





## Interagency Meeting Planning

### Purpose

To engage in discussions with local education leadership and representatives of various agencies that affect services and programs in our schools and communities.

### Strategic Plan: Goal 1, Action 5

“In collaboration with district leadership, facilitate a spring and fall networking meeting with leadership from at least 3 participating FCREC#1 members and leaders from various state agencies that provide direct and indirect services to students and families.”

### Intended Plan

- Single afternoon
- Facilitated discussion

### Potential Agency Participation

- NM PED
  - Secretary
  - Early Childhood Education Division (PED)
  - Indian Ed. Division (PED)
  - Licensure Bureau (PED)
  - Curriculum & Instruction Division (PED)
  - Language & Culture Division (PED)
  - Office of Special Education (PED, OSE)
- CYFD
- Indian Affairs Dept
- Dine Department of Ed (DODE)
- LESC
- Dept of Health
- Dept of Workforce Solutions
- ECECD

### Possible Dates

- September 24–26
- October 1–3

### Operational Needs

1. REC-1 member participants (i.e., which districts would be represented?)
2. Availability
3. Host facilities
4. Potential attendees, contact information
5. Structure & format recommendations

















- Rating: 4/5

- Explanation: The student provides strong descriptive details to support their ideas, especially when discussing the social dynamics of their school. However, the essay could benefit from more explicit connections between the descriptions and the main argument or thesis, which remains somewhat unclear.

*Task Two: Overall Score*

Total Score Calculation:

- Average Score =  $(5 + 4 + 4 + 3 + 3 + 4 + 4) / 7 = 27 / 7 \approx 3.86$

- Overall Score:  $3.86 * 20 = 77/100$

*Task Three: Action Steps for Improvement*

1. Punctuation:

- Action Step: Review rules for comma usage, particularly in complex sentences. Practice writing sentences with proper punctuation and seek feedback from teachers or peers.

2. Grammar:

- Action Step: Focus on sentence structure and clarity. Consider using more concise language and varied sentence structures to improve readability. Work on grammar exercises that target common issues like verb usage and sentence variety.

3. Paragraph Structure:

- Action Step: Break down longer paragraphs into smaller, more focused ones. Each paragraph should ideally present one main idea. Outlining the essay before writing can help in organizing thoughts more clearly.

4. Overall Organization:

- Action Step: Start with an introduction that presents a clear thesis or main idea, and end with a conclusion that summarizes the key points or provides next steps. This will give the essay a stronger framework and make the narrative more coherent.

5. Tone:

- Action Step: Maintain a formal tone throughout the essay. Avoid colloquial language and personal asides unless they serve a clear purpose in supporting the argument.

6. Support for Ideas:

- Action Step: Ensure that every descriptive detail directly supports the main argument. Make the thesis or central idea more explicit and consistently link evidence and examples back to this thesis.







- Example: “Generate a reading passage with comprehension questions.”

**2. Writing Prompts and Exercises:**

- Example: “Create a series of narrative writing prompts for 5th graders.”

**B. Enhancing Critical Thinking:**

**1. Analyzing and Evaluating Information:**

- Example: “Develop a critical thinking question set based on a given text.”

**2. Creating Critical Thinking Activities:**

- Example: “Generate a debate topic with pros and cons for students to discuss.”

**C. Interactive Activity:**

**1. Group Task:**

- Teachers design a literacy or critical thinking activity using ChatGPT.
- Example: Create a reading comprehension worksheet or a critical thinking quiz.

**2. Peer Review and Discussion:**

- Exchange created activities with another group for review.
- Provide and receive feedback on the activities.

**2:45 PM - 3:00 PM: Afternoon Break**

**3:00 PM - 3:30 PM: Using ChatGPT for Assessing Student Learning**

**A. Assessment Tools and Techniques:**

**1. Creating Formative and Summative Assessments:**

- Example: “Generate a quiz to assess understanding of a science topic.”

**2. Generating Rubrics and Grading Guidelines:**

- Example: “Create a rubric for a writing assignment.”

**B. Automating Feedback:**

**1. Providing Personalized Feedback:**

- Example: “Generate feedback comments for a student’s essay.”

**2. Enhancing Student Self-Assessment:**

- Example: “Create a self-assessment checklist for students.”

**C. Hands-On Activity:**

**1. Group Task:**

- Teachers create an assessment tool using ChatGPT.
- Example: Develop a quiz, rubric, or feedback template.

**2. Discussion on Integrating AI into Assessment Practices:**

- Groups present their assessment tools.
- Discuss the benefits and challenges of using AI in student assessment.

