



2023 -2025 Texas Strategic Staffing Grant for Sustainable, Paid Teacher Residency Program
Letter of Interest (LOI) Application Due 11:59 p.m. CT, April 24, 2023

NOGA ID

Authorizing legislation

GAA, Article III, Rider 40, 87th Texas Legislature

Application stamp-in date and time

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 24, 2023**.

Grant period from **August 1, 2023-April 30, 2025**

Pre-award costs permitted from **the award announcement date to the grant start date**

Required Attachments

- 1. Excel workbook with the grant's budget schedules (linked along with this form on the TEA Grants Opportunities page)
- 2. Signed Letter of Commitment or MOU
- 3. Letter from EPP Partner(s)

Please the program guidelines for further details on the required attachments.

Amendment Number

Amendment number (For amendments only; enter N/A when completing this form to apply for grant funds): **N/A**

Applicant Information

Organization **Commerce ISD** CDN **116-903** ESC **10** UEI **KN61M2UZJSH7**

Address **3315 Washington Street** City **Commerce** ZIP **75428** Vendor ID **17560007670**

Primary Contact **Steve Drummond** Email **Steve.Drummond@commerceisd.org** Phone **(903) 886-3755**

Secondary Contact **Dr. Patricia Tremmel** Email **Patricia.Tremmel@commerceisd.org** Phone **(903) 886-3755**

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 **Charlie Alderman** Title **Superintendent**

Email **Charlie.Alderman@commerceisd.org** Phone **(903) 886-3755**

Signature  Date **04/23/2023**

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 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.
- 2. The applicant provides assurance to adhere to all the Statutory and TEA Program Requirements and Program-Specific Assurances as noted in the 2023-2025 Texas Strategic Staffing Grant for Sustainable, Paid Teacher Residency Program Program Guidelines.
- 3. The applicant provides assurance to adhere to all the Performance Measures, as noted in the 2023-2025 Texas Strategic Staffing Grant for Sustainable, Paid Teacher Residency Program Program Guidelines, and shall provide to TEA, upon request, any performance data necessary to assess the success of the program.

Program Priority Requirement

For districts/charters that are or have engaged in an ESF diagnostic process during or before the 2022-2023 school year, please provide the year the district went through the diagnostic and the priority focus area in the space below.

Commerce ISD went through the diagnostic in 2020. The priority focus area is: Recruit, select, assign, induct, and retain a full staff of highly qualified educators.

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.

Although Commerce ISD and Texas A&M University-Commerce has partnered for over 30 years to prepare effective teachers, there is an increasing need to support residents financilaly and to also address a shortage of substitute teachers in the district. Commerce ISD will utilize grant funds to develop a Residents as Substitutes sustainable model that relies on residents spending at least one day per week serving as a substitute teacher.

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
Project Lead-Strategic Staffing	Prior experience with teacher mentors and substitute teacher process at a campus and/or district level.

Goals, Objectives, and Strategies

Describe the major goals/objectives of the proposed program. What activities/strategies will be implemented to meet those goals/objectives?

The major goals of this proposed program are:

1. Implement a paid teacher residency program for Commerce ISD and Texas A&M University-Commerce.
2. Develop, evaluate, and sustain a resident as substitute model for Commerce ISD by redirecting allocated substitute pay.
3. Hire and retain residents who have completed program as teachers in Commerce ISD.

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.

Commerce ISD agrees to collect data and report on the following mandatory performance measures:

1. Maintain and submit a time and effort activity log of engagement in strategic staffing model training and technical assistance support activities during the duration of the grant.
2. In SY 2023-2024, provide regular (at least quarterly and as requested) report(s), documenting progress towards strategic staffing design milestones, including examples of key deliverables.
3. In SY 2024-2025, provide regular (at least quarterly and as requested) report(s), documenting implementation year monitoring and related implementation data.

4. Conduct other program evaluation as requested by TEA, including submission of resident placement data during SY 2024-25.

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.

Funds are budgeted for a new position to design and implement this program. Funds are also budgeted for supplies that may be needed. Travel will be handled by the district.

Statutory/Program Requirements

1. Description of partnership foundations: Applicants may have one or more EPP partners on the 2022 Vetted Teacher Residency Program List (link located on TEA Grant Opportunities page). Please list your partner(s) and the following partnership foundations information:

- o How many years have you been engaged in a residency partnership?
- o How many residents have you placed each year of that partnership?
- o Describe your practices for shared governance, or the review of residency program data to inform shared decision-making about teacher candidate and mentor teacher supports. How often do you meet with your partners to review this data? As a partnership, how do you manage follow-up and response to data?
- o Please describe any other key features of your partnership's progress toward building a residency program.

