



2021-2023 Expansion of Dual Credit Faculty for CCRSM LOI
Letter of Interest (LOI) Application Due 11:59 p.m. CT, April 12, 2021

NOGA ID

Authorizing legislation **General Appropriations Act, Article III, Rider 49, 86 TX Legislature; TEC §29.908(b) & 102.1091**

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 12, 2021**.

Application stamp-in date and time

Grant period from

Pre-award costs are not permitted for this LOI.

Required Attachments

1. Excel workbook with the grant's budget schedules (linked along with this form on the TEA Grants Opportunities page)
2. Attachment 1: CCRSM Crosswalk
3. Attachment 2: Letter of Instructional Assurances
4. Attachment 3: Letter of Hiring Assurances from Higher Education Partner(s)
5. Attachment 4: Participant Roster
6. Attachment 5: Letter of Educators' Commitment

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 assurances that a maximum of \$25,000 will be requested for reimbursement per educator for expenses related to tuition, fees, and travel during the life of the grant. Additional costs will be the responsibility of the LEA or participant upon a local agreement.
- 2. The applicant provides assurances that all participants serve within the eligible CCRSM in the 2021-2022 school year. Participating educators must each sign a Letter of Educator's Commitment which will be collectively submitted as Attachment #5.
- 3. The applicant provides assurances that successful completion is defined as an average of 75% or higher in each course completed. All expenses related to participation in the accelerated credentialing program (e.g., tuition and fees, textbooks, travel expenses) are eligible for reimbursement by TEA upon successful completion of courses per term.
- 4. 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.
- 5. 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.
- 6. The applicant provides assurance to adhere to all the Statutory and TEA Program requirements as noted in the 2021-2023 CCRSM Expansion of Educators Eligible to Teach College Courses LOI Program Guidelines.
- 7. The CCRSM program leader(s) will submit a CCRSM designation (renewal) application for designation in 2022-2023 and for designation in 2023-2024.
- 8. The applicant provides assurance to adhere to all the Performance Measures, as noted in the 2021-2023 CCRSM Expansion of Educators Eligible to Teach College Courses Program Guidelines, and shall provide to TEA, upon request, any performance data necessary to assess the success of the program.
- 9. The applicant provides assurances that an academic year signed and dated memorandum of understanding (MOU) with the dual credit provider will be publicly posted by August 15, 2021. The MOU must address the following elements: Eligible courses; Student eligibility; Location of the class; Composition of students in the class; Faculty selection, supervision, and evaluation; Course Curriculum, Instructional Materials and calendar; Academic policies and student support services; Data-sharing policies and procedures; Courses of study that lead to an associate degree or up to 60 hours of college credit toward a 4-year degree; Administration of statewide assessments; Transcription of credit and Funding.

TEA Program Requirements

1. Identification of Needs: Describe your plan for identifying dual credit faculty needs for this grant, as well as in the future. What systems will you put in place to ensure each CCRSM cohort is offered a sequence of coursework which will lead to a postsecondary credential?

O'Donnell ISD (OISD) has been awarded the PTECH planning grant which will begin this summer and as we prepare to implement and apply for the OISD campus to become a PTECH, three of our teachers need to earn the additional 18 hours so that the district can expand course offerings for dual credit. All three of the teachers currently hold a Masters degree. The goal of the district is to offer a platform that allows students to earn an associates degree while in high school. But also, dual credit opportunities will be available for all students even if they do not choose to earn an associates degree while in high school - the opportunity will not be limited in any way. OISD is creating a long standing promotion of dual credit courses offered at our school, creating a culture of career ready students. The teachers that will be funded by this grant are currently employed and have committed to teach the dual credit offerings for two years beyond the end of the grant time line. Currently, OISD employees Dual Credit qualified teachers in social studies and in science. With 2021-2023 Expansion of Dual Credit Faculty for CCRSM grant funds, the district will employ dual credit qualified teachers in English, Mathematics and Government. Because the district will be providing core classes in the district, students will be more successful in completing the courses for dual credit. These teachers will support the PTECH implementation as well as students that are interested in attaining Dual Credit courses while in high school. The PTECH program will be creating a new pathway into the Health Care profession which is of great interest in our district and greatly needed in our area. OISD is 70% economically disadvantaged and only 80% of our students have a parent that attended college. These grant funds will allow students to enroll in college in a supportive environment so they can be successful in post high school education. Students will be offered dual credit opportunities on campus in English, Mathematics, Science, Social Studies, Speech, Psychology and Government courses while also having the opportunity to earn a CNA/EMS certification upon graduation. OISD, by offering, foundational courses as well as the stream for the CNA/EMS certification, students will have opportunity to earn an associates degree or be well prepared to enter college with a great number of college credits.

