



**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](mailto: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, March 26, 2021**.

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

Pre-award costs permitted from **Award Announcement Date**

Application stamp-in date and time

**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 **Morton ISD** CDN **040-901** Campus **Morton School** ESC **17** DUNS **066393273**

Address **500 Champion Drive** City **Morton** ZIP **79346** Vendor ID **75-6002098**

Primary Contact **Karen Saunders** Email **karen.saunders@mortonisd.net** Phone **806-266-5505**

Secondary Contact **Holly Boggs** Email **holly.boggs@mortonisd.net** Phone **806-266-5505**

**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 **Karen Saunders** Title **Superintendent**

Email **karen.saunders@mortonisd.net** Phone **806-266-5505**

Signature *Karen Saunders* Date **March 24, 2021**

**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.**

OVERVIEW AND NEEDS - Morton ISD will ensure students in the district have the opportunity to gain the experience and credentials to succeed from the start of their high school experience through to pursuing meaningful careers and postsecondary programs after high school. The district has made significant advances in its College, Career and Military Readiness (CCMR) performance in the past two (2) years, doubling its percentage of CCMR annual graduates. Summer programs such as these are imperative in a small, rural and impoverished community with 75.7% economically disadvantaged students and 57.6% at risk students to show students there are alternatives to poverty by pursuing educational and career opportunities and aspirations.

FOCUS AREA 1 - MISD will implement a Summer Career and Technology Education (CTE) Bridge program for incoming 9th graders. This grant will target students in a variety of Programs of Study (POS), including Agriculture, Hospitality and Tourism, Health and Medical, and Information Technology. Through this bridge program, MISD will offer students credit opportunities as well as experience and credentials required to follow these career pathways. This 4-week program will target 30 students, run from 8 a.m. to noon and be held at Morton High School. Courses included in this bridge program include, but are not limited to: Principles of Ag, Food, and Natural Resources; Principles of Arts, A/V Technology and Communication; Principles of Health Science; and Principles of Human Sciences. All students will attend each course for one (1) week, providing for small class sizes and individualized instruction. Four teachers will be required for the duration of the program, each of whom will teach a specified class to the rotating students.

This grant is intended to assist students in obtaining a head start on a pathway for these 8th graders entering 9th grade, which will alleviate the stress they feel when transitioning to high school and also support an effort toward successful graduation from an approved CTE program through Morton ISD upon the end of high school.

FOCUS AREA 2: A paid internship program will focus on agricultural and health care/health science work-based opportunities through local businesses - namely Lewis Farm and Ranch, Alcove Care, Inc. (assisted living for special needs), and area farmers. A total of 20 students are expected to participate in these paid internships that last for eight (8) weeks, Mondays through Fridays from 8 a.m. to 3 p.m. (about 6 hours) each day. The programs will include specific goals and objectives for the students and a collaborative effort between school staff and the partners will build a rubric to help determine student success and achievement in the program.

MISSION: MISD's goal is to provide learning experiences which will ensure opportunities for all students to achieve academically and socially as individuals with the intention of becoming productive members of the community and society as a whole.

**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
SUPERINTENDENT – Responsible for supervising the grant program and ensuring all data is reported back to TEA as required.	Minimum of a Bachelor’s Degree in Education or a related field. Experience: At least 3 years of experience in being a Superintendent.
PROJECT DIRECTOR – Responsible for overseeing the both Focus Area programs and ensuring all performance measures as cited are met.	Minimum of a Bachelor’s Degree in Education or a related field. Experience with managing programs, grants, personnel, and budgets.
CAMPUS PRINCIPAL – Responsible for managing day-to-day activities, overseeing faculty and staff, and assisting students in selecting career pathways.	Minimum of a Bachelor’s Degree in Education or a related field. Experience: Must have years of experience in managing day-to-day school activities, overseeing faculty and staff, and assisting students in selecting careers.
DISTRICT STAFF – Will be responsible for teaching, supporting, and communicating the targeted CTE programs of study.	Ability to offer the targeted CTE programs of study. Must have at least 3 years of prior experience and knowledge in programs of study being taught.
PARTNERING BUSINESS LIAISON - These personnel will be responsible for implementing the selected work-based learning opportunities.	Ability and knowledge to offer the targeted CTE trainings and/or oversight of work-based activities. Must have at least 3 years of proven knowledge of business and work-based learning 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.**

