

# NEW MEXICO GRADS SYSTEM

Impacting Multiple Generations For The Past 20 Years

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## NM GRADS State Staff:

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July 13, 2009

Erica Villarreal  
Gadsden Schools: Santa Teresa High School  
P.O. Drawer 70  
Anthony, NM 88021

Dear Ms. Villarreal;

We are proud to announce that the 2009-10 school year marks the 20<sup>th</sup> year of NM GRADS impacting multiple generations. Thank you for helping GRADS be such a success!

As you are aware, during the 2009 legislative session, budgets were cut, including education. NM GRADS also suffered a 20% cut which will affect the GRADS site appropriations. NM GRADS will still allocate up to \$8,000 for the GRADS Instructional program (\$4,000 for a case management period, and \$4,000 for summer case management). Unfortunately we will not be able to allocate the money that in the past was used to purchase items for the GRADS classroom (based on an RFP from the GRADS teacher). The Child Care Centers will receive \$3,500 for the upcoming school year.

Enclosed you will find the resource sheet and contract(s) (sent to the finance directors only) for your GRADS site. **Awards will remain tentative until the Inter Governmental Agreement has been finalized between the Public Education Department and Socorro Consolidated Schools, our fiscal agent.**

Please secure your superintendents signature and return the enclosed Resource Sheet and Contract(s) **by September 30, 2009** (you may fax it to us at 838-3720). I will sign the contracts as they are received, and return a copy to you.

**Please note:** The instructional funding code for GRADS is **25162**, and the code for your Childcare Center funding is **25149**.

### INTERVENTION COMPONENT for TEENAGE PARENTS

**The 2009-10 instructional appropriation for your school(s) is up to:**

\_\_\_\_\_ Year one \_\_\_\_\_ Year Two \_\_\_\_\_  
\_\_\_\_\_ Year Three \_\_\_\_\_  
 X  Self Sustaining sites Up to \$8,000

### CHILDCARE COMPONENT

Your district qualifies for up to \$ 3,500 for the 2009-10 school year.

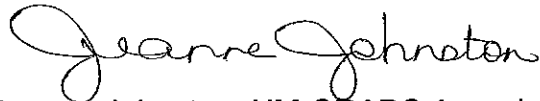


I will be sending out Cash Request Forms for reimbursement in November and March which will be due December 15, 2009 and April 30, 2010.

Feel free to contact me if you have any questions regarding 2009-10 appropriations.

Thank you for helping the NM GRADS System fulfill our mission to facilitate parenting teen's graduation and economic independence, promote healthy multi-generational families, and reduce risk-taking behaviors.

Sincerely,

A handwritten signature in black ink that reads "Jeanne Johnston". The signature is written in a cursive style with a large initial "J".

Jeanne Johnston, NM GRADS Associate Director of Finance

XC: Superintendent and Principal

STATE OF NEW MEXICO  
 PUBLIC EDUCATION DEPARTMENT  
 FINANCE, TRANSPORTATION, AND ADMINISTRATIVE  
 SERVICES DIVISION  
 SANTA FE, NM 87501-2786

Attach to Form 568-99:

Original  
 Increase  
 Decrease

**RESOURCE SHEET**

FISCAL YEAR: 2009-2010

Regional Center Cooperative:  
 Program Name:  
 Budget Period:  
 Fund Code:

Gadsden Schools  
GRADS SYSTEM  
July 09– June 10

SCHOOL DISTRICT RCC/REC	BUDGET AMOUNT UP TO:	SUPERINTENDENTS SIGNATURE	DATE OF LOCAL BOARD ACTION
Gadsden Independent Schools			
Site: Gadsden High			
Instructional	8,000		
Childcare	3,500		
TOTAL:	11,500		

APPROVAL:

