



# SOUTH SAN ANTONIO INDEPENDENT SCHOOL DISTRICT

## Agenda Item Summary

Meeting Date: January 23, 2019

Purpose:  Presentation/Report     Recognition     Discussion/ Possible Action

Closed/Executive Session     Work Session     Discussion Only     Consent

From: Cynthia Bills, Director of Strategic Planning and Innovation

Item Title: Approve Interlocal Agreement with The University of Texas at Austin Institute for Public Schools Initiatives for GEAR UP Grant.

Description:

South San Antonio ISD has been awarded approximately \$581,400 per year for seven years from The University of Texas at Austin Institute for Public Schools Initiatives through the GEAR UP Grant starting October 2018 and concluding August 2025. The GEAR UP grant has been awarded to six districts through The University of Texas at Austin Institute for Public Schools Initiatives. This grant will focus on increasing academic performance and preparation for postsecondary education, high school graduation rates, educational expectations and student and family knowledge of postsecondary education options. Current South San Antonio 6th and 7th graders will be the participating students.

Recommendation:

Approve Interlocal Agreement with The University of Texas at Austin Institute for Public Schools Initiatives for GEAR UP Grant as presented.

District Goal/Strategy:

**Board Goal 1:** The percentage of graduates who will qualify for community college/university, military, or industry certification will increase annually 4.5 percentage point from 67.5% to 90% by 2022. (Graduating class of 2022)

Funding Budget Code and Amount:

CFO Approval

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APPROVED BY:

SIGNATURE

DATE

Chief Officer:

Superintendent:

*[Handwritten Signature]*      1-7-19

*[Handwritten Signature]*      1/10/19

Form Revised: September 2018

## INTERLOCAL COOPERATION CONTRACT

THE STATE OF TEXAS  
COUNTY OF TRAVIS

This Interlocal Cooperation Contract (this "Contract") is entered into by and between the Contracting Parties shown below pursuant to authority granted in and in compliance with the *Interlocal Cooperation Act, Chapter 791, Texas Government Code*.

### I. Contracting Parties

The Receiving Party: The University of Texas at Austin ("UT") an institution of higher education and agency of the State of Texas.

Institute for Public School Initiatives  
5316 Highway 290 West, Suite 510  
Austin, TX 78735  
Matt Orem [morem@ipsi.utexas.edu](mailto:morem@ipsi.utexas.edu)  
(512) 963-9473

The Performing Party: South San Antonio Independent School District  
5622 Ray Ellison  
San Antonio, TX 78242

### II. Statement of Services to be Performed

***This Interlocal Cooperation Contract is for Fiscal Year 2018-2019 (YEAR 1).***

The University of Texas at Austin (UT Austin) Gaining Early Awareness and Readiness for Undergraduate Programs (GEAR UP) 2018 Partnership led by UT Austin College of Education Institute for Public School Initiatives (IPSI) empowers, supports and guides middle and high school students to be academically proficient and college ready by graduation. **UT** is the fiscal agent and manager for **UT Austin GEAR UP 2018** through the College of Education IPSI. **UT Austin GEAR UP 2018 Partnership** grant is a seven-year college initiative that serves a 6<sup>th</sup> and 7<sup>th</sup> grade multi-cohort of students in Year One and follows them through the end of high school and first year of college. **UT Austin GEAR UP 2018** will also support and offer technical assistance and training to project staff, district and campus administrators, counselors, teachers, educator, partners and parents. **UT Austin GEAR UP 2018** will accomplish this through: job-embedded training to administrators, teachers and educators, enrolling students in rigorous curricula, engaging them in supplemental college readiness activities, provide college admissions and financial aid awareness and advising to students and their families, counsel students through one-on-one and group sessions to help them identify colleges that will serve them well. All parties will assist cohort students to complete admissions and financial aid applications and work to enroll students successfully at the college or university of their choice.

The Receiving Party and The Performing Party agree to the following four main goals/aims during the project in addition to project specific-goals:

1. To increase the academic performance and preparation for postsecondary education of participating students;
2. To increase the rate of high school graduation and participation in postsecondary education of participating students; and
3. To increase educational expectations for participating students and increase student and family knowledge of postsecondary education options, preparation, and financing.
4. Meet all UT Austin GEAR UP 2018 goals and objectives enumerated in the GEAR UP application (see **Exhibit A – GEAR UP Goals and Objectives**) and make monthly progress on the targets set in the Annual Strategic Planning Report (ASPR).

