

Must submit backup for all BARs,
except transfers of funds for SEG or
direct grants

STATE OF NEW MEXICO
PUBLIC EDUCATION DEPARTMENT
300 Don Gaspar Santa Fe, NM 87501-2786
Budget Adjustment Request

Doc. ID: 067-000-1819-0018-IB

Fund Type: Direct Grant

Adjustment Type: Initial Budget

Fiscal Year: 2018-2019

Entity Name: Central

Adjustment Changes Intent/Scope of Program Yes or No?: No

Contact: Erica Benally, Finance Specialist

Total Approved Budget (Flowthrough):

Phone: 505-368-4984

Email: harve@centralschools.org

FLOWTHROUGH ONLY	
Budget Period: Jul 1 2018 12:00AM	To: Jun 30 2019 12:00AM
A. Approved Carryover:	
B. Total Current Year Allocation:	
D. Total Funding Available:	

Revenue 28203.0000.43203 \$17,000

Fund	Function	Object	Program	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
28203 GRADS Plus	1000 Instruction	51300 Additional Compensation	4020 Alternative and At-Risk Programs	1416 Teachers-Other Instruction		\$3,682	\$3,682	
28203 GRADS Plus	1000 Instruction	51300 Additional Compensation	4020 Alternative and At-Risk Programs	1622 Bus Drivers		\$1,227	\$1,227	
28203 GRADS Plus	1000 Instruction	52111 Educational Retirement	0000 No Program	0000 No Job Class		\$640	\$640	
28203 GRADS Plus	1000 Instruction	52112 ERA - Retiree Health	0000 No Program	0000 No Job Class		\$68	\$68	
28203 GRADS Plus	1000 Instruction	52210 FICA Payments	0000 No Program	0000 No Job Class		\$291	\$291	
28203 GRADS Plus	1000 Instruction	52220 Medicare Payments	0000 No Program	0000 No Job Class		\$92	\$92	
28203 GRADS Plus	1000 Instruction	53330 Professional Development	4020 Alternative and At-Risk Programs	0000 No Job Class		\$1,500	\$1,500	
28203 GRADS Plus	1000 Instruction	55817 Student Travel	4020 Alternative and At-Risk Programs	0000 No Job Class		\$5,000	\$5,000	
28203 GRADS Plus	1000 Instruction	56118 General Supplies and Materials	4020 Alternative and At-Risk Programs	0000 No Job Class		\$2,788	\$2,788	
28203 GRADS Plus	3300 Community Services Operations	56118 General Supplies and Materials	0000 No Program	0000 No Job Class		\$1,000	\$1,000	
Sub Total						\$16,288		
Indirect Cost						\$712		
DOC. TOTAL						\$17,000		

Justification:

Secure budget authority for FY 18-19 Initial Budget for GRADS - MSYPS allocation of \$17,000. School: Career Prep High School, Principal: Staci Gallaher

Compliance with Sections 10-15-1 and 22-8-12, NMSA, 1978 Compilation:

A. The requested budget/changes were authorized at a scheduled Board of Education or Governance Council meeting open to the public on:

B. Justification for the transfer: Explanation such as "underbudgeted", "insufficient budget", or "needed to close out Project" ARE NOT ACCEPTABLE. Attach additional sheets if necessary.

ALL TRANSFER BARS MUST NET OUT TO ZERO ON THE DOC. TOTAL LINE.



**2018-19 CONTRACT FOR
GRADS MSYPS: Mission to Support Young Parents for Success
Between
NM GRADS System
And
Central Consolidated 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 MSYPS: Mission to Support Young Parents for Success is funded by the Support for Expectant and Parenting Teens and Women Grant awarded to the New Mexico Public Education Department, School and Family Support Bureau, 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 Inter Governmental Agreement, SCS will provide funds for the Central Consolidated Public School District (herein referred to as District), for its local GRADS MSYPS: Mission to Support Young Parents for Success model, 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 \$ 17,000 to the District through a direct appropriation from the Socorro Consolidated Schools, to provide GRADS MSYPS: Mission to Support Young Parents for Success model services at Career Prep High School. GRADS MSYPS funds will be released to the district on a reimbursement basis and require the District Business Manager to document all expenditures and submit a monthly GRADS MSYPS Cash Request form (due on the 10th of each month for the previous month’s expenditures) to the NM GRADS State office. The final GRADS MSYPS Cash Request form is due by **June 10, 2019.**
3. **The District agrees to:**
 - A. Provide a substitute teacher and a school vehicle (as per school policy) to enable the GRADS teacher and at least one other member on the GRADS MSYPS resource team to attend the required GRADS MSYPS trainings, scheduled for October 29-30, 2018 (combined with PED SHEI training), and Spring 2019, TBA. GRADS MSYPS funds can be used to pay for substitute teacher and school vehicle for required GRADS MSYPS trainings.
 - B. 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.
 - C. Allow the GRADS teacher to make annual presentations to local administrators, faculty, and local school board of education regarding their GRADS MSYPS program and its impact.

