

STATE OF NEW MEXICO
Public Education Department
INTERGOVERNMENTAL AGREEMENT AMENDMENT No. 1

THIS AGREEMENT is made and entered into by and between the **State of New Mexico, Public Education Department**, hereinafter referred to as the "DEPARTMENT," and **Gadsden Independent School District** hereinafter referred to as the "CONTRACTOR".

IT IS MUTUALLY AGREED BETWEEN THE PARTIES THAT THE FOLLOWING PROVISIONS OF THE ABOVE-REFERENCED AGREEMENT ARE AMENDED AS FOLLOWS:

II. Statement of Work.

The CONTRACTOR shall provide the revised program of services, due to a reduction in sites served for the provision of 21st CCLC services, as set forth in the scope of work which is attached hereto as "**EXHIBIT A1 – STATEMENT OF WORK**" and incorporated herein by reference, unless amended or terminated pursuant to Article VII, infra. In consideration for the provision of those services, the DEPARTMENT agrees to purchase and the CONTRACTOR agrees to perform the services identified in the Statement of Work and provide documentation as identified in "**EXHIBIT B – DELIVERABLE CALENDAR.**"

III. Limitation of Cost.

The total amount of the monies payable to the CONTRACTOR under this Agreement is being decreased by **ninety six thousand three hundred twenty four dollars and eighty cents (\$96,324.80)**. The annual budget is attached hereto as "**EXHIBIT C1 – FINANCIAL INFORMATION SHEET**" and incorporated herein by reference.

Under **AGREEMENT 16-924-00145** and all Amendments to said Agreement, the total amount of the monies payable to the CONTRACTOR, including gross receipts tax and expenses, shall not exceed **seven hundred eighty thousand six hundred seventy four dollars and twenty cents (\$780,674.20)**.

All other articles of this agreement remain the same.

IN WITNESS WHEREOF, the DEPARTMENT and the CONTRACTOR have caused this Agreement to be executed, said Agreement to become effective when signed by both parties.

CONTRACTOR:

DEPARTMENT:

Contractor

Hanna Skandera
Secretary of Education

Printed Title of Authorized Signatory

Date: _____

Date: _____

Agency's Legal Counsel -
Certifying legal sufficiency

Date: _____

EXHIBIT A1 - STATEMENT OF WORK

The purpose of this agreement is to create community learning centers that will provide students with a broad range of exceptional school-linked learning and developmental opportunities, designed to complement the students' regular academic program. Community learning centers must also offer families of participating students literacy and other educational services (Title IV, Part B, Sec.4201 (a)). Programming provided must support local schools in preparing students with age-appropriate knowledge, attitudes and behaviors to succeed at college, in a career, and in life. Enrichment activities provided must be innovative, interactive, research-based and support positive youth development. Academic opportunities provided must support student academic growth in meeting the Common Core State Standards (CCSS) in core academic subjects, such as reading and mathematics. Diverse stakeholders within each community should be involved in the planning and the delivery of the services. Programming may be provided during non-school hours or at times when school is not in session, such as before and after school, holidays, weekends or summer recess; to support expanded learning time during the school day (New Mexico Elementary and Secondary Education Act (ESEA) Flexibility Request, February 15, 2012); or both. Community learning centers can be located in elementary or secondary schools or other similarly safe and accessible facilities (Title IV, Part B, Section 4204 (c)). The DEPARTMENT-supported community learning centers shall serve students at no cost to the parents.

