



**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](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, 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?

As an ECHS turned P-TECH campus since 2016, Beaumont ECHS is all too aware of faculty needs on the campus. One of the early challenges that the campus is still working to overcome is the delivery of dual credit course work in an online format when an instructor cannot be hired by the ISD or utilized by the IHE. The only workable solution that has been found in the past is for the IHE to utilize an online instructor for courses that do not have a local instructor that can report to either the IHE or ISD campus for classes. Gaining access to these grant funds will help to supplement that effort by providing dual credit staff hired by the ISD for on campus, traditional face-to-face teaching. If COVID has taught educators anything, though online coursework is available and teachers have done tremendous work ensuring all students are able to access their classes, online learning is an insurmountable challenge for many students in Kindergarten through 12th grade. No amount of technology is an adequate substitute for face-to-face teaching, especially when considering foundational skills that are being taught for future educational and workforce success. The current sequence of coursework outlined in our crosswalks and the additional staff that can be supplemented by this grant opportunity will help to ensure that all of our students have access to an instructor on campus, thereby providing students with daily access for extra support and assistance. Though we have six pathways for students to choose from, the courses applied for in this grant are on all six pathways and would touch every student. For that reason, the crosswalk for the Associate of Arts in General Studies is included in this grant application. The coursework will lead to one of seven possible outcomes on our campus:

- Associate of Arts in General Studies
- Associate of Science in Biological Sciences
- Associate of Science in Criminal Justice
- Associate of Arts in Business
- Process Operating
- Instrumentation Technology
- Core Complete

echs.bmtisd.com --> Designation --> Benchmark 4

**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?

Masters Degree in Curriculum and Instruction - Sam Houston State University  
BECHS staff met with Dr. Kathleen Rice, Associate Dean of Graduate Studies, and Dr. Sandra Stewart, Associate Dean of Teacher Education. A letter of assurance was sent from Dr. Stacey Edmonson, Dean of the College of Education. The College of Education at Sam Houston State University (SHSU) is committed to working in collaboration with Beaumont Independent School District (BISD) for dual credit education opportunities. SHSU is committed to providing the needed coursework to educators in Beaumont ISD achieving a Master of Education in Curriculum and Instruction and commits to offering the coursework that will enable the educators to complete their degree by June 2023.

Masters Degree in Art - Stephen F. Austin University  
Stephen F. Austin State University, School of Art, has pledged to collaborate in the expansion of dual credit education opportunities with the qualifying Beaumont Independent School District (BISD) educator. As a result of Beaumont Early College High School 's correspondence with William Nieberding, Stephen F. Austin 's Associate Professor of Art and coordinator overseeing the Master of Arts in Art Education Program (MAAE), he has structured a degree program for the working teacher with thirty credit hours which can be completed in two years. The coursework will be complete by the end of June 2023. The School of Art faculty are committed to providing graduate level coursework for those enrolled in the MAAE program through in-person and remote delivery of instruction.

Masters Degree in English - Stephen F. Austin University  
The Department of English and Creative Writing at Stephen F. Austin University will provide graduate level instruction to participating educators. Beaumont Independent School District is coordinating with Stephen F. Austin University to provide an accelerated credentialing program that will expand dual credit faculty at Beaumont Early College High School. BECHS staff met with Dr. Elizabeth Tasker Davis, Coordinator of Graduate Studies at Stephen F. Austin University, to discuss an accelerated credentialing program. Ms. Davis indicated that the existing Master of Arts in English Literature program satisfies the accelerated criteria--multiple classes are offered every fall, spring, and summer. Educators can complete the 36 hour program by June of 2023.



**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?

Lamar Institute of Technology (LIT) is the current dual credit provider for Beaumont ECHS and the IHE with whom there is a current MOU in place for the P-TECH designation. These two institutions have an ongoing collaboration of partnership meetings and course planning meetings that have consistently highlighted areas of need for both parties. Throughout this collaboration, BECHS and LIT have worked closely to find instructors that meet the accrediting standards needed for employment with LIT, and LIT has provided BECHS with a credentialing document that shows the specific degrees required by SACSCOC to teach each college course. These conversations happen on a monthly, if not bi-weekly basis, as both parties are always looking for staff to meet the demands of our dual credit programs.

