We believe this can be done through providing a safe environment for student growth; a challenging and engaging environment for student success; opportunities outside of the classroom to enrich the learning experience; and harnessing our community to be a partner for education. The activities of this grant address our district's mission and needs because we will offer a unique opportunity for students to develop leadership and employability skills while learning about the education industry and serving our greater community through high-quality summer school programming. TRISD recently received TCLAS P-TECH funding and will be launching a P-TECH program in education and training in the 2023-24 school year. This year (2022-2023 school year), we began offering an Education and Training program of study. This summer program will be utilized to build student awareness, interest, and enrollment in the Education and Training classes while giving students real world experience working in the PK-12 education field. Students in the summer program will learn employability skills through their internship placements and apply insights to an independent research project through Project-Based Research (PEIMS Service ID # 12701500). Students will write research findings in a report using Microsoft Word and will have the opportunity to earn the Microsoft Word certification through the program. At the end of the program (September 2023), students will present their research projects, internship lessons learned, and insights to district administration. The students will help implement our summer school programs, including the elementary Summer Jumpstart Program (remediation for elementary school students), Summer Catch Up with life skills students (special education), and TRISD's STEM Camp (academy enrichment). This internship will expose students to the realities of teaching and working with children, while allowing them to gain hands-on experience in the education field.

**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
N/A	N/A
N/A	N/A
N/A	N/A
N/A	N/A
N/A	N/A

**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
Lindsey McClendon, Teacher at Three Rivers HS, will teach Project-Based Research and supervise interns (existing position)	Teacher experienced in CTE course instruction, and career readiness; CTE or vocational teaching certification
Individual TBD, staff member at Three Rivers HS, will assist with course instruction and internship monitoring (existing position)	Three Rivers ISD employee with summer availability; experience facilitating career readiness programs
Audra Huff, Counselor at Three Rivers HS will assist with student recruitment for the program and grant management (existing position)	High school campus counselor with experience and expertise providing college and career advising services to high school students
Les Dragon, Superintendent of Three Rivers ISD, will oversee the grant and internships (existing position)	Experience leading district-wide programs and grant implementation
Lauren Dwiggin, External Consultant, will assist with coordination of activities, data collection, analysis, and reporting (grant funded)	Experience coordinating/facilitating work-based learning experiences for students; Experience collecting and analyzing data for grant programs

**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?

N/A

**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?

Three Rivers ISD will implement a work-based learning opportunity for 14 students from 3 school districts (Three Rivers ISD, George West ISD, Skidmore-Tynan ISD). The program will require students to take Project-Based Research and complete a paid internship working for our three school districts to implement summer school programs. Ultimately, our goal is to prepare students for future employment by teaching employability skills and giving them high-quality work experience while in high school. Additionally, we hope this program will ignite student interest in becoming future teachers and begin building a teacher talent pipeline for our region. This program will help garner student interest and community awareness of Three Rivers ISD's new Education and Training CTE Pathway. Intended to recruit future educators for our region's school districts, we began this program of study in the 2022-23 school year and will expand to a P-TECH model in the 2023-24 school year. By September 2023, 14 students will have participated and completed the summer internship. All 14 students (100%) will successfully complete Project-Based Research (PEIMS Service ID # 12701500) and earn credit for the course. All 14 students will have completed a 100-hour internship, working for TRISD, GWISD, and S-TISD to implement summer school programs in elementary remediation, life skills (special education) and STEM academic enrichment.

We will meet these goals and objectives by equipping our leadership to support the program and students to serve as assistant teachers. We will ensure counselors are able to promote the opportunity to students who will benefit from the experience and begin the recruitment process once the grant begins (March). We will support the lead teacher/internship supervisor by providing an assistant teacher to ensure quality support for students. We will also contract with a technical assistance provider, CareerCraft, to help support the work-based learning aspect of the program and data analysis/reporting to measure program effectiveness through Internship Readiness Assessments/ Training Plan development. The Internship Training plan will drive our determination of student outcomes and student growth in both technical and soft skills over the course of the internship and student research projects.

**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.

N/A

**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.

Three Rivers ISD and our participating district partners (George West ISD, Skidmore-Tynan ISD) will collect data on the demographics of students who enroll in, participate in, and complete the summer internship program, including grade level, race/ethnicity, economically disadvantaged status, as well as whether they have been identified as in need of special education services. We will also monitor and report to TEA: a list of business/industry partners offering work-based learning to students through this grant program, total and average hours worked by students in the program, total and average hourly earnings of students in the program, training plans for each student in the program, partnership agreements for each business partner involved in the program, and a recognition of skills/growth for each student in the program. All applicable data will be reported in the PEIMS Fall Submission. Other data and artifacts (such as internship training plans) will be maintained locally and reported to TEA upon request. We will utilize other data collected for TSDS PEIMS to provide analysis numbers for district leadership and each of our school boards. Our goal is to have all 14 students (100%) who participate in the summer program to earn credit in the Project-Based Research (PEIMS Service ID # 12701500) course and complete the 100-hour internship by September 30, 2023. We will provide additional services to students who need additional support, such as tutoring and mentoring sessions with the course teacher/internship supervisor and assistant teacher. During the program, an Internship Training Plan will be developed for each student and we will conduct routine check-ins with students to ensure they are progressing on the goals and metrics outlined within their Training Plan. To measure student learning objectives and outcomes in the internship, Training Plans will be evaluated (at a minimum) the first week of the program and at the end of the summer. We will also measure whether our coursework was successful in teaching research skills through Project-Based Research. Student's final grades will be determined based on a capstone research paper and presentation to district administration. We will also collect feedback from staff who work with the student interns regarding student behavior, performance, and attitudes. This information will be used to improve instruction within the Education and Training CTE program and build long-term success in our program of study.