**3:30 PM: Closing Remarks**

• **Recap of the Day:**

- Summary of key takeaways.
- Addressing final questions and feedback.

• **Next Steps and Resources:**

- Providing additional resources for continued learning.
- Encouraging ongoing experimentation and professional development.

• **Thank You and Adjournment:**

- Acknowledging participation.
- Expressing gratitude and providing contact information for further support.



### **PD Planning: PBL Leadership Workshop (administrators)**

#### **Purpose**

Equip school administrators with an understanding of PBL concepts and strategies to support teachers' PBL implementation within their schools.

#### **Strategic Plan: Goal 2, Action 4**

“Offer leadership development opportunities for staff in managerial or supervisory roles to better equip them with the skills needed to support and guide their teams effectively.”

#### **Proposed Plan**

- Contract with PBL Works for PBL Leadership
- 3-day workshop for school leaders

#### **Fee Structure**

- \$17,000
- Equal or proportional cost structure

### **PD Planning: Conflict Prevention and Resolution (administrators)**

#### **Purpose**

Offer school administrators an opportunity to improve their skill set to foster a positive environment to maintain a focus on student needs

#### **Strategic Plan: Goal 2, Action 4**

“Offer leadership development opportunities for staff in managerial or supervisory roles to better equip them with the skills needed to support and guide their teams effectively.”

#### **Proposed Plan**

- Contract with Ron Price
- 2 sessions x 2.5 hours
- Capacity: 35–50 principals and vice principals
- Major topics: Strategies to
  - prevent conflicts
  - mediate conflicts
  - resolve conflicts

#### **Cost structure**

- \$7,500, inclusive
- Equal amounts or proportional based on estimated district participation (See the cost model calculator.)



# AZTEC MUNICIPAL SCHOOL DISTRICT

*"Building a Foundation of Success"*

Office of the Superintendent

1118 W. Aztec Blvd. Aztec New Mexico 87410

(505) 334-9474 FAX (505) 334-9861

May 10, 2016

To Whom It May Concern:

It is my pleasure to write this letter of recommendation for Ron Price who recently conducted professional development training on the topic communication for administrators in our school district. In education we often talk about the importance of communication, but we do very little to really address the art of this important concept. This is where Mr. Price helped us out.

Ron's training focused on the importance of communication and the role it plays in solving problems and managing conflict in both the work place in personal life. In the work place, we know that we are going to have crucial conversations; these are needed and are healthy for growth to occur. We learned that conversations do not have to be difficult or complex if we just listen for understanding. Mr. Price taught many techniques regarding how to funnel and understand the perceptions that often take control of our energy and lead to pre-judgment of people, which in-turn clouds the conversations we have and the decisions we make. Ron also brought training to our administrators on how to diffuse tense situations. Mr. Price provides the skills and techniques and skills necessary to not only have the conversations you need to have, but to ensure that they are authentic, productive, and don't raise the stress level of the participants.

When I first engaged in the idea of training with Ron, he brought up an intriguing thought about when we meet with a person who may be somewhat hostile. He asked, "Are you really listening to what the person is saying, or are you just reloading, thinking of what you are going to say when they stop talking?" This thought really brought home the notion that real communication is more than just giving someone time to talk. It is about how well we really listen to what they are saying.

We must ensure our people have training in the art of effective communication. Too many times situations don't get resolved in a positive manner because of poor communication, but yet we don't think to provide the training necessary. Ron brings the training we need. He brings humor, wit, knowledge and a countless number of references to which you can refer. There are plenty of take-aways which can be used every day. To have any situation get resolved in a positive fashion it must be handled in the right manner. The bottom line is it comes down to productive communication. Ron provides a great program to equip people with the tools they need to become better communicators.

If I can be of any further assistance please do not hesitate to contact me.

Sincerely,

Kirk M. Carpenter

Kirk M. Carpenter

Superintendent

Aztec Municipal Schools

*Our Mission:*

*In a safe, caring environment, we will partner with our community to produce responsible citizens who are globally competitive and prepared for life in the 21<sup>st</sup> century.*



To whom it may concern,

It may happen that one day you need a speaker who is witty, intelligent, experienced, thought-provoking, and delightful. If so, then Ron Price is your man.

Recently I had the pleasure of engaging Ron Price from Productive Outcomes, Inc. as a guest lecturer at our "Broadening Horizons" series through the Public Events department at San Juan College. He presented a few options to me and together we selected "Relationship Germs and their Antidotes". It is my belief that serious information can be delivered in an enjoyable way. I also believe that we not only listen better when this happens, but we retain the important information. Ron delivered on all fronts. He was personable, eloquent, serious about the subject, and prepared.

