

NEW MEXICO HIGHER EDUCATION DEPARTMENT



December 2, 2011
Efren Yturralde
Superintendent
Gadsden Independent School District
PO Drawer 70
Anthony, NM 88021

Dear Superintendent Yturralde,

In addition to the \$264,000 previously awarded to the Gadsden Independent School District by GEAR UP NM, the New Mexico Higher Education Department is extending your GEAR UP award up as follows:

| School | Additional award up to | Award Includes Supplemental Program Funds | Award also includes New Mexico Education Practices Network |
|--------------|------------------------|---|--|
| Gadsden | \$107,120 | \$96,920 | \$10,200 |
| Chaparral | \$45,866 | \$45,866 | N/A |
| Santa Teresa | \$78,936 | \$68,736 | \$10,200 |

The Supplemental Program Funds will go towards each high school's GEAR UP project. Additionally \$10,200 is allocated for both Gadsden HS and Santa Teresa HS for participation in the New Mexico Education Practices Network, as described below.

This letter confirms that the Gadsden Independent School District will receive an additional award of \$231,922. This amount along with the \$264,000 previously awarded totals **\$495,922**. Budget plans in this amount have already been submitted and approved by GEAR UP NM.

Please note that during this final project year GEAR UP NM will not support any program activities after the graduation of the GEAR UP cohort in the Spring of 2012 and no carryover or encumbrances of funds will be approved past June 30, 2012.

Thank you for your continued good work with GEAR UP NM.

Sincerely,

A handwritten signature in black ink, appearing to read "Chandler Barrett".

Chandler Barrett, State Director, GEAR UP NM
New Mexico Higher Education Department

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GEAR UP Supplemental Program Funds are available for the following project activities:

Data Coordinator – Stipend

All GEAR UP NM schools must appoint a Data Coordinator responsible for collection and submission of GEAR UP project data to Regional Coordinators on a monthly basis. If your schools already have designated and stipended a Data Coordinator, please disregard this section.

Supplemental Instruction

Project funds may be used in support of supplemental instruction interventions such as credit recovery and tutoring.

Student Leadership

Costs for three adults and four students attending the 2012 Student Leadership Conference this spring might include travel costs, substitute pay, meals enroute. Lodging and meals at the conference will be paid for by GEAR UP NM. Specific dates are yet to be determined. Costs supporting Community Action Plans or School Improvement Projects led by the Student Leadership Program are allowable also.

Other

The District may propose other activities serving GEAR UP NM students (seniors), as appropriate to meeting their college and career readiness needs.

New Mexico Education Practices Network (Additional \$10,200)

GEAR UP NM is developing a social network for the sharing of best practices in education. Your participation in developing this exciting new site is crucial to its success. An additional \$10,200 will support your participation, as follows:

- **\$3,000.** Three \$1,000 stipends will support the involvement of three participants (principal and two teachers) in the design of the social network environment, identification and uploading of practices, and strategies for the spread of effective practices within the school. This will involve attendance at a two-day planning meeting at Real Time Solutions in Albuquerque, the uploading of at least one best practice to the online network, and championing the spread of effective practices within the school.
- **\$7,200.** Up to 24 teachers in the school may upload up to three practices each in order to receive a stipend of \$100 per upload (\$300) or for implementing a practice uploaded by others and then critiquing the practice within the online practice blog. The total for this activity is calculated by the number of participants times three. In order to critique a practice, participants must have first uploaded at least one unique practice.

More information about participation in the New Mexico Education Practices Network is available through your GEAR UP Regional Coordinator.

Attachments: Project Title and Award Information
Budget and Reporting Requirements
Supplemental Award Budget Guidelines and Template

Project Title and Award Information

Project Title -- NM GEAR UP
PR/Award number -- P334S060009
NM GEAR UP fund/revenue codes -- 28178/43203

Budget and Reporting Requirements

The NM GEAR UP grant operates on a drawdown basis. Districts pay for GEAR UP NM purchases and submit *monthly* reimbursement requests, Non-Personnel and User Activity Reports, and Match reports to Kerri Segell, GEAR UP NM Interim Federal Fiscal Officer at kerri.segell@state.nm.us in Santa Fe.

Matching Requirement

The U.S. Department of Education requires a one-to-one match for all GEAR UP dollars. Schools will submit documentation with monthly reimbursement requests. Examples of match include administrators' time, facility use, GEAR UP NM student participation in events paid for by the school, etc.

Data Entry and Collection

Data must be gathered for all GEAR UP NM activities and reported monthly to your Regional Coordinator. Student course-taking data, grades and other indicators will be requested from your district's STARS Coordinator. This data will inform effective interventions and student outcomes and will be used to complete the Annual Performance Report (APR) due to the U.S. Department of Education April 15, 2012.

Records Retention

Financial records, supporting documents, statistical records, and all other records pertinent to an award shall be retained for a period of three years from the date of submission of the final expenditure report.

Reimbursement Request Schedule

Please submit requests for reimbursement monthly. GEAR UP NM will issue reimbursement payments net 30.

Budgeting for Summer Expenditures

GEAR UP NM will not support any project activities after the graduation date of the GEAR UP NM cohort. Districts may not expend or pre-encumber funds past June 30, 2012. Final Requests for Reimbursement must be submitted by July 15, 2012.

Carryover

No carryover funds will be approved during this final year of the GEAR UP NM project.