**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.

N/A

**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.

Three Rivers ISD will use grant funds to offer a Focus Area 2 program within the Education and Training CTE career cluster (work-based learning/paid internships and Project-Based Research course) during summer 2023. Our goal is to serve 14 students through this program, with a focus on enrolling incoming 11th and 12th grade students. We will allow other grade levels to enroll should there be space available. Internships will be available for students to participate from three school districts (Three Rivers ISD, Skidmore-Tynan ISD, George West ISD). Without this grant, we would not be able to offer this summer program. However, we are already allocating local funds to implement a new Education and Training CTE program of study (launched 2022-23 school year) and P-TECH program, which will officially launch in the 2023-24 school year. While local funds are allocated to provide the CTE courses during the school year, this grant will allow us to provide an innovative internship program during the summer. Future funding considerations will be based on the success of the program and outcomes data evaluated by district leadership and community partners. Non-grant (local) funds will be used to provide student transportation. Grant funds will be allocated to pay for a teacher to lead the Project-Based Research course instruction and internship facilitation/supervision, as well as an assistant teacher/internship supervisor to ensure a successful program. Grant funds will also be used to pay for a grant manager to assist the teacher and oversee the implementation of the grant activities/expenditures. Student pay for the internships will also be allocated, with students having the opportunity to earn a \$1,600 stipend. We will also allocate grant funds to contract with an external contractor, CareerCraft, to help us design the internship, as well as data collection, analysis, and reporting on the outcomes of the program. We will also be purchasing two t-shirts per student to wear during their internships. We plan to use grant funds to purchase a Certiport license for Microsoft Word instruction, which students will use to complete their Project-Based Research capstone papers. We hope this will also prepare our students to take and pass the Microsoft Office Specialist Word certification exam. We have allocated a small amount of grant funds to cover indirect costs.

**Program Requirements**

1a. Needs Assessment (Focus Area 1)

N/A

1b. Needs Assessment (Focus Area 2)

Three Rivers ISD is a small, rural school district with limited opportunities for student internships. Currently offered summer school programs focus on academic remediation, rather than enrichment. This grant program will allow us to provide an innovative learning experience for students who are ready to explore career opportunities in the field of PK-12 education. Participating students will gain work experience and employability skills that many of them would not otherwise have access to until they enter postsecondary/college education. This is a high priority for our school district and our P-TECH program because we see this as an opportunity to increase student interest in becoming future educators. PreK-12 educators are in high-demand in our rural area and it is often difficult to hire and retain high-quality teachers. This program will allow students to gain real work experience facilitating summer school programming for Three Rivers ISD, George West ISD, and Skidmore-Tynan ISD and may help the students gain insight into their career aspirations. We hope this program will inspire students to pursue careers in teaching and ultimately return to teach in our community after completing a teaching degree. This internship program could not be offered during the regular school year because the students' internship placements will be solely reliant on summer school programs not offered during the school year, including our Summer ACE program and Summer Life Skills program, which will allow students to gain a valuable learning experience in special education. During the year, students don't have room in their academic schedules to facilitate an intensive internship experience. Our master schedule is limited in flexibility due to our small, rural size and limited teacher availability. Students have to prioritize extracurricular activities and electives due to this limitation. The summer program will allow students to fully participate in a paid internship and research project (Project-Based Research course) without scheduling constraints and competing academic/extracurricular responsibilities they have during the regular school year.



**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.

N/A

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.

Grant funds will be utilized to implement a summer work-based learning program (paid internships) to expose students to careers in PreK-12 education (aligned with the Education and Training career cluster). TRISD's summer internship program will be available to 14 students (targeting enrollment of incoming 11th-12th grade students) from Three Rivers ISD, George West ISD, and Skidmore-Tynan ISD. Our district leadership teams will collaborate to recruit and enroll students in this opportunity. We will also coordinate regarding logistics and scheduling. Participants in the program will receive course credit for Project-Based Research, during which students will complete independent research-projects on education-related topics. Projects will be completed in Microsoft Word via a capstone paper and final presentation to district administration. Students will also have the opportunity to prepare for the Microsoft Office Specialist Word certification exam. Student interns will complete 100 hours of work through this internship. Three Rivers ISD will serve as the host/provider for the internships and will be the employer of record and internship placements will benefit summer school programming offered at Three Rivers ISD, Skidmore-Tynan ISD, and George West ISD. The internships will allow students to work independently and in teams to serve as assistant teachers and tutors. Student interns will help implement the elementary Summer Jumpstart Program (remediation for elementary school students), Summer Catch Up with life skills students (special education), and TRISD's district-wide STEM Camp (academy enrichment). Students will learn valuable communication skills, collaboration skills, teamwork, and problem solving skills through this internship. This summer internship program aligns with TRISD's new program of study in the Education and Training career cluster, which will expand to a full P-TECH model beginning in the 2023-24 school year. We hope this program will inspire students to become teachers and ultimately work in our region after completing a teaching credential.

**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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