\_\_\_\_\_  
 NM GRADS DIRECTOR'S SIGNATURE \_\_\_\_\_  
DATE

\_\_\_\_\_  
 CHIEF FINANCIAL OFFICER, FTAS \_\_\_\_\_  
DATE  
 OR DIRECTOR, SCHOOL BUDGET PLANNING UNIT

SDE 370-99



**2009-10 CONTRACT FOR  
GRADS Instructional Component  
Between  
NM GRADS System  
And  
Gadsden Public Schools**

1. **Recital.** Socorro Consolidated Schools (SCS) is the Fiscal Agent for the New Mexico Graduation, Reality and Dual-Role Skills (GRADS) System. Funding for GRADS is provided by a state legislative appropriation, which flows from the New Mexico Public Education Department (PED) through an Inter Governmental Agreement (IGA). On behalf of the NM GRADS System, and Pursuant to the terms of the Joint Powers Agreement, SCS will provide funds for the Gadsden School District (herein referred to as District), for its local GRADS program(s), as the program is described in the GRADS "Scope of Work" with the NM Public Education Department.
2. **Appropriation.** The NM GRADS System provides the sum of up to \$ 8,000 to the District through a direct appropriation from the Socorro Consolidated Schools, to provide GRADS Program instructional services at Santa Teresa High School. The funds are contingent upon a commitment to sustain the Key Elements of the New Mexico GRADS System model beyond the completion of the initial GRADS three-year funding cycle. Funds flow on a reimbursement basis and require the district Business Manager to document all expenditures and submit a GRADS "Cash Request / GRADS Reimbursement" form to the NM GRADS State Office semiannually by 12/1/09 and 4/30/10 respectfully.
3. **The District agrees to:**
  - A. Assure that the GRADS teacher is either certified in Family and Consumer Sciences, a licensed school Counselor, a Health Care Professional or Vocationally Licensed as a GRADS teacher (to ensure that students are counted properly for the ADS reporting).
  - B. Provide a classroom with telephone and locking file cabinet for the GRADS class.
  - C. Ensure that new GRADS teachers and at least one administrator at new sites attend the New Teacher Orientation / Training on August 7, 2009, in Socorro. All GRADS teachers (and at least one administrator at new sites) are required to attend the Fall training on October 1-2, 2009, in Socorro to facilitate successful implementation/maintenance of their local GRADS program.
  - D. Provide a substitute teacher and a school vehicle to enable the GRADS teacher (and administrator, if new) to attend required fall training and for 1<sup>st</sup> and 2<sup>nd</sup> year teachers to attend new teacher training and shadowing experiences with other GRADS sites in the state of New Mexico.

- E. Assign the teacher to teach no more than one other related health or Family and Consumer Sciences courses in addition to GRADS class(es).
- F. Assure that 1<sup>st</sup> and 2<sup>nd</sup> year GRADS teachers participate in one GRADS shadowing experience a year (this is where the GRADS teachers shadow their mentors' for a day at the mentor's school).
- G. Provide a 5 to 10 day extended contract for the GRADS teacher to facilitate recruitment of new students, continued contact with at-risk students and students who deliver their babies during the summer vacation. Provide a written plan of activities to be conducted during the term of the extended contract which is developed by the GRADS teacher in collaboration with the Principal. This plan must be submitted to the Principal and a copy submitted to the GRADS System Director with other required end-of-the year reporting documents.
- H. Provide a case management period for the GRADS teacher. The case management period is to be devoted to Case Management with an emphasis upon: recruiting dropouts, making home/hospital visits, referring students to community service providers, and conducting individual conferences with GRADS students, and attending GRADS related community meetings.
- I. Allow the GRADS teacher to serve as a resource person to their district schools and be available to make presentations about local program at such schools.
- J. Allow the GRADS teacher to make annual presentations to local administrators, faculty, and local school board of education regarding their GRADS program and its impact.
- K. Allow the GRADS teacher to establish times for and conduct formal meetings with District Family & Consumer Sciences teachers to provide them with updates about GRADS and provide them an opportunity to provide faculty input.
- L. Provide day-to-day supervision and evaluation of the GRADS teacher by the high school Principal in compliance with all District policies, procedures and regulations. The teacher, an employee of the District, will be eligible to receive the benefits offered to comparable District staff under applicable employment policies of that District.
- M. Return all resources provided by the NM GRADS System to the NM GRADS State Office if the District GRADS site fails to remain self-sustaining.

4. **The District Ensures that the "Local GRADS Teacher" will:**

- A. Provide Documented Case Management of students by providing scheduled conferences, home and hospital visits, referrals to needed community agencies and services, and etc.
- B. Provide student instruction using GRADS approved curricula and address repeat pregnancies.
- C. Submit Enrollment/Exit Forms to GRADS State Office and enter the enrollment/exit forms into the on-line GRADS database. *ALL enrollment/exit forms must be entered and submitted to the GRADS State office no later than June 15,*

- I. Provide a Regional Mentor and regional fall training to facilitate the GRADS teacher in the development and management of the local program.
  - J. Maintain state and community linkages to foster ongoing support for teenage parent programs and pregnancy related issues.
  - K. Compile local / state data annually to analyze GRADS System impact and ensure continual program model improvement.
  - L. Assess and pilot new curricula to enhance student mastery of GRADS competencies.
  - M. Encourage student leadership development through facilitation of student presentations at the NM state legislature, school board and other meetings.
  - N. Provide students with Peer Education training including risk-taking behavior reduction and presentation skills, which foster student leadership.
6. **Compensation.** Socorro Consolidated Schools will pay the District up to \$8,000 to be used toward the salary and fringe benefits of the GRADS Teacher(s) on a semi-annual reimbursement basis (if all criteria are met).
7. **Indemnity.** SCS will not be responsible for any loss, liability or expense resulting from the GRADS teacher's performance of or failure to perform his or her duties. If SCS or GRADS System staff are made or becomes a party to any legal proceedings because of anything the teacher does or fails to do, the District will indemnify and defend SCS and GRADS staff against any loss, liability or expense incurred in connection with the proceedings. SCS may choose its own attorney to conduct its defense. This indemnity and obligation arising out of or related to events occurring during the GRADS System's contractual agreement period with the District will survive and continue after the termination of the GRADS System contract period.
8. **Binding Effect.** This Agreement constitutes the entire agreement of the parties, may be modified only in writing signed by all the parties, is specifically enforceable, is governed by the laws of New Mexico, and binds the parties to the benefit of the parties and their successors and assigns. **A copy of this contract shall be deemed as valid as the original.**