**FOCUS 1**  
**GOALS AND OBJECTIVES** - To assist more students in pursuing post-secondary education after high school; create more graduates who are career and college ready; and ensure more students are prepared for and receive high paying positions after high school through certifications and licensing.  
**ACTIVITIES TO BE IMPLEMENTED** - All targeted incoming students will tour the campus ensuring they are confident on their first day of school. Students will then be provided an overview of the various CTE programs available to them for the summer bridge. The program will ensure each student has access to technology and materials needed to complete the CTE coursework. All courses offered will be instructed by highly-qualified teachers who are well-versed in the subject matters.

**FOCUS 2**  
**GOALS AND OBJECTIVES** - Work-based experience through internships in the agriculture and health care industries will ensure students understand the skills and abilities needed to become a quality employee and create that smooth transition from educational experiences to the workforce. These internships will prepare students in a way that cannot be replicated in the classroom, especially for those going into health sciences as nurses and other medical specialties.  
**ACTIVITIES TO BE IMPLEMENTED** - The district will ensure transportation to interested students to the locations of the internships and also will assign a staff member to oversee the program, collect data and ensure exposure to experiences. Grant funds will be used to pay for students for these internships.

**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.**

**PERFORMANCE MEASURES** - MISD will collect data on a weekly basis for the two (2) summer CTE programs proposed here. The grant project manager will collaborate with the staff to assess and identify any potential problem areas.

**FOCUS AREA 1** - To evaluate performance, the following measures will be used: the number of students who enter the summer bridge program and complete the program; the number of CTE courses and who are prepared for statewide programs of study; the number of students who plan to enter post-secondary education; and student grades, and attendance in the CTE courses and programming.

**FOCUS AREA 2** - To evaluate the program and ensure student outcomes, the following measures will be used: the number of students attending and participating in the program, a list of students and their average hours worked, an internship performance rubric, student weekly production reports as noted between summer program director and the business partners/IHE partner, and the overall quality of the work and efforts of the students. All of these performance measures directly align to student outcomes and are consistent with the purpose of the program.

**TOOLS USED TO MEASURE PERFORMANCE:** The project personnel will gather and assess several pieces of data, including, but not limited to student in-take forms, student surveys, performance reports, questionnaires, progress reports, grades, attendance sheets and meetings with CTE teachers and the business partner liaisons to gather information so that it may be used to measure program and student performance and quality in both focus areas.

**ENSURING EFFECTIVENESS:** The data collected will help the district determine whether the students in this programming are meeting the goals and objectives as well as how effective the strategies for student success are. In the Focus 1 Area, grades will be analyzed after each week of programming to ensure effectiveness. For the Focus 2 area, MISD staff specific to this summer program will contact on a weekly basis the businesses and industry liaisons involved in the projects to ensure attendance, participation and quality of the work-based activities and programming.

**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.**

To develop the proposed budget for this Summer CTE grant, the MISD outlined needs, goals, and milestones for student development and success in both Focus areas. Then, the district researched the cost of the staffing, supplies and materials, curriculum, software, travel, and equipment needed to reach those goals. Next, the district determined how many students would be participating in the program and if they would require additional materials, technology, and more.

**SNAPSHOT OF FUNDS CURRENTLY ALLOCATED:** If awarded, the district's plan to leverage funds to impact the following areas that are in line with the goals and purpose of the grant. This will include providing students access to classrooms, materials, software, and technology that can be utilized during course instruction and internships as needed.

**FOCUS AREA 1**

Based on these available courses, the district developed the following budget for the Summer Career and Technology Education Program:

- Payroll (\$18,523 and \$4,445 in benefits) - This amount does not exceed 75% of the requested grant funds. Payroll cost include for a bus driver and four (4) teachers that will provide instruction in the identified CTE course, and Benefits for all professional and support staff (extra-duty pay) members paid through this grant;
- Supplies and Materials (\$16,032) - Grant funds will be utilized to purchase instructional supplies and resources that are needed for the delivery of instruction. This will include relevant, online resources, as well as, providing technology devices for students to utilize during the Summer Bridge Program so that students can work on assignments;
- Professional and contract services (\$10,000) - Grant funds will be used to fund training for CTE teachers' skills in integration of activities into curriculum to ensure goals and objectives of this summer programming are met; and
- Other costs to include - transportation (\$1,000) - The district will cover the cost for travel (fuel and maintenance) for students to be picked-up and dropped off from the program.