In addition to a well-organized and well-paced presentation, what I loved about Ron's event was how he engaged the audience. He made eye-contact, checked in with them constantly and at the end opened up the room to a lively discussion that has actually inspired another type of event that we will explore together.

Although Ron's presentation for us was about relationships, Ron's talents as a speaker and thinker can adapt to any subject matter because in the end everything is about relationships and Ron will expertly guide the audience through solutions and discussion that will leave them with a smile on their faces and a thought in their heads.

Sincerely,

*Margaret Clair*

Margaret Clair  
Director of Public Arts Events  
San Juan College  
Farmington, NM 85401

**Draft Contract: Anna Brown, EEDW Counselor Support Specialist*****CONTRACT FOR SERVICES***

This Contract for Services (this "Contract") is made effective as of 9/1/2024 by and between Four Corners Regional Education Cooperative of 325 N. Bergin Ln., Bloomfield, NM 87413, and Anna Brown. In this Contract, the party who is contracting to receive services will be referred to as "REC-1" and "The Firm," and the party who will be providing the services will be referred to as "The Contractor".

**1. DESCRIPTION OF SERVICES.** The Contractor will provide the following services and related activities, as follows:

- A. Provide as-needed support for school counselors (or the equivalent) in ECHSs participating in the EEDW project during non-holiday weeks in the school year:
  1. Check in with counselors through Mighty Networks a minimum of 4 days per week to respond to counselor requests for support, in both public areas and direct messages through that communication platform.
  2. Provide information, resources, or guidance as requested by counselors.
  3. Provide a minimum of one new resource, guidance document, or link to the same at least once per week.
  4. Participate weekly in counselors' ongoing discussion threads on Mighty Networks.
  5. Schedule and conduct virtual meetings with counselors on an ongoing basis as requested.
- B. Conduct 1 visit to each participating site during the Fall 2024 school semester to meet with the school counselor and understand the context of the counselor's role and operating environment.
- C. Conduct 1 virtual visit to each participating site during January 2025 for an individualized check-in with each school counselor to assist in debriefing the Fall 2024 semester and prepare for the Spring 2025 semester.
- D. Attend the Gathering II conference to facilitate a counselor discussion.
- E. Communicate weekly with the EEDW ECHS Coordinator to summarize and discuss needs expressed by counselors, including information specific to the implementation of the EEDW project and administrative responsibilities.
- F. Services shall begin September 1, 2024, and continue through May 30, 2025.
- G. Attend a 2-hour on-boarding meeting in September 2024, to be scheduled, for a full overview of the project implementation processes.

**2. PAYMENT FOR SERVICES.** In exchange for the Services, The Firm will pay The Contractor a maximum of \$18,000 according to the following schedule:

- A. On or before the 15th of each month, the contractor will issue to REC-1 a monthly invoice in the amount of \$2,000 for the services provided in the prior month.
- B. Any invoice should contain a detailed description of the services provided during the month.
- C. If the contractor incurs travel expenses for service B described above, contractor may add travel expenses to the monthly invoice with appropriate documentation, not to exceed the following rates:
  1. Mileage reimbursement: \$0.66 per mile
  2. Meal expenses: \$45 per day maximum if meals are purchased at least 30 miles from the contractor's home location
  3. Hotel expense: \$125 per night maximum
- D. The final invoice (for services during May 2025), must be issued no later than June 10, 2025.

The Contractor understands that he or she is not an employee of REC-1 and serves as an external consultant, responsible for any taxes or fees associated with the delivery of the service and receipt of payment. The total amount payable to The Contractor for the services under this agreement, inclusive of gross receipts taxes and expenses, shall not exceed \$18,000, not inclusive of travel costs as described.

**3. TERM.** This Contract will terminate automatically on June 30, 2025, unless other terminated according to Section 7 below.

**4. WORK PRODUCT OWNERSHIP.** Any copyrightable works, ideas, discoveries, inventions, patents, products, or other information (collectively the "Work Product") developed in whole or in part by The Contractor in connection with the Services will be the exclusive property of The Firm. Upon request, The Contractor will execute all documents necessary to confirm or perfect the exclusive ownership of The Firm to the Work Product.

**5. CONFIDENTIALITY.** The Contractor, and its employees, agents, or representatives will not at any time or in any manner, either directly or indirectly, use for the personal benefit of The Contractor, or divulge, disclose, or communicate in any manner, any information that is proprietary to The Firm. The Contractor and its employees, agents, and representatives will protect such information and treat it as strictly confidential. This provision will continue to be effective after the termination of this Contract.