Commerce ISD's partner is Texas A&M University-Commerce.

How many years have you been engaged in a residency partnership? Over 30 years

How many residents have you placed each year of that partnership? Approximately 10

Describe your practices for shared governance, or the review of residency program data to inform shared decisionmaking about teacher candidate and mentor teacher supports. How often do you meet with your partners to review this data? As a partnership, how do you manage follow-up and response to data?

Advisory Partnership Meetings that include all district partners occur annually to review data, discuss program updates, and receive feedback. Additionally, the EPP Coordinator and Center Coordinators communicate on a regular basis with campus and district administrators to discuss teacher candidate performance data, feedback from cooperating teachers, and progress of teacher candidates. Teacher candidate interviews are conducted jointly between the EPP and the ISD to ensure best fit for candidates and schools/cooperating teachers. ISD and Center Coordinators communicate about cooperating teacher selection.

Please describe any other key features of your partnership's progress toward building a residency program.

Commerce ISD and Texas A&M University-Commerce has partnered to also focus on a secondary STEM teacher preparation.

Statutory/Program Requirements (Cont.)

2. Description of goals for paid teacher residencies and strategic staffing models: After reviewing the Program Elements section beginning on page 7, describe you and your EPP partner's existing or proposed shared goal for teacher resident placement. How will paid teacher residencies support your broader talent strategy as a component of your overall strategic plan and goals?

Commerce ISD is focused on attracting and retaining highly-qualified teachers. Because of the long-standing partnership of over 30 years with Texas A&M University-Commerce, paid teacher residencies will support the district's goals of attracting and retaining highly-qualified teachers.

Statutory/Program Requirements (Cont.)

3. Commitment of local resources: Please review the Program Elements section on page 7 of the program guidelines. How will you, alongside your partner EPP, commit resources and time to 1) the year-long design process and 2) the implementation supports year? Be sure to provide information about the designation of a strategic staffing design lead, whose role will be co-funded by this grant opportunity. Provide a description of your plan to track and maintain evidence of that staff member's time and effort toward strategic staffing project management.

Commerce ISD assures that the lead point-person will be engaged in all the strategic staffing responsibilities during the design and implementation year, including coordinating with other key district/charter leadership at various points of the design process, and manage implementation year. Commerce ISD assures it will work closely with a technical assistance provider for the 23-24 and 24-25 school years to make key decisions and design structures that enable internal capacity to continue the strategic staffing models without the support of the technical assistance provider in SY 2025-2026 and beyond. Commerce ISD and Texas A&M University-Commerce assures they will set shared goals for district/charter paid resident placements in mutually beneficial staffing model position and that the teacher resident year-long clinical teaching assignment is one academic year (28 weeks minimum) in length, with the teacher resident spending at least 3 days per week on the assigned campus under the supervision of the cooperating teacher. Commerce ISD and Texas A&M University-Commerce assures that they will provide training and support in mentorship and co-teaching best practices for cooperating teachers and that we will adhere to all educatorpreparation program requirements in the Texas Administrative Code (TAC).

A designated team of district/charter, campus, and partner EPP-level leaders will actively participate in strategic staffing model training and technical assistance support activities beginning in SY 2023-2024. The designated team will include at least one district/charter and EPP-level leader and a selected set of leaders from each campus on which teacher residents are placed.

Commerce ISD assures that it will will design and implement a strategic staffing model plan that will ensure that the teacher residency model will be sustainable, fully-funded by district/charter dollars, by SY 2024-2025. The plan will include sustainable funding for teacher resident stipends/salaries.

Statutory/Program Requirements (Cont.)

4. Commitment to shared communication: Describe how you will maintain strong communication throughout the design and implementation of the sustainable teacher residency program with your EPP partners and your technical assistance provider. How will you demonstrate evidence of communication and ongoing engagement with your partner and provider? For example: evidence of communication logs, shared meeting agendas, etc.

Commerce ISD will maintain strong communication throughout design and implementation. Evidence of communication will include shared meeting agendas, communication logs, and email documentation.

5. Strategic staffing technical assistance: The program elements describe how teacher residencies will be made sustainable through strategic staffing models where residents support other instructional needs in the district, such as, for example, substitute teaching or para-professional responsibilities. How do you see the design and implementation of strategic staffing models with teacher residents as a way to support immediate instructional needs in your LEA? Additionally, please describe the rationale you share with your partner(s) for seeking technical assistance for the purpose of designing and implementing strategic staffing models.

Commerce ISD and Texas A&M University-Commerce will design and implement a resident as substitute model. This model will be mutually beneficial to both the resident and the district.

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