2023-2024 National Board Candidacy Cohort
Letter of Interest (LOI) Application Due 11:59 p.m. CT, October 31, 2022

Texas Education Agency®

NOGA ID

Authorizing legislation: Elementary and Secondary Education Act of 1965 (ESEA) as amended by P.L. 114-95, Every Student Succeeds Act (ESSA), Title II, Part A, Section 2101 (c)(4)(A)

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: **December 8, 2022 - August 31, 2024**

Pre-award costs permitted from: **Pre-Award costs are not permitted for this grant.**

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): N/A

Applicant Information

Organization	Cypress-Fairbanks ISD	CDN	101907	Campus	N/A	ESC	4	UEI	T8B2PM12PVH
Address	10300 Jones Rd	City	Houston	ZIP	77065	Vendor ID	1746000654		
Primary Contact	Tonya Goree, Ed.D.	Email	tonya.goree@cfisd.net	Phone	281-517-2006				
Secondary Contact	Kathryn Sanders	Email	kathryn.sanders@cfisd.net	Phone	281-517-2644				

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
- ☒ General and application-specific Provisions and Assurances
- ☒ Debarment and Suspension Certification
- ☒ Lobbying Certification

Authorized Official Name	Kathryn Sanders	Title	Director of Federal Programs & Grants
Email	kathryn.sanders@cfisd.net	Phone	281-517-2644
Signature		Date	10/31/2022

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

a) 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.

b) The grantee will ensure that all National Board Candidates have at least 3 years of teaching experience upon completion of National Board certification.

c) 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.

d) The grantee will monitor theoutcomes 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.

The CFISD NBC cohort will provide support to CFISD teachers who choose to pursue National Board Certification. The goal of our cohort is to have candidates submit all four portfolio components within one year.

Pursuit of National Board Certification helps teachers build their capacity through the reflective practices built into the process of National Board Certification.

Teacher retention is achieved when they feel confident and successful which occurs with any teacher who goes through the process of National Board Certification. This will help to retain highly qualified teachers, especially on campuses that have students with greater needs and larger academic gaps.

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
CFISD NBC Cohort District Program Manager	Existing staff will oversee the CFISD NBC Cohort.
CFISD NBC Cohort Facilitators	Existing staff will design the program and facilitate all cohort sessions.
Mentors	CFISD will select mentors from the district's pool of staff who hold certification from the National Board for Professional Teaching Standards to provide guidance and feedback to candidates throughout the program.

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.

CFISD has mapped out a series of monthly seminars for the NBC Cohort. All conclude with "Q&A and Next Steps." Sessions 3 and following include "Action Plan for Upcoming Weeks." Following an introductory meeting, the Scope and Sequence proceeds with 13 sessions: (1) Summer Accomplishments- 5 Core Propositions - Unpacking Component 2 with Scavenger Hunt - Assign Mentors; (2) Understanding Component 2 - Understanding NBPTS Rubrics - Incorporating Language of NBPTS - Organizational Strategies for Candidates (3) Peer Feedback for Component 2 Instructional Context - Technology Tips - Continue to Build Understanding of Component 2 - Unpack Component 4; (4) Understand Component 4 - Peer Feedback for Component 2 Written Commentary and Process Feedback - Recording Lessons for Component 3; (5) Component 2 Peer Feedback: Round 2 - Component 2 Debrief & Checklist (to prepare final drafts) - Unpack Component 3; (6) Understanding Component 3 - Analyzing Component 3 Video Recordings with Graphic Organizer; (7) Peer Feedback for Component 3 Written Commentary and Process Feedback - Continue to Build Understanding of Component 3; (8) Introduce Newly Certified CFISD NBCTs - Panel Discussion with new NBCTs - Peer Feedback for Component 3: Round 2; (9) Component 3 Debrief & Checklist (to prepare final drafts) - Check-in and Continue to Build Understanding for Component 4; (10) Peer Feedback for Component 4 Written Commentary and Process Feedback - Unpacking Component 1 with Graphic Organizer; (11) Component 4 Debrief & Checklist (to prepare final drafts) - Analyze Schematic of Component 1 for Structure of Questions; (12) Overview of NBPTS Submission Platform - Begin Final Preparations for Portfolio Submission - Open Workshop; (13) Final Steps for Submission and Push the Button! (Submit Portfolio).

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.

Candidates are expected to complete components within the suggested time frame for completion by end of the year established by facilitators. CFISD NBC Cohort meets once or twice a month for a total of 13 sessions from April of year 1 through the following April (meetings do not take place in June or July). Facilitators will monitor progress of candidates during each meeting and mentors will provide guidance and feedback throughout the year. Q & A sessions are built in to each cohort session in various forms, such as open discussion, Google forms, and "parking lots." Facilitators provide clear "next steps" each session to help candidates achieve the goal of certification.

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.

NBC Cohort Grant funds will be used to provide extra-duty compensation for four facilitators and eight mentors for their work in supporting candidates through this program (Excel lines 25 and 27 of Payroll 6100). For the schedule of 13 sessions described in the "Goals, Objectives, and Strategies" section of this application, the expectation is that each month would require 8 hours of planning time in addition to the 4-hour Saturday session. With a cohort currently in operation, leaders are evaluating results and refining as needed. As CFISD is a very large district, this grant award will be a component of coordinating funds from multiple sources as we continue efforts relating to the Teacher Allotment Incentive, to align with TEA's priority to "Recruit, support and retain teachers and principals."

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	

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	
2. Enrollment of all participating private schools	
3. Total enrollment of LEA and all participating PNPs (line 1 plus line 2)	
4. Total current-year program allocation	
5. LEA reservation for direct administrative costs, not to exceed the program's defined limit	
6. Total LEA amount for provision of ESSA PNP equitable services (line 4 minus line 5)	
7. Per-pupil LEA amount for provision of ESSA PNP equitable services (line 6 divided by line 3)	
LEA's total required ESSA PNP equitable services reservation (line 7 times line 2)	

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