



**2023-2025 Title I, 1003 ESF-Focused Support Grant**  
**Letter of Interest (LOI) Application Due 11:59 p.m. CT, April 21, 2023**

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 [loapplications@tea.texas.gov](mailto:loapplications@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, 2023**.

Grant period from **July 3, 2023-September 30, 2025**

Pre-award costs permitted from [Redacted] Award Date [Redacted]

**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 Attachment
3. Pathway 2: Pathway 2 Supplemental Attachment
4. Memo of Discussion

**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: Jefferson ISD | CDN: 155901 | Campus: Jefferson Elemen | ESC: 8 | EIN: 75-6001865

Address: 1600 MLK Drive | City: Jefferson | ZIP: 75657 | Vendor ID: 1756001865

Primary Contact: Lynn Phillips | Email: rlphillips@jeffersonisd.org | Phone: 903-665-2461

Secondary Contact: Clint Coyne | Email: ccoyne@jeffersonisd.org | Phone: 903-665-2461

**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: Lynn Phillips | Title: Chief Academic Officer

Email: rlphillips@jeffersonisd.org | Phone: 903-665-2461

Signature: *Lynn Phillips* | Date: 4-13-23

**Shared Services Arrangements**

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

**Number of Campuses Included in this Application**

Pathway 1

2

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 2023-2025 Title I, ESF-Focused Support Grant Program Guidelines.
4. The applicant provides assurance to adhere to all the Performance Measures, as noted in the 2023-2025 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. The applicant will identify a campus leader, on each awarded campus, who will be responsible for managing the grant project.

**Statutory/Program Assurances, cont'd.**

- 10. The applicant will provide access to TEA and its Vetted Improvement Partners for on-site visits to the district and campus(es) as appropriate.
- 11. 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 Targeted Improvement Plan, and submission of funding and pathway progress reports.
- 12. The applicant provides assurance it will provide awarded campuses access to grant funding and funding information in a timely manner, so that funding can be used to meet the needs and action steps of the campus during the grant period.

**Summary of Program**

1. Describe how the LEA will support campus(es) in carrying out school improvement activities, including how the LEA will help develop a Targeted Improvement Plan for the eligible campus(es) selected for this grant.

Jefferson ISD will support JES (Comprehensive Support school) and JJHS (Additional Targeted Support campus) through various activities. First the district will provide ongoing professional development to campus level leadership in order to provide strong leadership at the campus and district levels. The plan is for the principal and Campus leadership to participate in the Region VIII TIL capacity builder professional development in conjunction with the DCSI. Through the Texas Instructional Leadership program, campus leaders will have the opportunity to grow and develop as leaders supporting Focus Areas 5.3, data driven instruction. This is an area both campuses have already been working on, but are still in progress with. Campus instructional leaders will schedule time to review disaggregated data to track and monitor the progress of all students and will provide evidence-based feedback to teachers. JISD will also provide teachers with an opportunity to receive training in-district, at the region service center, and through TEA approved partners in order to ensure teachers are effective and able to improve instruction through the use of data driven instruction, thus student progress toward measurable goals. Some of the training opportunities for teachers include DMAC data analysis training, PLC Training, and Lead4ward Training. Teachers (with content and grade-level teams whenever possible) will be provided protected time built into the master schedule to meet frequently and regularly for in-depth conversations about formative and interim student data, effective instructional strategies, and possible adjustments to instructional delivery focused on meeting the needs of both struggling learners and learners needing acceleration. In addition, student progress toward measurable goals training for teachers will be provide so that these goals are visible in every classroom and throughout the school to foster student ownership and goal setting. PLCs are implemented weekly in order to for teachers to collaborate, review student data, and plan effective instruction. JISD, JES, and JJHS will host various parent involvement events where parents have an opportunity to learn more about the campus and how to assist their child at home and in school.

2. Describe how the LEA will monitor schools receiving the ESF-Focused Support Grant, including how the LEA will: (a) Monitor Targeted Improvement Plans upon submission and during implementation, and (b) Implement additional actions as needed to meet barriers and challenges, after the first year of the grant cycle.