The contractor shall:

1. Seek advance approval from the DEPARTMENT of all sub-contracts, including qualifications and job descriptions for any professional service sub-contract.
2. Provide 21st Century Community Learning Center (CCLC) services to students who attend the following DEPARTMENT-identified and approved targeted high poverty and low-performing schools: Chaparral Elementary School, Riverside Elementary School, and Chaparral Middle School in the Gadsden Independent School District.
3. Meet and document, at a minimum, the program delivery requirement at each community learning center, two (2) hours per day, four (4) days per week for a minimum of thirty (30) weeks.
4. Provide, as appropriate, 21st CCLC programming during non-school hours or periods when school is not in session, such as before and after school, holidays, weekends or summer recess; to support expanded learning time during the school day; or both.
5. Provide US Department of Agriculture approved snacks and meals, as appropriate, for participating students using resources other than 21st CCLC funds.
6. Provide 21st CCLC programming at no cost to the parents.
7. Maintain and implement a DEPARTMENT-approved *Transportation Plan* that addresses how students participating in the program will travel safely to and from the community learning center(s) and home.
8. Demonstrate and document partnership(s) with participating community resources, including but not limited to:
 - a) partnering with other agencies serving children;
 - b) securing volunteer staff;

- c) receiving tangible resources that expand and enhance program delivery; and
 - d) creating other partnerships that enhance sustainability and quality of services provided.
9. Demonstrate and document partnership(s) with participating local education agencies and principals from targeted schools, including but not limited to:
 - a) establishing how the link between the school day and the 21st CCLC program will be maintained;
 - b) identifying processes to secure and maintain school administrative and teacher support;
 - c) identifying the resources that will be shared between the school and the 21st CCLC and at what mutually designated intervals;
 - d) scheduling mechanisms for communication between participating parties; and
 - e) proposing how student data will be shared between the school and the 21st CCLC program to evaluate impact.
 10. Maintain an annual formal agreement(s) (e.g. Memorandum of Understanding, contracts, etc.), as required by the DEPARTMENT, between participating schools and the community partnerships developed on behalf of the 21st CCLC.
 11. Maintain and implement a DEPARTMENT-approved *Sustainability Plan* with documented ongoing activities that support how the community learning center(s) will continue after funding ends.
 12. Maintain and implement a DEPARTMENT-approved *Communication Plan* that addresses how information about the community learning center and its location will be disseminated to the community in an understandable and accessible way, including meeting the needs of homeless, bilingual, Native Americans and private school parents.
 13. Maintain and implement a DEPARTMENT-approved *Private School Plan* that addresses how the 21st CCLC program will provide equitable services and opportunities for participation by private school students within the service area of the targeted schools.
 14. Increase attendance in the 21st CCLC program of students overall, and within the specific populations below, for thirty (30) or more days during the year for maximum benefit, by students who are:
 - a) homeless;
 - b) English Language Learners;
 - c) Native Americans;
 - d) students with disabilities; and
 - e) students in the lowest 25% quartile of achievement.
 15. Recruit families of participating students to participate in the literacy and educational services provided for them by the 21st CCLC(s).
 16. Provide DEPARTMENT–approved balanced program offerings aligned to both the needs assessment results and the school day instruction, which include all of the following:
 - a) academic enrichment opportunities such as individual tutoring, reading interventions, homework help and other academic activities that meet Common Core State Standards (CCSS) in core academic subjects, such as reading and mathematics;
 - b) regular, ongoing activities that specifically address obesity prevention that includes both nutrition education and physical activity;
 - c) a broad array of programming that fosters positive youth development, including but not limited to: cultural appreciation; drug and violence prevention; counseling; art; music; technology education; and character education; and