The Performing Party therein agrees to the following during the project period:

#### **A. Student Services**

*For the Fiscal Year 2018-2019, the cohort is defined as the whole of the 6<sup>th</sup> and 7<sup>th</sup> grade class.*

1. Provide unrestricted access to GEAR UP cohort students for providing grant services;
2. Provide year-round access to cohort students to offer academic and enrichment opportunities such as, before, during and after-school tutoring, homework assistance, mentoring (in-person & virtual) by teachers, tutors, partners, businesses and graduate students from local universities;
3. Offer and encourage to cohort students advanced and rigorous curricula such as Pre-AP, AP, IB, CTE, and Dual Credit courses year-round;
4. Provide cohort students (if needed or requested) opportunities for credit recovery, extended learning, and accelerated learning;
5. Allow UT Austin GEAR UP 2018 partners (i.e. Texas Instruments, Princeton Review, ACT, EGT Evaluators, etc.) access to cohort students, parents, administrators, teachers and educators to offer academic, enrichment, technology, STEM and other related GEAR UP activities and services;
6. Provide cohort teachers, educators, students and parents equipment, technology, and professional development for core content coursework including initiatives such as STEM, etc.;
7. Provide cohort students and parents with counseling/advising services in terms of academic, social, enrichment, financial, and college knowledge;
8. Allow cohort students off-campus opportunities to participate in educational and enrichment activities such as college and university tours, STEM or related industry camps, robotics completions, museums, National GEAR UP (NCCEP) conference, college student peer mentoring, job shadowing, work-experience, etc.;
9. Provide cohort students access to summer interventions such as bridge courses, summer educational and enrichment camps/programs for college knowledge and readiness activities;
10. Supply reasonable access to cohort student-level data, as enumerated in the **Data Use Agreement** for the purposes of academic and social advising, grant reporting, and program

evaluation. All the data collected falls within FERPA regulations and will be treated as completely confidential, except as may be required by law or regulation or under subpoena.

11. Provide access to cohort students GPA, transcripts and schedules, either electronically or in print, for the purposes support, guidance and advising; and
12. Provide assistance and allow cohort students, parents, administrators and educators to regularly engage and participate in program-related surveys (GEAR UP, ACT Tessaera, EGT, etc.), interviews, focus groups, classroom observations, etc.

### ***B. Parents and Guardian Services***

1. Provide cohort parents opportunities to participate in college knowledge, awareness, and readiness activities (in-person or virtual) workshops;
2. Provide cohort parents opportunities to participate in financial aid (FASFA) and financial literacy activities (in-person or virtual) workshops;
3. Provide opportunities to attend college tours, camps and National GEAR UP/NCCEP conferences;
4. Allow and encourage parents to engage and participate in GEAR UP sponsored activities; and including the UT Austin GEAR UP 2018 Parent Council.
5. Provide assistance and allow cohort students, parents, administrators and educators to regularly engage and participate in program-related surveys (GEAR UP, ACT Tessaera, EGT, etc.), interviews, focus groups, classroom observations, etc.

### ***C. Educators & Teacher Services***

1. Provide access to and opportunities for cohort core content teachers and educators (for cohort students and one grade level above) to participate in job-embedded professional development training (during traditional and non-traditional hours) in effective pedagogy, AP/IB course work, project- based learning, curriculum alignment, cooperative learning strategies, differentiated instruction, instructional scaffolding, classroom management and assessment tools aligned with STAAR;
2. Provide access to and opportunities for cohort core content teachers and educators (for cohort students and one grade level above) to participate in Technology-related Instruction for Math and Science teachers using TI-Nspires, high-yield instructional strategies and data-driven processes and use technology and assessment tools in instruction;
3. Provide access to and opportunities for cohort core content (ELA) teachers and educators (for cohort students and one grade level above), to Early College Curriculum training;
4. Provide access to and opportunities for cohort core content teachers and educators (for cohort students and one grade level above) to participate in summer internships, job-embedded capacity building training, etc.;
5. Provide job-embedded professional development training to district administration, school leadership and to senior-level educators with assistance from NCCEP;
6. Provide access to and opportunities for cohort core content teachers and educators (for cohort students and one grade level above) to attend conferences and training focusing on college search, requirements, career pathways, financial aid and scholarships with assistance from TACAC, NACAC, and partner universities;

7. With GEAR UP funding, encourage, promote and allow high-level (selected Teachers) to obtain Master's degree and to be certified to teach dual credit and/or dual enrollment courses; and
8. Provide assistance and allow cohort students, parents, administrators and educators to regularly engage and participate in program-related surveys (GEAR UP, ACT Tessaera, EGT, etc.), interviews, focus groups, classroom observations, etc.