- D. The district is encouraged to provide summer case management for the GRADS teacher to facilitate recruitment of new students, continued contact with at-risk students and students who deliver their babies when school is not in session (i.e. summer break, holidays, weekends, etc.). School Principal and GRADS Teacher collaborate to develop a written plan of activities to be conducted during the terms of the contract. Once the Principal has approved the plan, he/she will keep a copy, teacher will keep a copy and an approved copy will be sent to the NM GRADS office during the Fall Teacher's Training.
- E. The district is encouraged to 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. These funds may be used to support before/after school GRADS activities for the GRADS teacher.
- F. 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 MSYPS and provide them an opportunity to provide faculty input.
- G. Provide day-to-day supervision and evaluation of the GRADS MSYPS model by the high school administration 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.
- H. Collaborate with a school based health center or school and community partner to carry out the action plan (the grant application submitted to the GRADS state office).
- I. Return all resources provided by the NM GRADS System and purchased through the GRADS Grant to the NM GRADS State Office if the District GRADS site fails to remain a GRADS site.
- J. Administer each program covered under this application in accordance with all applicable statutes, regulations, program plans, and applications.
- K. Administer funds received under grants from this application to the extent required by the authorizing statutes.
- L. Use funds from awards resulting from approval of the GRADS MSYPS Grant application to supplement current program and activities, and that in no case will these funds be used to supplant local programs or activities already in place.
- M. Use the following language on publications (including presentations, newsletters, brochures, videos, Public Service Announcements, websites, calendars, handouts, posters, banners, etc) that are funded by the GRADS MSYPS Grant: This publication was made possible by Grant Number 1 SP1AH000075-01-00 from

the HHS Office of Adolescent Health.” or “The project described was supported by Grant Number 1 SP1AH000075-01-00 from the HHS Office of Adolescent Health.” You also must include a disclaimer stating that “Contents are solely the responsibility of the authors and do not necessarily represent the official views of the Department of Health and Human Services or the Office of Adolescent Health.

N. Carry out the activities as described in the grant application. Any changes to the budget or activities must be approved by the NM GRADS state office.

4. **The District Ensures that the GRADS MSYPS staff/team will:**

- A. Establish a GRADS MSYPS Resource team made up of local representatives of agencies and groups concerned about teen pregnancy, parenting, and job training.
- B. **Complete all required GRADS MSYPS reports** by “due date” listed in the GRADS MSYPS Model: A Coordinated Services Approach Manual. *ALL required forms must be submitted to the GRADS State office no later than June 19, 2019. Reimbursement of GRADS MSYPS Funds is contingent upon submission of completed required forms.*
- C. Adhere to the guideline set forth in the GRADS MSYPS MODEL: A Coordinated Services Approach Manual.
- D. Maintain a current inventory of GRADS MSYPS resources and supplies provided by GRADS.
- E. Complete entrance on NM GRADS Database of enrollment/ exit, agency linkage information and Student Needs Questionnaires on ALL GRADS students served (in class, case managed, fatherhood etc). It is up to the teacher to work with their GRADS MSYPS team to establish a procedure to ensure all GRADS students are being properly documented.
- F. Conduct two to three conferences with the Principal and / or Superintendent, as appropriate to provide information on student progress, strengths, program successes, challenges and impact.
- G. Notify the NM GRADS System of pertinent issues, which have the potential to compromise program stability/sustainability.
- H. Document number of legal presentations and clinics per site (if applicable).
- I. Document number of Peer Education and Teen Dating and Domestic Violence presentations.
- J. For those sites who implement the GRADS MSYPS Fatherhood component, ensure the Fatherhood mentors:
 - i. Provide ongoing outreach with young fathers
 - ii. Provide weekly case management
 - iii. Provide weekly group sessions using the 24/7 Dad curriculum
 - iv. Attend monthly conference calls with YFSF
 - v. Attend Fatherhood Mentor Training

- K. For those sites who implement the GRADS MSYPS Case Management component, ensure the GRADS case managers:
 - i. Meet with students on a weekly basis
 - ii. Administer the student needs questionnaire
 - iii. Use the agency linkage form to document referrals to services
5. **The New Mexico GRADS System agrees to:**
- A. Provide sound fiscal management of the NM GRADS System in cooperation with the SCS business office to assure timely reimbursements to the local District.
 - B. Provide technical assistance, including training, site visits and frequent communication by e-mail and phone, from both PED and GRADS to implement the GRADS MSYPS model.
 - C. Provide professional development for Local GRADS MSYPS model staff.
 - D. Provide District GRADS staff/team with daily per diem for required trainings and committee meetings.
 - E. Provide District GRADS staff/team teacher with at least one additional instructional resource annually.
 - F. Maintain state and community linkages to foster ongoing support for teenage parent programs and pregnancy related issues.
 - G. Compile local / state data annually to analyze GRADS MSYPS model impact and ensure continual program model improvement.
 - H. Encourage student leadership development through facilitation of student presentations at the NM state legislature, school board and other meetings.
 - I. Provide students with Peer Education training including risk-taking behavior reduction and presentation skills, which foster student leadership and health issues.
6. **Compensation.** Socorro Consolidated Schools will pay the District \$17,000 to be used for the GRADS MSYPS model (see grant application for budget submitted).
7. **LIABILITY.** As between the parties, each party acknowledges that it will be responsible for claims or damages arising from personal injury or damages to persons or property to the extent they result from the negligence of its employees. Socorro Consolidated Schools understands that the District is not indemnifying SCS the acts or missions of the Districts employees, elected officials, or students. The liability of the District shall be subject in all cases to the immunities and limitations of the New Mexico Tort Claims Act, Section 41-4-1 et seq. NMSA 1978, as amended.
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.**



**2018-19 CONTRACT
GRADS MSYPS: Mission to Support Young Parents for Success Grant
Between
NM GRADS System
And
Central Consolidated School District**

Central Consolidated Public Schools: Career Prep High School

FISCAL AGENT: SOCORRO CONSOLIDATED SCHOOLS

By: _____ Date: _____
Jeanne Johnston, NM GRADS Director

APPROPRIATION GRANTED TO CENTRAL CONSOLIDATED SCHOOLS: \$17,000

Superintendent Date: _____

School Board President Date: _____

Principal Date: _____

GRADS Teacher Date: _____

SBHC Representative or School/community health partner (if applicable) Date: _____