- d) adult literacy and educational services that meet the needs of families of participating students.
17. Provide support for struggling readers with early interventions aligned with the school day learning.
 18. Provide access to learning and developmental opportunities for children with disabilities.
 19. Provide a program director who will be responsible for providing leadership to the program and will ensure quality control of the following:
 - a) 21st CCLC(s) achieve established objectives and meet state deliverables, including data delivery;
 - b) adequate staff and student resources at each 21st CCLC(s);
 - c) adoption of protocols to ensure secure and safe environments, including background checks for paid staff and volunteers who work directly with students;
 - d) at least two annual quality professional development activities for all 21st CCLC staff at all funded 21st CCLC(s); and
 - e) at least one site visit to each site center within the grantee program per semester, Fall/Spring, and one site visit during Summer programming, administering evaluation, protocol, and observational tools per site center visit.
 20. Provide fiscal documentation, as required by the DEPARTMENT, with CONTRACTOR required purchased software that includes a *systems generated report* with each request for reimbursement that illustrates: 1) time/date; 2) original, adjustments and current budget amounts; 3) current and year-to-date expenditures; 4) budget balance (budget minus expenditures); 5) encumbrances; 6) budget balance that represents the budget, minus the expenditures, plus encumbrances; and 7) budget balance percentage remaining. Training will be provided by the 21st CCLC state coordinator in partnership with the Fiscal Grants Management Bureau on the reimbursement process.
 21. Ensure funds appropriated will be used to supplement, and not supplant, other federal, state, and local public funds expended to provide programs and activities authorized under ESEA and other similar programs.
 22. Meet all required federal reporting and documentation requirements, as applicable, in the Education Department General Administrative Regulations.
 23. Use software designed to allow compliance with the designated federal information collection system. 21st CCLC State Coordinator will disseminate purchasing information to allow 21st CCLC grantees local procurement compatible with DEPARTMENT internal processes.
 24. Submit the required data in a timely manner, as identified by the DEPARTMENT, to include but not limited to: 1) levels of funding; 2) extent of community partnerships; 3) basic center operations; 4) rates of student attendance; 5) staffing configurations; 6) activities offered by the centers; 7) changes in grades and/or state assessment scores among attending students; and 8) improved classroom outcomes of attending students. Data delivery dates are included in “**EXHIBIT B – DELIVERABLE CALENDAR.**”
 25. Participate in the DEPARTMENT’s evaluation process and report data to the state evaluation contractor on the state identified quality program indicators, including but not limited to:
 - a) percentage of students attending the program from the student population of participating schools;
 - b) percentage of students attending thirty (30) or more days at the community learning center;
 - c) change in the students’ grades and/or scores on the New Mexico Standards Based

- Assessment or comparable standardized assessment;
 - d) change in student classroom behavior;
 - e) change in student completion of homework;
 - f) change in student school absenteeism; and
 - g) change in student promotion.
26. Disseminate and collect DEPARTMENT approved surveys during the 2015 fall semester and 2016 spring semester that ensure the following return rates:
- a) parent surveys - 50% of parents of total enrolled students;
 - b) student surveys - 75% of total enrolled students;
 - c) team member surveys – 100% of staff; and
 - d) (spring semester only) teacher surveys - 75% of school teachers who serve students in the program.
27. Participation in DEPARTMENT–identified continuous quality improvement processes and documented implementation of federal and state-identified best practices.

Exhibit B: Deliverable Calendar for 21st Century Community Learning Center Programs FY16