2. Program Design: Name the university partner(s) which will provide graduate level instruction to participating educators. Describe in detail how the LEA will coordinate with the university partner(s) to design an accelerated credentialing program. What are the university's roles and responsibilities in building a program to expand the number of educators credentialed to teacher college courses?

The OISD program manager will be Cathy Palmer, Superintendent of Schools and the financial manager will be Melissa Clark, OISD business manager. These two individuals will communicate often with the dual credit course offerer and the IHE providing the credentialing of current teachers. The university partner for the credentialing of the teachers is Angelo State University. The current dual credit teachers that the district employs will earn the additional 18 hours from Angelo State University and it is supported by the future employing community college, South Plains College. Angelo State University has a seamless coordination that allows teachers that hold a Masters prior to enrollment, to earn the additional 18 hours. All of the educational credits funded by this grant will involve teachers that hold currently a Masters. They will only be acquiring the additional 18 hours required to teach dual credit courses using these grant funds. One teacher will be earning 18 hours from Angelo State University in English; another will be earning 18 hours from Angelo State University in Mathematics and the third will be earning 18 college hours in Government. All three of the teachers currently hold a masters degree. Angelo State University has committed to enrolling teachers and have a clear pathway to earning the additional hours for educators that are seeking to teach dual credit courses. OISD will be responsible for ensuring that the courses taken will meet the requirements for the dual credit offerings from South Plains College. Each of the 18 hour courses are foundational. Each semester, the list of courses that the teachers are enrolling in will be sent to South Plains dual credit coordinator to ensure they meet the SAC requirements for college level coursework. Each semester, the teachers will submit documentation that the courses were successfully completed. Upon the earning of the 18 hours, the final transcript will be submitted to South Plains College with an application for employment. They will then be offering the courses during the regular school day at OISD and on the OISD campus.

TEA Program Requirements (Cont'd)

3. Hiring: Name the dual credit provider(s) who will hire educators. How will the applicant collaborate with the dual credit provider? What steps will take place to ensure that the courses taken by the educator will meet the accrediting standards of the hiring dual credit provider? What are the roles and responsibilities of the hiring dual credit provider?

South Plains College has committed and currently employees O'Donnell ISD teachers that already hold dual credit credentials. The grant funds will be used for teachers that are currently employed with the district but do not have the 18 hours beyond a masters so they can teach dual credit. These teachers are committed to continue teaching at the district 2 years beyond the grant end date. As the teachers enroll into Angelo State University, the grant facilitator (current superintendent of schools) will contact the college to ensure the classes meet the requirements for future employment as Dual Credit teachers. After confirmation, the teachers will enroll and O'Donnell ISD will pay for the classes using grant funds. At each enrollment into the university, the school will ensure that the classes meet the requirements for credentialing. Each semester, the list of courses that the teachers are enrolling in will be sent to South Plains dual credit coordinator to ensure they meet the SACSCOC (higher education regulations) requirements for college level coursework. Each semester, the teachers will submit documentation that the courses were successfully completed. Upon the earning of the 18 hours, the final transcript will be submitted to South Plains College with an application for employment. They will then be offering the courses during the regular school day at OISD and on the OISD campus. South Plains College has submitted a letter of support for this program.

4. Sustainability Plan: Describe the sustainability plan to be implemented which can support the ongoing efforts of the CCRSM campus(es) to address capacity challenges for offering college-level courses beyond the life of the grant. How will the applicant build upon the success of this program to expand college course offerings for high school students in the future.