Jefferson ISD will be continuously involved in the implementation process with the DCSI participating in the Texas Instructional Leadership program and data reviews with the campus leadership teams. The DCSI will provide ongoing support for the campuses to help keep them on track. The DCSI will also work with the campus principals and their leadership teams to review and discuss progress in implementation of the web-based improvement plans prior to submission. As each cycle progresses, the DCSI and principals will review progress on goals monthly. A district assessment calendar will be developed to help plan for student growth/progress goals as well as PLC meetings. In order to assist with the potential barrier of campus leadership time management, data analysis/review meetings will be conducted with campus leadership after benchmark administrations to assess progress in the improvement plan and make adjustments/add action steps as necessary. The DCSI will also have a scheduled monthly progress review meeting with campus leadership to review implementation and assist with adjustments, training, or other needs. The DCSI will conduct walk throughs periodically to look for evidence of data driven instruction visible in classrooms and throughout the school.

**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 and aligned Targeted Improvement Plan.

Jefferson ISD will commit to providing the resources and the time for professional development necessary for full implementation of the Effective Schools Framework Essential Actions aligned web-based Improvement Plan. Jefferson ISD will work with the campuses to develop a web-based improvement plan centered around the focus area identified in the ESF self-assessment. The district will meet with campus leaders monthly to review and assess progress toward meeting action steps laid out in the plan. In addition, the district will discuss revisions which may need to be made and new action steps which need to be considered for each cycle. Time will be provided for the principals and their leadership teams to attend professional development aligned with supporting the web-based Improvement Plan. Jefferson ISD will also commit to providing necessary resources and staff to make implementation of the plan possible.

**Budget Narrative**

1. Describe how the proposed budget will meet the needs and goals of the program, including staffing, supplies and materials, contracts, travel, etc. Include a short narrative describing how adjustments will be made in the future to meet needs.

The proposed budget will meet the needs and goals of the program by supporting campus leadership team development through the Region VIII Texas Instructional Leadership program. This is a much needed on going and year long support piece for not only developing the principals on the campus, but also teacher leaders, deans of instruction, and other staff as identified in the CLT. The cost of this program is \$12,000 per year for each campus for a total of \$24,000 per year. A portion of funds would be used to support the salary of staff designated as the campus level grant program manager. In addition, funds would be set aside for extra duty pay for teachers participating in implementing grant expectations. Campus leaders principals and grant program managers will work closely with the DCSI and will be provided direct access to grant funding amounts allotted to their campus for instructional materials, consultant fees, and professional development for teachers. These and all other proposed budgetary expenses are below:

**Jefferson Elementary**

ESC Supported VIP Texas Instructional Leadership (6200) \$24,000

Payroll (Dean of Instruction --Grant Program Manager for JES -- 1/2 salary) (6100) \$33,000

Payroll (Stipends for summer PD and extra duty pay aligned to supporting implementation of the improvement plan) \$11,000

Instructional materials to support reading and math instruction (6300) \$18,000

Consultant to provide professional development to support reading and math on site (6200) \$8,000

Professional Development for teachers --travel (6400) \$5,000

**Jefferson Junior High**

ESC Supported VIP Texas Instructional Leadership (6200) \$24,000

Payroll (Instructional Coordinator- Grant Program Manager for JJHS-- 1/2 salary) (6100) \$30,000

Payroll (Stipends for summer PD and extra duty pay aligned to supporting implementation of the improvement plan) \$11,000

Instructional materials to support reading and math instruction (6300) \$21,000

Consultant to provide professional development to support reading and math on site (6200) \$8,000

Professional Development for teachers --travel (6400) \$5,000

**Budget Narrative, cont'd.**

2. Describe how the LEA will ensure campus leaders have direct access to grant funding to ensure alignment to the Targeted Improvement Plan.

The district will work with the federal and state programs director to assure that resources provided with other funds also support the Effective Schools Framework Essential Actions aligned web-based Improvement Plan. The district will assure that these resources align with the purpose of the improvement plan.

**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	<input type="text"/>	Barrier	<input type="text"/>
Group	<input type="text"/>	Barrier	<input type="text"/>
Group	<input type="text"/>	Barrier	<input type="text"/>
Group	<input type="text"/>	Barrier	<input type="text"/>



**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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