**2009-10 CONTRACT  
For GRADS Instructional Component  
Between  
NM GRADS System  
And  
Gadsden  
School District**

**Site Components:**

A.  Teen Parent up to \$ 8,000

C.  Childcare up to \$3,500  
(See Childcare contract)

D.  Fatherhood

*Gadsden Public Schools: Santa Teresa High School*

**FISCAL AGENT: SOCORRO CONSOLIDATED SCHOOLS**

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Jeanne Johnston, NM GRADS Associate Director of Finance

**APPROPRIATION GRANTED TO GADSDEN SCHOOLS: Up to \$8,000**  
*(See childcare contract)*

\_\_\_\_\_  
Superintendent Date: \_\_\_\_\_

\_\_\_\_\_  
School Board President Date: \_\_\_\_\_

\_\_\_\_\_  
Principal Date: \_\_\_\_\_

\_\_\_\_\_  
GRADS Teacher Date: \_\_\_\_\_



**2009-2010 CONTRACT FOR  
GRADS Child Care Component  
Between  
NM GRADS System  
And  
Gadsden Schools**

1. **Recital.** Socorro Consolidated Schools (SCS) is the Fiscal Agent for the New Mexico Graduation, Reality and Dual-Role Skills (GRADS) System. Funding for GRADS is provided by a state legislative appropriation, which flows from the New Mexico Public Education Department (PED) to Socorro Consolidated Schools through an (IGA). On behalf of the NM GRADS System, and Pursuant to the terms of the Inter Governmental Agreement, SCS will provide funds for the Gadsden School District (herein referred to as District), to **provide licensed child care services for parenting teens**, as described in the GRADS “Scope of Work” with the NM Public Education Department for the **well-being of children born to Parenting Teen Families**.
  
2. **Appropriation.** The NM GRADS System provides the sum of up to \$3,500 to the Gadsden School District through a direct appropriation from the Socorro Consolidated Schools, to provide licensed Child Care services for **Parenting Teens in conjunction with** the Santa Teresa School HS Graduation, Reality and Dual Role Skills program. Funds flow on a reimbursement basis and require the district Business Manager to document all expenditures and submit a GRADS “Cash Request / GRADS Reimbursement” form to the NM GRADS State Office semiannually by 12/1/09 and 4/30/10 respectfully.

3. **DEFINITIONS**

As used in this agreement:

“PED” means the New Mexico Public Education Department

“Department” means the Department of Children, Youth and Families (CYFD) – Licensing Bureau

“SCS” means Socorro Consolidated Schools (fiscal agent)

“District” means the Gadsden Public School District



“GRADS Staff” includes the State Executive Director and Associate Directors.

“GRADS” means the Graduation, Reality and Dual-Role Skills program administered by SCS and funded by a state legislative appropriation, which flows from the New Mexico Public Education Department (PED).

“System Executive Director” means the education professional employed by SCS as Executive Director for the GRADS System; and

“CCC” means the Child Care Center established by the District.

4. **SCOPE OF AGREEMENT.** The District shall be responsible for the implementation/ maintenance of a Child Care Center (CCC) **servicing children whose teen parents are enrolled in the GRADS program** in the District.
5. **EFFECTIVE DATE AND TERM.** This Agreement shall be for the term commencing August, 2009 and terminating June, 2010, subject to prior termination by either party upon thirty (30) days written notice. By such termination, neither party may nullify obligations incurred prior to the effective date of termination.
6. **AMENDMENT.** This Agreement shall **not be altered, changed, or amended except by an instrument in writing** executed by the parties hereto and approved by the NM GRADS System and, if necessary, the Department.
7. **ADMINISTRATION OF AGREEMENT**
  - A. **The NM GRADS System** shall perform the following activities pursuant to this Agreement:
    1. Issue annual contracts which establish the budget and appropriate expenditures
    2. Provide oversight of submitted approved expenditure documentation for reimbursements before processing by the fiscal agent, Socorro Consolidated Schools (SCS).
    3. Oversee SCS in the issuance of checks for reimbursement to the Districts in the fiscal management of the program.
    4. Provide the District with technical assistance;
      - a. Review reports relative to the implementation and progress of the CCC including both the December 31st and May 5th status reports and the on-site review.

