

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

NOGA ID

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 loia.licia@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 .m. CT, April 21, 2023.

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

Pre-award costs permitted from **Additional**

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 applications MUST be submitted online to the Systemic Improvement Plan Attachment for EACH CAMPUS on behalf of each head of school.

Amendment Number

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

Authorized Official

Applicant Information

Email

Organization CDN ESC UEI

Address City ZIP Vendor ID

Primary Contact Email Phone

Secondary Contact Email

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Diedra Sutton

Executive Director of Human Resources

suttond@chapelhillisd.org

9035662441

State 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.
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CDN Vendor ID

Amendment #

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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.

Chapel Hill ISD's goal is to improve our low-performing school, Kissam Intermediate, by reviewing, evaluating, monitoring, and intervening with this identified campus in need of academic support to ensure excellence in education for all students. Kissam Intermediate has developed a comprehensive system of support for the intermediate campus to successfully implement improvement plan activities. The Effective Schools Framework (ESF)/improvement plan will be reviewed monthly during each campus leadership team meeting. The

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.

Chapel Hill ISD will support Kissam's implementation of the Effective Schools Framework (ESF) continuous improvement process to improve student outcomes. The district will commit and schedule a time to monitor the intermediate school's progress to ensure the school's success. We will utilize the web-based improvement plan to guide and track the implementation of the Essential Actions identified in the most effective schools and to support powerful teaching and learning. Each phase of the improvement process will include: data analysis, needs assessment, and developing, implementing, and monitoring an improvement plan aligned to Kissam's ESF focus area and Pathway #1. (a) Monitor a web-based improvement plan upon submission and during implementation:
Phase 1: Data Analysis: An internal cross-departmental team will assemble to include representatives from the district and Kissam's stakeholders groups: Principal, Assistant Principal, Literacy & Numeracy Coach, Counselor, Lead Teachers, Special Education & Dyslexia Staff, and at least one parent. The team will collect and analyze data to monitor student learning, collect information on current strengths, and identify instructional models and curriculum gaps. The team will review the data and report to the district-level leadership during the monthly leadership team meetings.
Phase 2: Needs Assessment: The data analysis will inform the development of the web-based improvement plan. During monthly meetings, the district-level leadership team will review the plan's progress to address the identified needs and ensure student success.
Phase 3: Developing Plan: Kissam will develop the web-based improvement plan to include strategies and activities aligned with the need assessment. The district-level leadership will review the plan and provide ongoing monitoring support to ensure the successful implementation and achievement of strategies and activities.
Phase 4: Implementing/Monitoring: Kissam will document progress towards achieving the improvement plan with monthly data reports submitted to the district-level leadership for review

(b) After ongoing monitoring, the district-level leadership will implement additional corrective actions and resources following any unsuccessful improvement plan implementation after the first year of the grant cycle.

Goals, Objectives, and Strategies for Performance and Evaluation

The Local Education Agency (LEA) will take several steps to ensure that campus leaders have direct access to grant funding to ensure alignment with the Targeted Improvement Plan (TIP).

1. **Grant Identification and Notification:** The LEA will proactively identify and notify campus leaders about relevant grant opportunities that align with the goals and objectives of the TIP. This will involve regular monitoring federal, state, and local grant databases, as well as staying updated on funding announcements and opportunities from relevant agencies and organizations.
2. **Grant Application Support:** The LEA will provide comprehensive support to campus leaders in the grant application process. This will include offering training workshops, webinars, and resources on grant writing, budgeting, and compliance. The LEA will also assign grant writing experts or consultants to work closely with campus leaders to develop strong grant proposals that align with the TIP.
3. **Grant Submission and Tracking:** The LEA will establish efficient systems for grant submission and tracking to ensure that campus leaders can easily submit their grant applications and monitor the progress of their submissions. This may involve creating an online portal or platform where campus leaders can access grant applications, upload required documents, and track the status of their submissions.
4. **Grant Management and Accountability:** Once grants are awarded, the LEA will support campus leaders in managing and implementing grant-funded programs or initiatives. This will include ensuring that grant funds are used by grant requirements, providing guidance on reporting and monitoring, and conducting regular audits to ensure compliance. The LEA will also hold campus leaders accountable for achieving the outcomes and objectives outlined in the TIP through grant-funded programs or initiatives.
5. **Collaboration and Networking:** The LEA will foster collaboration with the ESC to share best practices, lessons learned, and successful strategies in accessing and utilizing grant funding to align with the TIP. This may include organizing regular meetings, workshops, or conferences where campus leaders will focus on best research-based instructional practices to improve student outcomes.

Overall, the LEA will take a proactive, supportive, and accountable approach to ensure that campus leaders have direct access to grant funding to align with the TIP. By providing comprehensive support throughout the grant application process and fostering collaboration among campus leaders, the LEA will facilitate the successful acquisition and utilization of grant funding to support the improvement efforts outlined in the TIP.

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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