#### ***D. School-based Coordinator(s) Support***

1. With GEAR UP funding hire full-time GEAR UP School-based Site Coordinator(s) for developing, managing, and reporting GEAR UP activities under advisement from UT Austin IPSI for an average of 40 hours per week on a 12-month term;
2. Designate the Principal of the middle/high school to serve as a supervisor and grant liaison to GEAR UP School-based Site Coordinator(s)' and as primary resource and advocate within school, facilitating the School-based Site Coordinator(s) integration into the school culture and climate while providing the appropriate advice and counseling;
3. Ensure the GEAR UP School-based Site Coordinator(s) has a direct reporting channel to the GEAR UP Project Director at UT Austin IPSI in addition to reporting at the school-level;
4. Designate the Principal of the middle/high school in addition to any other relevant district or school staff to work closely with the GEAR UP Project Director to ensure that the relationship between the GEAR UP School-based Site Coordinator(s), district and the high school remains strong and that the GEAR UP School-based Site Coordinator(s) is effectively serving the cohort students while cognizant of all GEAR UP (10 GPRA) and Project Performance Measures;
5. Ensure GEAR UP School-based Site Coordinator(s) are not arbitrarily assigned duties unrelated to their GEAR UP daily work plan such as clerical or manual labor or expected to fill temporary voids in an agency's workload or assume ad hoc assignments (such as hall or cafeteria monitoring, supervising classrooms, monitoring testing, substitute teaching, etc.);
6. Allow GEAR UP School-based Site Coordinator(s) to access the school student information system in order to collect the required information and data needed for GEAR UP;
7. Provide GEAR UP School-based Site Coordinator(s) comprehensive school orientation, with introductions to key staff, teachers, and administrators;
8. Provide GEAR UP School-based Site Coordinator (s) working/meeting space with internet access, daily access to phone and voicemail, access to fax, photocopier, and printer when needed;
9. Allow GEAR UP School-based Site Coordinator(s) to participate in all UT Austin GEAR UP 2018 meetings, activities, data input days, trainings, etc. at UT Austin and/or designated site; and
10. In concert with IPSI, ensure GEAR UP School-based Site Coordinator(s) receive required training and utilize the designated data collection system for inputting all GEAR UP services.

#### ***E. Match Reporting Requirements***

1. Ensure that the match (cash or in-kind from non-federal resources) are met in accordance with the amount listed on the **Partner Identification Form (PIF) (see Exhibit B)**;
2. Ensure match is not collected from other federal resources and is not duplicated;

3. Maintain all documentation for in-kind match reported including but not restricted to time & effort and have supporting documentation for all services (sign-in sheets, invoices, agendas, total cost of service, etc.);
  - a. Time and Effort forms must be maintained for all individuals whose salary is paid in whole or in part with federal funds or is used to meet a match requirement
4. Ensure that payroll allocations cannot be based on budgeted distributions alone but by actual hours worked and must report the exact date, time and hours worked, and activities completed;
5. Ensure that the Time and Effort form must be authorized (either signed or electronically approved by payee and authorizing official from your district) and records are sufficient to establish an audit trail;
6. Retain all financial reports, supporting documents and all other pertinent records for a period of three years from the date of submission of the final expenditure report; and
7. Document everyone who received a service (student, teacher, parent/guardian) and obtain original signatures when feasible.

### III. Contract Amount

This is a *cost-reimbursable contract*.

Total compensation to The Performing Party will not exceed **\$581,400 (Five Hundred Forty-One Thousand Four Hundred Dollars)**.

### V. Payment of Services

Receiving Party shall *reimburse* to Performing Party *quarterly* for services satisfactorily performed and approved under this Contract in accordance with the *Texas Prompt Payment Act, Chapter 2251, Texas Government Code*.

Payments made under this Contract will (1) fairly compensate Performing Party for the services performed under this Contract, and (2) be made from current revenues available to Receiving Party.

#### INVOICING:

Receiving Party will remit payment to Performing Party for services satisfactorily performed under this Contract in accordance with the Texas Prompt Payment Act ("Act"), Chapter 2251, *Texas Government Code* **within thirty (30) days** after receipt and approval of invoice.

