



March 20, 2006

Mr. Ron Haugen, Superintendent
Gadsden Independent School District
P.O. Drawer 70
Anthony, NM 88021

Dear Mr. Haugen:

Hi Ron!
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Attached is a Memorandum of Understanding (MOU) that we would like for you to review and sign. It formalizes the working relationship that the Adult Basic Education Division of Doña Ana Branch Community College (DABCC) has enjoyed with your schools for more than two decades. DABCC appreciates the support and access to facilities that your district has always provided to the Adult Basic Education Division, which in turn provides free educational opportunities to parents of your students and family literacy initiatives.

A signed MOU will assure continuity in services and help prevent confusion and delays if at anytime the Adult Basic Education Division or the school district leadership/administration changes. We have found that during instances of related change in the past, a document such as this MOU could have prevented problems or delays in continuity of ABE services for the community.

As you review the MOU, you will find that it encompasses only activities which are already occurring and/or understood between the two educational entities.

We look forward to this continued collaboration that benefits both systems, and most importantly, our local constituencies. If you have no questions, please sign two originals, keep one and return one in the enclosed self-addressed envelope.

Please do not hesitate to call me or ABE Division Dean Sylvia Duran Nickerson at (505) 527-7543 if you would like to discuss this and/or recommend any modifications. Thank you.

Sincerely,

Margie C. Huerta
Margie C. Huerta, Ph.D.
Campus Executive Officer





MEMORANDUM OF UNDERSTANDING
Doña Ana Branch Community College
Adult Basic Education Division
and
Gadsden Independent School District

STATEMENT OF NEED:

The purpose of this agreement between **Dona Ana Branch Community College – Adult Basic Education Division (DABCC-ABE)** and the **Gadsden Independent School District (GISD)** is to enter into a ten year formalized partnership agreement.

This partnership agreement defines the relationship between the two entities herein pertaining to GISD families, family literacy programs and adult learners/parents who qualify for ABE services within the GISD service area. For more than two decades both educational institutions have mutually benefited from a long-standing relationship based on a spirit of collaboration. This agreement will guarantee continuity of services and collaboration without disruption, during changes in district, school and community college/ABE administrations.

ORGANIZATION SERVICES DEFINED:

- A. The Doña Ana Branch Community College-Adult Basic Education Division will provide **free** basic education classes to adults 16 years of age and older, who are not concurrently enrolled in the K-12 system. ABE educational programs consist of GED (English or Spanish), ESL, Citizenship, Basic Computer Literacy, and Learn to Read (English or Spanish) as funding permits.
 - B. At no cost, the Gadsden Independent School District will provide access to use of classroom space (during/or after school hours), computer labs as available, make parent referrals and collaborative support that is essential from school administrators.
- Note:** With the exception of family literacy partnerships, most classes are offered after 5:00pm.

Doña Ana Branch Community College, Adult Basic Education Division agrees to the following:

- 1. Provide a varied schedule of Adult Basic Education classes throughout GISD based on demonstrated need and demand for the benefit of parents of GISD and community members.
- 2. Provide instruction and educational support services to GISD parents and other adult learners within the GISD service area.
- 3. Provide textbooks free of charge to participating adult learners.
- 4. Share pertinent information/data with GISD.
- 5. Vacate school premises at night before night custodians end their work shift.
- 6. Respect school property and abide by District and local school rules.
- 7. Partner with related Federal Programs of GISD to help support family literacy objectives. (Even Start, Head Start, Dual language programs).
- 8. Discuss any concerns or problems that may arise at a class site with the principal before action is taken with the central administration.
- 9. Prior to the beginning of each academic year, submit ABE request for USE OF FACILITY district-wide through the central office on the appropriate form.

Gadsden Independent School District agrees to the following:

- 1. Promote and supply information regarding scheduled ABE classes within the GISD target schools to teachers and parents.
- 2. Provide classroom facilities at local elementary, middle and high schools at no cost to ABE as requested/needed and space availability.
- 3. Share pertinent information, the H.S. Drop out list and data with DABCC/ABE.
- 4. Promote ABE classes by distributing class schedules (that ABE will provide) to parents on a timely basis district-wide at target schools which host ABE classes.
- 5. Promote school partnerships between GISD schools and ABE as related.
- 6. Discuss any program concerns or problems that may result at a school site with ABE administration before further actions are taken/considered.
- 7. Upon receipt, return the USE OF FACILITY authorization forms expeditiously to DABCC/ABE.

EFFECTIVE DATE AND MODIFICATIONS: This agreement becomes effective upon the date of the last approving signature and will remain in effect until superseded, rescinded, or modified by mutual consent of all parties, but not to exceed a period of ten years. The agreement will be reviewed at the request of any represented party, but at least triennially to determine the need for continuation, modification, or termination. The triennial review will be initiated at least 120 days before the agreement anniversary date. As long as this agreement is in effect, modifications may be made to it at any time with the mutual consent of both parties.

TERMINATION: This agreement may be terminated by either party with a 90 day notification. Lack of compliance with stipulations herein, will render this agreement null and void.

Marilyn Huerta 3-15-06

Campus Executive Officer, DABCC

Date

GISD Superintendent

Date