EZ Reports Set-Up	Two weeks after program start date	Grantee and site level AY 15-16 information input in EZ Reports
Attendance	2 nd and 4 th Friday of each month	All attendance should be up to date in EZ Reports
State Webinar	August 4, 2015 4:00 PM	Program launch and logistic documents
Regional Training	August 21, 2015	Program directors and site coordinators in Eastern New Mexico
QMC Call	Monthly	PD check-in with QMC to discuss data (attendance, grade, action steps)
Regional Training	August 22, 2015	Program directors and site coordinators in Central New Mexico
Regional Training	August 29, 2015	Program directors and site coordinators in Western New Mexico
State Webinar	September 1, 2015 4:00 PM	Federal data requirements throughout the year and site observation Expectations
Regional Training	September 4, 2015	Program directors and site coordinators in Northwestern New Mexico
Regional Training	September 11, 2015	Program directors and site coordinators in Northeastern New Mexico
Regional Training	September 17, 2015	Program directors and site coordinators in Southern New Mexico
Program Launch Documents	September 18, 2015	Program launch documents should be completed and uploaded into EZ Reports <ul style="list-style-type: none"> a. Signed Program Delivery Assurance Forms b. Signed Subcontractor Assurance Forms c. Communication Plan d. Safe and Accessible Facility Plan e. Private School Plan and Sustainability f. Memorandum of Understanding (if applicable)
State Webinar	October 6, 2015 4:00 PM	TBD
Program Logistic Documents	October 16, 2015	Program logistic documents should be completed and uploaded to EZ Reports <ul style="list-style-type: none"> a. Meals and Snack Plan b. Transportation and Safety Plan
Fall into Place	October 23 - 24, 2015	TENTATIVE DATES: Fall into Place Conference (Required attendance PD +1)
Federal Data	October 30, 2015	Federal data reported: Attendance & Q1 grades complete
State Webinar	November 3, 2015 4:00 PM	TBD
State Webinar	December 1, 2015 4:00 PM	Spring Action Plans: Using data to drive program quality
Fall Surveys Completed	December 18, 2015	Fall Surveys completed <ul style="list-style-type: none"> a. Students b. Parents c. 21st CCLC team members
Professional Development	By December 31, 2015	AT LEAST one fall professional development training facilitated by funded partner for 21 st CCLC team with trainer's guide/ agendas/ sign-in sheets uploaded into EZ Reports.
Site Visits	Fall Semester by December 31, 2015	Program Director attends at least one site visit with QMC
	Fall Semester by December 31, 2015	Program Director visits each site AT LEAST once during the fall semester
	Fall Semester by December 31, 2015	Program Director uploads the observation spreadsheet for each site visit in EZ Reports

Federal Data	January 30, 2016	Federal data reported: Attendance & Q2 grades complete
Webinar	February 2, 2016 4:00 PM	State of the State: 21 st CCLC Data Share Back
Program Data Documents Completed	February 5, 2016	Program data documents should be completed and uploaded to EZ Reports <ul style="list-style-type: none"> a. Student Population Data b. Funding Plan c. Sustainability Plan
Spring Action Plan Completed	February 5, 2016	Spring Action Plan uploaded into EZ Reports
Webinar	March 1, 2016 4:00 PM	TBD
Federal Data	April 1, 2016	Federal data reported: Attendance & Q3 grades complete
Webinar	April 5, 2016 4:00 PM	End of Year Summary
Spring Surveys Completed	May 20, 2016	Spring Surveys complete <ul style="list-style-type: none"> a. Students b. Parents c. Traditional Learning Day Teachers d. 21st CCLC Team Members
End of Year Summary Completed	May 20, 2016	End of Year Summary completed and uploaded to EZ Reports
Professional Development	By May 20, 2016	AT LEAST one spring professional development training facilitated by funded partner for 21 st CCLC team with trainer's guide / agendas/ sign-in sheets uploaded into EZ Reports.
Site Visits	Spring Semester by May 20, 2016	Program Director attends at least one site visit with QMC
	Spring Semester by May 20, 2016	Program Director visits each site AT LEAST once during the spring semester
	Spring Semester by May 20, 2016	Program Director uploads the observation spreadsheet for each site visit in EZ Reports
Federal Data	June 3, 2016	Federal data reported: Attendance & Q4 grades complete

Exhibit C1 - Financial Information Sheet Gadsden Independent School District		
1000 Instruction	Staffing	\$479,066.35
1000 Instruction	Supplies	\$125,655.40
2300 Support Services – General Administration	Administrator and mileage	\$101,852.93
2500 Support Services – Central Services	Data, coordinators, admin supplies	\$55,000.00
Subtotal		\$761,574.68
Indirect (approximately 2.5078985%)		\$19,099.52
Total Budget:		\$780,674.20

Funding Source: PED24119GY151

Requested changes between Function Codes require submission of a “Transfer Type” Budget Adjustment Request (BAR) within the Operating Budget and Management System (OBMS).