**FOCUS AREA 2**

- Payroll (\$4,677 and \$1,123 in benefits) - Extra duty pay for professional staff acting as Internship coordinator . This will fund one person on a part-time basis during the 8 weeks to oversee the internship program, collect data, schedule and ensure proper training, perform site visits, evaluate training opportunities and respond to student and parent issues and concerns.
- Pay for student internships (\$43,200) Students will be paid \$9 per hour, for 30 hours per week for 8 weeks. That totals \$2,160 per student for 20 students; and
- Other costs include transportation (\$1,000) - The district will cover the cost for travel for students to be picked-up and dropped off to and from the internship/apprenticeship locations to ensure all students can participate.

**ADJUSTMENTS:** If it is determined adjustments to the program are needed, the stakeholders will meet to discuss what changes are needed that will help to ensure the success of the program. If the stakeholders require guidance on addressing a certain issue, they will reach out to TEA so their concerns can be addressed properly. If modifications must be made, the district will send out letters to parents and guardians, community, administrators, and board members to notify them of the intent of the district to modify the program. If needed, an amendment will be submitted to TEA to receive authorization to modify the program.



## 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.

Morton ISD is fully prepared to provide a Summer Bridge Program for 8th grade students transitioning to 9th grade. During this Summer Bridge Program, 30 students will be provided the opportunity to take part in course sampling through a weekly rotation to include the following Level 1 Approved CTE coursework:

- \* Principles of Agriculture, Food, and Natural Resources (can lead to careers such as veterinarians, wildlife biologists, agricultural engineers, food science technicians, landscaping supervisors, and soil and plant scientists);
- \* Principles of Information Technology (can lead to careers as computer technicians and database engineers);
- \* Principles of Health Science (can lead to careers such as exercise physiologists, athletic trainers, phlebotomists, radiologic technologists, dental assistants, physicians, pharmacy technicians and nurses); and
- \* Introduction to Culinary Arts (can lead to careers as food and beverage managers, chefs and food science technicians).

Through a small group rotation, where students for one week each experience this coursework, each participating student will obtain a "feel" for each career pathway in order for them to make informed decisions on which pathway they would prefer to follow as they develop in their high school career. This is especially important because few of these types of businesses and careers are located or available in town, so students do not have the opportunity to observe these types of careers on a regular basis.

The courses will be taught at the high school by highly qualified staff. Morton ISD administrators believe providing these CTE courses during a crucial transition year will help these students to a quicker start in their high school careers with eventual benefits to complete coursework and obtain certifications by the time they graduate and be on a path toward an associate's degree if they so choose.

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.

MISD will offer an 8-week paid internship program which runs Mondays through Fridays about 30 hours per week for eight (8) weeks. This program will involve work-based learning opportunities in the agriculture industry with the local general store and area farmers, and in health sciences through a local assisted living facility. This program will utilize grant funds to establish, facilitate and monitor internships and job shadowing opportunities for 20 of its students interested in agriculture and health care.

Lewis Farm and Ranch, one of the business partners, is a staple in Cochran County since 1971. This general store, specializing in hardware, agriculture, feed and much more, is a great location for students to experience all aspects of agriculture, while also learning soft skills and about how business works. The facility has long been a supporter of youths in the Morton ISD as they make their way through high school and toward certifications and post-secondary opportunities. Students interested in agriculture also will have the opportunity to work with a local farmer to learn what it is like in that industry on a daily basis. Alcove Care, Inc. is a community-based organization focused on caring for and empowering persons with special needs. This facility is experienced in providing in-depth training sessions for volunteers and clients and is ready to provide the same for the students of Morton ISD in this internship program.

Grant funds would be used to compensate on an hourly basis students based on their attendance and performance. This Summer CTE grant will allow Morton ISD to offer its economically disadvantaged and at risk students opportunities not typically afforded to them and at the same time earn pay for their time and efforts.

MISD staff also will be visiting the job/internship sites to ensure the work-based learning models are appropriate and meeting the goals and objectives of both the grant 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**