In pursuit of this grant opportunity, BECHS and LIT have worked together to secure university partners and LIT has already reviewed the programs and required coursework to ensure the degrees sought by BECHS teachers do meet the credentialing requirements set forth by LIT. Once the teachers have completed the programs, LIT has provided assurances that the teachers will be hired as credentialed instructors to teach dual credit courses for Beaumont ISD.

**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.

If awarded TEA's Expansion of Dual Credit grant, BECHS will have three experienced educators earn a Master's degree which will allow the campus to increase the amount of college level coursework available for high school students in a face to face format. One in particular has the potential to lead to the formation of a new 2x2 articulation agreement in which students interested in becoming educators can complete the first two years of coursework with Beaumont ECHS and then go on to finish the next two years with one of our grant partners, specifically Sam Houston State University. Beaumont ECHS has considered the possibility and viability of a program that would allow students to gain early work-based learning experiences at our local campuses and then be positioned to continue coursework at the university level with a guaranteed path set out for them.

In addition to a possible 2x2 partnership, Beaumont ECHS will continue to build upon the success of the grant program by expanding the number of college courses available to students that will have a face-to-face learning experience. This experience will afford our P-TECH's target population to develop relationships with their instructors and collaborate with teachers toward student success.



**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?

Beaumont ECHS identified three current staff members utilizing a short survey to determine if current staff would be interested in pursuing a master's degree to teach in the identified areas of need. The identified staff were then engaged in a very hands-on effort to prepare all supporting documentation for this grant application. In order to support their completion of the accelerated credentialing program, Beaumont ECHS will take steps including, but not limited to, the following:

Staff will be provided professional development days upon request and by mutual agreement in order to take time away from work to address pressing needs of the program without using their personal leave time.

Upon request, time will be provided during the workday and classes can be covered in order to attend daytime Zoom meetings with university professors, officials, etc.

In the event staff have program specifications that include surveys, research, etc. for which information from students is needed, Beaumont ECHS will work with the staff member, students, and parents to make this information or activity possible.

Educators are prepared to, and will be asked to, sign a local assurance to remain in the district and teach at Beaumont ECHS for a minimum of an additional three years after completion of the masters degree program. As lifelong residents of the Beaumont area, the educators participating in this grant application are likely to be at Beaumont ECHS long after that three year minimum.



**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.

The budget, as proposed, will support the needs and goals of the Beaumont ECHS program by providing much needed face to face staff for a population of predominantly at-risk and economically disadvantaged students (approximately 70%). Staffing during the last two years of operation has relied heavily on instructors provided by the IHE that are offering online classes in many of our core areas and most of our program-specific areas. It has been difficult for students to communicate with their instructors and almost impossible to build relationships that foster the transmission of soft skills that so many students lack today. The areas that are requested in this grant application are those that every student in the program takes classes in. The staff applying for this grant are all phenomenal educators that are some of our most skilled in identifying student needs and working to meet those needs and close skill gaps. The budget will also cover the needs of the program in terms of instructional expenses, supplies, materials, and travel. Tuition and fees will be covered by the grant fund and the teacher applicants have also calculated textbooks to be included. For the Master's in Art, that teacher has calculated the travel cost associated with the residency requirement as well as the cost of art supplies and the exhibition set out as a program requirement. Each of the three teachers will have travel costs that incorporate one trip to the university campus each semester to meet with the appropriate university-level program staff. There is no projection for additional staff, non-employee costs, capital expenses, etc. The focus for this grant is reimbursement of expenses incurred by the educators.

Beaumont ECHS does not currently have any matches that are anticipated, but in the event one is arranged, an amendment will be filed.

Per TEA program guidelines for this grant, funds will be dispersed at the end of each semester, including summer and mini sessions, after the educator has provided a copy of the most recent transcript and receipts detailing expenses that were incurred by educators participating in the program. In the review of the transcript, course completion with a 75 or higher will be verified.

There are no anticipated risks associated with this grant opportunity, but there may be an amendment associated with the funding amount of the Master's in Art through SFA University. That program has a four-week residency requirement during the summer and, though costs were estimated based on information received from the program chair at SFA, it would not be surprising to find that the amount needs to be adjusted due to that residency requirement, art supplies that will not be known about until coursework begins, and materials associated with the required art exhibition. In the letter of assurance from SFA the program director noted that they will work with our educator regarding these requirements and at the time of the grant Beaumont ECHS is not certain what the final expense will be.



CDN  Vendor ID

Amendment #

**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**