**6. WARRANTY.** The Contractor shall provide its services and meet its obligations under this Contract in a timely and workmanlike manner, using knowledge and recommendations for performing the services which meet generally acceptable standards in The Contractor's







receipt of payment. The total amount payable to The Contractor for the services under this agreement, inclusive of gross receipts taxes and expenses, shall not exceed \$7,200, not inclusive of travel costs as described.

**3. TERM.** This Contract will terminate automatically on June 30, 2025, unless otherwise terminated according to Section 7 below.

**4. WORK PRODUCT OWNERSHIP.** Any copyrightable works, ideas, discoveries, inventions, patents, products, or other information (collectively the "Work Product") developed in whole or in part by The Contractor in connection with the Services will be the exclusive property of The Firm. Upon request, The Contractor will execute all documents necessary to confirm or perfect the exclusive ownership of The Firm to the Work Product.

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**6. WARRANTY.** The Contractor shall provide its services and meet its obligations under this Contract in a timely and workmanlike manner, using knowledge and recommendations for performing the services which meet generally acceptable standards in The Contractor's community and region, and will provide a standard of care equal to, or superior to, care used by service providers similar to The Contractor on similar projects.

**7. REMEDIES.** In addition to any and all other rights a party may have available according to law, if a party defaults by failing to substantially perform any provision, term or condition of this Contract (including without limitation the failure to make a monetary payment when due), the other party may terminate the Contract by providing written notice to the defaulting party. This notice shall describe with sufficient detail the nature of the default. The party receiving such notice shall have 30 days from the effective date of such notice to cure the default(s). Unless waived by a party providing notice, the failure to cure the default(s) within such time period shall result in the automatic termination of this Contract.

**8. ENTIRE AGREEMENT.** This Contract contains the entire agreement of the parties, and there are no other promises or conditions in any other agreement whether oral or written concerning the subject matter of this Contract. This Contract supersedes any prior written or oral agreements between the parties.

**9. SEVERABILITY.** If any provision of this Contract will be held to be invalid or unenforceable for any reason, the remaining provisions will continue to be valid and enforceable. If a court finds that any provision of this Contract is invalid or unenforceable, but that by limiting such provision it would become valid and enforceable, then such provision will be deemed to be written, construed, and enforced as so limited.





Contractor, or divulge, disclose, or communicate in any manner, any information that is proprietary to The Firm. The Contractor and its employees, agents, and representatives will protect such information and treat it as strictly confidential. This provision will continue to be effective after the termination of this Contract.

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**10. AMENDMENT.** This Contract may be modified or amended in writing, if the writing is signed by the party obligated under the amendment.

**11. GOVERNING LAW.** This Contract shall be construed in accordance with the laws of the State of New Mexico.

**12. NOTICE.** Any notice or communication required or permitted under this Contract shall be sufficiently given if delivered in person or by certified mail, return receipt requested, to the address set forth in the opening paragraph or to such other address as one party may have furnished to the other in writing.

**13. ASSIGNMENT.** Neither party may assign or transfer this Contract without the prior written consent of the non-assigning party, which approval shall not be unreasonably withheld.





- \$2,500.00. This price could be adjusted lower based on Production Companies discretion and depending on the production costs, travel, accommodations and additional crew.

**Total Quote without additional service(s): \$29,568.00**

(Pre-production, Production, Post Production, Equipment, and NM Gross Receipts Tax included)

**Total Quote with additional service(s): \$30,368.00**

(Pre-production, Production, Post Production, Equipment, and NM Gross Receipts Tax included)

**Payment Breakdown #1**

- Payment 1-Pre-production (upon contract signing) \$9,568.00
- Payment 2-After all filming is complete \$10,000.00
- Payment 3-Final Delivery of edited and REC-1 approved videos \$10,000.00

Note: If the additional service above is ordered, please add the \$800.00 cost to Payment 2 of the payment breakdown (=\$10,800.00)

**Draft MOU: REC-1 and REC-8 to Support RECA Executive Director**

*(Note: of the total cost below, REC-1 would pay 1/10.)*

**MEMORANDUM OF AGREEMENT**

Between

**Regional Education Cooperative #1 (REC 1) and  
Pecos Valley Regional Education Cooperative (PVREC 8)**

This Agreement entered into between **Regional Education Cooperative #1 (REC 1)** and **Pecos Valley Regional Education Cooperative (PVREC 8)**, the entity providing services.