- b. Keep on file a current inventory of supplies, materials and equipment purchased with GRADS funds to be submitted with the May 5<sup>th</sup> status report.
  - 5. Assist in monitoring and providing technical assistance to the GRADS Child Care Center in collaboration with the State Child Care Licensing Division of the Department of Children, Youth and Families and the GRADS teacher.
    - a. GRADS System staff will be responsible to monitor contractual compliance, which includes the following documentation:
      - budget reimbursement forms,
      - current CCC inventories,
      - semi-annual status reports,
      - current copies of the state issued license to operate a CCC, and
      - annual on-site reviews.
  - 6. Provide on-going information related to Child Care Centers and annual GRADS sponsored training opportunity.
- B. The District will assure the Child Care Director or other designated staff will:
- 1. oversee the compliance of the CCC's physical property in meeting the requirements designated by the NM State Child Care Licensing Bureau for the operation of a licensed Child Care Center, including;
    - requirements for zoning and building approval
    - requirements for a certificate of occupancy
    - requirements for appropriate space allotted per child (35 square feet for indoor activity and 75 sq feet per child for outside activity)
  - 2. obtain licensure from the Child Care Licensing Bureau of the Department of Children, Youth & Families for the CCC during the first year of operation and maintain licensure thereafter.
  - 3. **ensure that children of parenting teens will have priority placement** in the Child Care Centers.
  - 4. serve a minimum of **six (6) infants and/or toddlers** of GRADS students who are **enrolled** in a GRADS class **or case managed** by the GRADS teacher.
  - 5. allow the CCC to serve as a lab for early childhood development training provided to students in GRADS and FCS classes.

**10. INTEGRATION OF AGREEMENT.** This Agreement incorporates all of the agreements, covenants and understandings between the parties here to concerning child care services hereof, and all such covenants, agreements, and understandings have been merged into this written Agreement. No prior agreements or understandings, verbal or otherwise, of the parties or their agents regarding child care services shall become valid or enforceable unless embodied in this Agreement.

The signed Joint Powers Agreement and the Contract regarding the existing program govern the NM GRADS System.

**11. MAINTENANCE OF RECORDS.** The District and NM GRADS System agree to keep such records as may be required by GRADS Staff relative to the implementation of this Agreement. These records shall be retained by the District for a period of five (5) years following the submission of the final request for reimbursement and shall be subject to inspection by the NM GRADS Executive Director.

**12. CONDITIONS CONCERNING PAYMENT.** Payments made by GRADS utilizing state funds are contingent upon receipt by of currently anticipated funds. In the event of future reductions of such funds, the NM GRADS System and SCS reserves the right to reduce payments and services provided for herein, or in the alternative, to exercise the right of termination.

**13. SURPLUS FUNDS.** This Agreement will be administered solely on a reimbursement basis following receipt of required documentation.

**14. STRICT ACCOUNTABILITY.** The District, GRADS Executive Director and SCS shall provide for strict accountability of all monies made subject to this Agreement.

**15. INDEMNITY.** If SCS incurs any loss, liability, cost, or expense arising from or in connection with the implementation of this Agreement for the District, the District will defend and indemnify SCS against such loss, liability, cost, or expense, including any expenses by SCS for attorney fees, provided however, that the District will not defend and indemnify SCS against expenses for which PED reimburses SCS under the Joint Powers Agreement for the GRADS program.

**16. Binding Effect.** This Agreement constitutes the entire agreement of the parties, may be modified only in writing signed by all the parties, is specifically enforceable, is governed by the laws of New Mexico, and binds the parties to the benefit of the parties and their successors and assigns. **A copy of this contract shall be deemed as valid as the original.**



**2009-2010 CONTRACT FOR  
GRADS Child Care Component  
Between  
NM GRADS System  
And  
Gadsden Schools**

**NEW MEXICO GRADS SYSTEM  
Fiscal Agent: Socorro Consolidated Schools**

*Gadsden Public Schools: Santa Teresa High School*

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Jeanne Johnston, NM GRADS Associate Director of Finance

**APPROPRIATION GRANTED TO GADSDEN PUBLIC SCHOOLS: Up to \$3,500**

\_\_\_\_\_ Date: \_\_\_\_\_  
Superintendent

\_\_\_\_\_ Date: \_\_\_\_\_  
School Board President

\_\_\_\_\_ Date: \_\_\_\_\_  
Principal

\_\_\_\_\_ Date: \_\_\_\_\_  
GRADS Child Care Director