OISD is committed to creating a platform for any student to have the opportunity to enroll in dual credit courses and also earn an associates degree while in high school. To do this the district is implementing the following support systems which will help sustain the program:

- * TSI / SAT prep classes will begin during the 2021-2022 school year for students interested in enrolling in dual credit courses
- * 3 additional teachers will earn credentials to teach dual credit by year end 2022-2023 school year - there are currently 3 other teachers on campus that teach dual credit. This will make a total of 6 teachers on campus offering dual credit courses. All other courses required are offered via South Plain College through on line classes and in person classes.
- *Summer classes are currently offered at the school and these courses will be expanded
- *Parent and student meetings will occur each semester do ensure students are supported through their college journey
- * The district pays for part of the dual credit enrollment for students, this will continue as funds are available to all students.
- * The district has a partnership with Lynn County Hospital District to implement the PTECH program of CNA/EMS credentialing. This will be explained to teachers and parents and promoted through meetings throughout each school year.
- * Students that are struggling in the dual credit courses will be offered out of class tutoring and support.

OISD will offer these services for parents and students beyond the life of the grant. Once the teachers have the credentials to offer the dual credit courses, the district will maintain the offerings each year.

TEA Program Requirements (Cont'd)

5. Recruitment and Retention: How were teachers identified and recruited? What new practices will be put into place to support their completion of the accelerated credentialing program? What commitment has the applicant made to educators to ensure that they will be able to teach college courses upon satisfaction of meeting credentialing requirements? What commitment has the applicant asked of educators to ensure that they will continue to serve the CCRSM beyond the grant period to teach college-level courses?

The district first evaluated teacher transcripts and those that currently hold masters degrees were interviewed. The district then evaluated the qualifications and requirements for an associates degree. These teachers already hold a masters degree and can begin the 18 hour credentialing this summer. Teachers enrolled int the credentialing program will be offered flexibility so that they have the time to complete the course work. The campus is small so ongoing communication with district leadership is not a problem. Teachers have a clear understanding of the responsibilities and a platform for open communication of their needs is already established. To ensure success, teachers will submit course grades at each semester to district leadership so that credentialing is systematic with South Plains College. The teachers will commit to teach for a minimum of 2 years beyond the grant period. Also, the teachers that are enrolling in this program have deep roots in the district and will not likely move out of the district. Teachers that instruct dual credit courses on OISD campus have been and will continue to receive a stipend using district funds. Specific recruiting by the district involves:

1. Future dual credit educators were identified if they currently hold a Masters degree allowing implementation in a short time span
2. Future dual credit educators have been interviewed and are committed to complete credintially by end of school year 2023.
3. Future dual credit educators understand that they are committed to remain with the district for a minimum of 2 years following grant ending and will receive a stipend for teaching dual credit courses each year using district funds.

Budget Narrative

Include a narrative describing how the proposed budget will support the needs and goals of the program, including for staffing, instructional expenses, supplies, materials, contracts, travel, etc. Describe any matches that are anticipated to support this program, either by the LEA, college partner, or educator. Describe the disbursement plan for the expenses incurred by educators participating in the program. Describe anticipated risks for this project and the adjustments which may be made over the course of the grant period.

OISD is proposing a total budget of \$25,300. This includes tuition. Higher education, graduate courses, cost approximately \$1200.00 per course. The three teachers will need to take a total of 6 courses which will be approximately \$7200 each, totaling \$21,600. Also included in the request is \$5000 for program management, \$1000 for substitutes when teachers must leave for class related issues and \$4000.00 for textbooks and related supplies. The tuition monies will be paid directly to Angelo State University at the semester after proof of enrollment. Books, supplies and materials will be purchased using grant funds as well after teachers submit the request to the business office. The total request includes specifically:

1. Payroll costs \$6000.00 - \$5000.00 for the program manager which will oversee the communication between the district partners and ensures enrollment of teachers. The program manager will ensure that all aspects of the grant requirements are adhered too appropriately and that documentation is prepared in a timely manner. Also in payroll costs, \$1000.00 will be used to pay substitutes if/when teachers must miss current classes to attend to school related requirements.
2. Professional and Contracted Service - \$21,600 is requested to pay tuition for 3 teachers in earning 18 hours - this will be paid directly to the IHE.
3. Supplies and Materials - \$4000 is requested for textbooks and supplies which will be paid once teachers submit invoices

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.

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Amended Section

Reason for Amendment

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