IT IS AGREED BETWEEN THE PARTIES

**1. PURPOSE**

The purpose of this agreement is to contract for NMRECA Director salary and services including associated costs such as mileage reimbursement, membership fees, supplies, and travel costs associated with the NMRECA Director position.

**2. SCOPE OF WORK**

PVREC 8 shall: Contract said services with NMRECA Director, Bonnie Lightfoot.

**3. ADMINISTERING AGENCY**

The administering agency is the Pecos Valley Regional Education Cooperative (PVREC 8).

**4. COMPENSATION**

A. The total amount payable to PVREC 8 under this Agreement and expenses, shall not exceed \$90,000, including FICA, Medicare, Workers' Compensation and Unemployment, for hourly and/or daily contract services, including travel, registration costs, needed supplies, mileage, membership fees, and miscellaneous expenses. These amounts are maximums and not a guarantee that the work assigned to Entity under this Agreement to be performed shall equal the amount stated herein. An approved time sheet and reimbursable expense report will be sent to the Entity by the 25<sup>th</sup> of each month so the compensation can be paid. Compensation will be paid monthly.

B. REC 1 shall pay PVREC 8 after receiving their monthly individual invoices for salary, pre-approved travel costs, mileage reimbursement, membership fees, and miscellaneous expenses. PVREC 8 shall submit to the NMRECA President at the close of each month the contractor's activity summary as well as documentation/receipts reflecting the total allowable costs incurred during the preceding month.

C. PVREC 8 must submit a detailed statement accounting for all services performed and expenses incurred. If PVREC 8 finds that the services and or receipts/documentation are not acceptable, PVREC 8 will inform Bonnie Lightfoot via email to get the errors





negligence of its employees, 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.

## **9. TERMINATION OF AGREEMENT**

This Agreement may be terminated by either of the parties hereto upon written notice delivered to the other party at least thirty (30) days prior to the intended date of termination. Except as otherwise allowed or provided under this Agreement, the NMRECA's sole liability upon such termination shall be to pay for acceptable work performed prior to PVREC 8's receipt of the notice of termination, if the NMRECA is the terminating party, or PVREC 8's sending of the notice of termination, if PVREC 8 is the terminating party; provided, however, that a notice of termination shall not nullify or otherwise affect either party's liability for pre-termination defaults under or breaches of this Agreement. PVREC 8 shall submit an invoice for such work within thirty (30) days of receiving or sending the notice of termination. Notwithstanding the foregoing, this Agreement may be terminated immediately upon written notice to PVREC 8 if PVREC 8 becomes unable to perform the services contracted for, as determined by the NMRECA or if, during the term of this Agreement, PVREC 8 or any of its officers, employees or agents is indicted for fraud, embezzlement or other crime due to misuse of state funds or due to insufficient appropriation by the Legislature to the DOH. *THIS PROVISION IS NOT EXCLUSIVE AND DOES NOT WAIVE THE STATE'S OTHER LEGAL RIGHTS AND REMEDIES CAUSED BY THE ENTITY'S DEFAULT/BREACH OF THIS AGREEMENT.*

## **10. APPLICABLE LAW**

The laws of the State of New Mexico shall govern this Agreement, without giving effect to its choice of law provisions. Venue shall be proper only in a New Mexico court of competent jurisdiction in accordance with NMSA 1978 Section 38-3-1(G). By execution of this Agreement, PVREC 8 acknowledges and agrees to the jurisdiction of the courts of the State of New Mexico over any and all lawsuits arising under or out of any term of this Agreement. The parties agree to abide by all state and federal laws and regulations.

## **11. PERIOD OF AGREEMENT**

This Agreement shall be effective **July 1, 2024** and shall terminate on **June 30, 2025** or as stated in **ARTICLE 9, Termination of Agreement**. Any and all amendments shall be made in writing and shall be agreed to and executed by the respective parties before becoming effective.

IN WITNESS WHEREOF the parties have executed this AGREEMENT.



# NM ECHO FOR COLLEGE & CAREER COUNSELING IN NM

**LAUNCHING: SEPTEMBER 12TH  
3:30 PM - 4:30 PM (MT)**

**If you are interested in more  
information, or would  
like to join this informative  
program, please  
register at:  
[bit.ly/K-12EdPrograms](https://bit.ly/K-12EdPrograms)**



**This program is designed to build the capacity of educators in NM schools to enhance positive student outcomes in college and career placements.**

**Participants will use the ECHO model to connect with subject matter experts, gain access to resources, and build a community of practice improving on their ability to provide their students with access to the support they need.**

