



**2020-2021 Summer Career and Technical Education Grant
Letter of Interest (LOI) Application Due 11:59 p.m. CT, March 26, 2021**

NOGA ID

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.

The LOI application may be signed with a digital ID or it may be signed by hand. Both forms of signature are acceptable.

Application stamp-in date and time

TEA must receive the application by **11:59 p.m. CT, March 26, 2021**.

Grant period from **May 1, 2021-August 31, 2021**

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):

Applicant Information

Organization CDN Campus ESC DUNS

Address City ZIP Vendor ID

Primary Contact Email Phone

Secondary Contact Email Phone

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 Title

Email Phone

Signature Date

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 2020-2021 Summer Career and Technical Education Grant Program Guidelines.
4. The applicant provides assurance to adhere to all the Performance Measures, as noted in the 2020-2021 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 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. The applicant provides assurance to provide data to TEA on student completion of courses through a special collection process run by TEA.

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.**

Skidmore-Tynan Independent School District is a rural school district in South Texas approximately 45 miles northwest of Corpus Christi. For this grant we will be partnering with two other neighboring districts, Three Rivers ISD and George West ISD. Our districts are within relatively close proximity to one another. The vision of Skidmore-Tynan ISD (S-TISD) leadership and school board is to provide innovative opportunities for students, thereby promoting our school district to be the destination of choice for students and high-quality teachers. Our mission is to develop in all students the knowledge, skill, and work ethic that enables them to become successful and productive members of society. Our need is to provide an innovative opportunity for students this summer to re-engage them and re-ignite an excitement for learning after this past school year when so many were affected by COVID-19. In addition, we need to spur enrollment for our new program of study in Entrepreneurship which will launch in the 2021-2022 school year.

Our proposed summer program focuses on the Business, Marketing, and Finance career cluster (Entrepreneurship program of study). Students in the summer program will be enrolled in Career Preparation I (PEIMS Service ID 12701300) and serve as paid interns for Skidmore-Tynan ISD. S-TISD has been revamping our CTE courses to align with the TEA Programs of Study one page documents. As a result, we are launching a new program of study in Entrepreneurship next year (2021-22 school year). This program will allow us to kick off the new program and garner student interest for enrollment. We will target enrollment for incoming 11th-12th grade students who have expressed interest in the new program. Alongside the coursework for Career Preparation, these students will develop a business plan for a new student-run coffee shop which will be operated and managed by our Entrepreneurship students starting next year. Students will also learn the skills needed to pass the Microsoft Office Specialist Word certification exam. The business plan will incorporate marketing strategies, budget/finances, products to sell, and analyses of costs versus revenue. It will be used as a foundation for the coffee shop to begin next year. Our goal is to build excitement about our new Entrepreneurship program of study, while preparing these summer student interns with employability skills in collaboration, communication, critical thinking, and foundational knowledge for entrepreneurship. Our goal is to serve 12 students through this summer program. The program will run for 5 weeks, with the first week being an Internship Preparation Bootcamp and the remaining 4 weeks focusing on the coffee shop development/business plan (80 hour internship). We believe this opportunity will meet our district needs by engaging students in a new way of thinking and increasing interest/enrollment in our new Entrepreneurship program.

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

Danny Garcia, Teacher at Skidmore-Tynan HS, will teach Career Preparation I, Microsoft Word skills, and lead the internship (existing position)

Locally certified to teach CTE courses; experience in Business, Marketing, and Finance coursework; experience teaching Microsoft Office (Word)

Traci Younts, Counselor at Skidmore-Tynan HS, will co-facilitate/ supervise the internship and serve as grant manager (existing position)

Certified high school counselor; experience mentoring students and managing grants; ability to engage with multiple stakeholders

Matthew Lohse, Principal of Skidmore-Tynan HS, will monitor student participation and instructional delivery (existing position)

High school principal; experience overseeing summer programs and state-funded grant implementation

Richard Waterhouse, Superintendent of Skidmore-Tynan ISD, will oversee the program and grant implementation (existing position)

District superintendent; experience implementing state grant-funded programs; knowledge of appropriate use of grant funds

Lauren Dwiggin, External Contractor, will lead data analysis and evaluation (grant funded position)

Experience coordinating/facilitating work-based learning experiences for students; experience collecting and analyzing data for grant programs

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.**

Through this grant opportunity, Skidmore-Tynan ISD will develop a summer Entrepreneurship Internship program for students. As part of this program, students will take the Career Preparation I course and apply knowledge and skills learned through an internship. Students will be interns for S-TISD and be responsible for kick-starting a new student-run coffee business, which will be used by future students in our Entrepreneurship program of study. Additionally, students will learn the knowledge and skills needed to pass the Microsoft Office Specialist Word certification exam. Students will develop a business plan for the new coffee business in Microsoft Word, which will allow hands-on attainment of these valuable Microsoft Office skills. The business plan will be used as a foundational document to launch the coffee business in the 2021-2022 school year. By August 2021, 12 students (100%) will have completed the requirements for Career Preparation I and fulfilled internship responsibilities. All students (100%) will have actively contributed to the internship project, as measured by internship supervisor feedback (internship supervisors will be district employees) and Internship Training Plan completion. Finally, at least 6 students (50%) will have taken and passed the Microsoft Office Specialist Word certification exam. We will meet these goals and objectives by equipping our leadership to support the summer program, ensuring that staff are able to promote the opportunity to students who will benefit from the experience, and beginning the recruitment process as quickly as possible once grantees are announced. To help the project come to life, we will take our students to a local coffee shop to interview the owner about what it is like to run a business. We will support the Career Preparation I teacher/internship lead by providing necessary instructional materials and instructional support.

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.**

Skidmore-Tynan ISD's summer Entrepreneurship Internship program will be focused on student outcomes and evaluated based on several performance measures and data points. We will collect data on the demographics of students who enroll in, participate in, and complete the program, including grade level, race/ethnicity, and economically disadvantaged status, as well as whether they have been identified as in need of special education services. We will utilize other data collected for TSDS PEIMS to provide analysis numbers for district leadership, each of our school boards, and TEA grant reporting requirements. Our goal is to have 100% of students who participate in the summer program to earn credit in the Career Preparation I course and at least 50% earn Microsoft Office Specialist Word certification by August 31, 2021.

We will provide additional services to students who need additional support, such as tutoring and mentoring sessions with the course teacher. We must provide wraparound services like these in order to provide an equitable setting for all students, the majority of whom are from economically disadvantaged households. Data on all of these services will be collected by the teacher and the counselor to evaluate student need and intervention. There will be formative quizzes and summative exams delivered during the course. During the internship, an Internship Training Plan will be completed and we will conduct routine check-ins with students to ensure they are progressing towards their ultimate goal of creating a high-quality business plan for the Entrepreneurship program's new student-run coffee shop/business. The Training Plan will specify student demonstration of employability skills valuable across many occupations and industries. These assessments will be used to guide instruction, determine intervention needs, and evaluate TEKS mastery for course credit.

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.**

Skidmore-Tynan ISD will use grant funding to run the summer Entrepreneurship Internship program. The program will target enrollment of current 11th and 12th grade students. We have space for 12 students to participate and hope to fill each available position. Enrollment will be open to students from S-TISD, George West ISD, and Three Rivers ISD. Many of our students work in fast food restaurants over the summer. Therefore, we plan to pay students through this internship program to enroll those students who otherwise would not be able to afford forgoing summer employment elsewhere. Without this grant, we would not be able to provide this summer program. We hope that, through this opportunity, we will provide data showing return on investment for future internship funding possibilities from our community and school board.

Grant funds will be utilized to provide extra duty pay will be provided to the Career Preparation I teacher/internship lead and counselor/internship co-supervisor/grant manager Extra duty pay will also be allocated to a bus driver to pick up students who need transportation. Student pay for the internships will also be allocated. Paying students is the largest portion of the budget as S-TISD wishes to pay students \$12 per hour during the 80 hour internship. We will also allocate grant funds to contract with an external contractor, CareerCraft, to assist with data collection, analysis, and reporting on the outcomes of the program.

Several laptops will be purchased with grant funds to support the Microsoft Office programs that will be used for the business plan development. Instructional Materials will be purchased to deliver the course content. Additionally, grant funds will be utilized to obtain a Certiport license for Microsoft Office Word practice tests/certifications.

We have allocated some funds to pay for our district-owned mini bus to pick up students in Three Rivers and George West who need transportation to our high school. A small amount of funds are allocated for the mini bus to transport the interns to a local coffee shop for the students to tour the business and interview the owner about entrepreneurship.

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/approved-cte-programs-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

2. **Focus Area 2:** Applicants must specify business and industry partners who will be involved in your program. Additionally, specify the work-based learning model(s) which will be utilized and the number of students who will be engaged and supported.

The summer Entrepreneurship Internship program focused on will be available to a total of 12 students (grades 11-12) from Skidmore-Tynan ISD, Three Rivers ISD, and George West ISD. Our leadership teams will collaborate with one another to promote each other’s programs. We will also coordinate regarding logistics and scheduling as necessary. Participants in the program will receive course credit in Career Preparation I and a paid internship (80 hours). Participants will also have the opportunity to earn their certification in Microsoft Office (Word Specialist certification). We are excited to help our students obtain this meaningful credential.

This program will be valuable in launching S-TISD’s new Entrepreneurship program of study. Beginning next school year, students will have access to the entire program study, including: Business Information Management I/II, Entrepreneurship, Mobile Application Development, and Practicum in Entrepreneurship.

Skidmore-Tynan ISD will serve as the host/provider for the internships and will be the employer of record. The internship will require 80 hours of work/commitment from our students. We will serve 12 students through this program. The internship will allow students to work independently and in teams to develop end products that will be invaluable in launching the new student-run coffee business on campus, which will be used for project-based learning for future Entrepreneurship students. Students will learn communication skills, collaboration skills, teamwork, and problem solving skills during this program. School-based enterprises are an effective work-based learning model to serve students, especially in rural areas. We are excited about the future of our school-based enterprise, the coffee shop.

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