Invoices shall be submitted to address below:

**The University of Texas at Austin**  
**Institute for Public School Initiatives**  
**Attn: Kristyne Blackburn ([kblackburn@ipsi.utexas.edu](mailto:kblackburn@ipsi.utexas.edu))**  
**5316 Highway 290 West, Suite 510**  
**Austin, TX 78735**

**VI. Warranties**

Receiving Party warrants that (1) the services are necessary and authorized for activities that are properly within its statutory functions and programs; (2) it has the authority to contract for the services under authority granted in Chapter 65.31, *Texas Education Code*, and Chapter 791, *Texas Government Code*; (3) it has all necessary power and has received all necessary approvals to execute and deliver this Contract; and (4) the representative signing this Contract on its behalf is authorized by its governing body to sign this Contract.

Performing Party warrants that (1) it has authority to perform the services under authority granted in Section 65.31, *Texas Education Code* and Chapter 791, *Texas Government Code*; (2) it has all necessary power and has received all necessary approvals to execute and deliver this Contract; and (3) the representative signing this Contract on its behalf is authorized by its governing body to sign this Contract.

**VII. Term of the Contract**

This Agreement is effective as of the later of *October 1, 2018*, or date fully executed by both parties ("Effective Date") and shall terminate on *September 30, 2019*.

**VIII. Termination**

In the event of a material failure by a Contracting Party to perform its duties and obligations in accordance with the terms of this Contract, the other party may terminate this Contract upon thirty (30) days' advance written notice of termination setting forth the nature of the material failure; provided that, the material failure is through no fault of the terminating party. The termination will not be effective if the material failure is fully cured prior to the end of the 30-day period.

**Executed effective as of the Effective Date by the following duly authorized representatives of the Contracting Parties:**

**Performing Party**  
South San Antonio Independent School District

**Receiving Party**  
The University of Texas at Austin

By: \_\_\_\_\_

By: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

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

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



INSTITUTE FOR PUBLIC SCHOOL INITIATIVES  
College of Education

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[ipsi.utexas.edu](http://ipsi.utexas.edu) • [support@ipsi.utexas.edu](mailto:support@ipsi.utexas.edu)

## Exhibit A

### **National GEAR UP Goals and Objectives**

**National GEAR UP Performance Measures:** The objectives of the GEAR UP Program are:

- (1) to increase the academic performance and preparation for postsecondary education of participating students;
- (2) to increase the rate of high school graduation and participation in postsecondary education of participating students; and
- (3) to increase educational expectations for participating students and increase student and family knowledge of postsecondary education options, preparation, and financing.

The effectiveness of this program depends on the rate at which program participants complete high school and enroll in and complete a postsecondary education. Under the *Government Performance and Results Act of 1993*, we developed the following performance measures to track progress toward achieving the program's goals:

1. The percentage of GEAR UP students who pass Pre-algebra by the end of 8th grade.
2. The percentage of GEAR UP students who pass Algebra 1 by the end of 9th grade.
3. The percentage of GEAR UP students who take two years of mathematics beyond Algebra 1 by the 12th grade.
4. The percentage of GEAR UP students who are on track for graduation at the end of each grade.
5. The percentage of GEAR UP students who are on track to apply for college as measured by completion of the SAT or ACT by the end of 11th grade.
6. The percentage of GEAR UP students who graduate from high school.

**Note:** For each GEAR UP project, the State's high school graduation rate is defined in the State's approved accountability plan under Part A of Title I of the Elementary and Secondary Education Act of 1965, as amended.

7. The percentage of GEAR UP students who complete the Free Application for Federal Student Aid.
8. The percentage of GEAR UP students and former GEAR UP students who are enrolled in college.
9. The percentage of GEAR UP students who place into college-level Math and English without need for remediation.
10. The percentage of current GEAR UP students and former GEAR UP students enrolled in college who are on track to graduate college.

In addition, to assess the efficiency of the program, we track the average cost in Federal funds, of achieving a successful outcome, where success is defined as enrollment in postsecondary education of GEAR UP students immediately after high school graduation. These performance measures constitute GEAR UP's indicators of the success of the program. Grant recipients must collect and report data on steps they have taken toward achieving these goals. Accordingly, we request that applicants include these performance measures in conceptualizing the design, implementation, and evaluation of their proposed projects.



## Goals and Objectives Specific to UT Austin GEAR UP 2018

### Objective 1: Increase the academic performance and preparation for postsecondary education of GEAR UP students.

- 1.1 Increase by **8%** over the baseline of **62%** and **63%** the number of cohort (6<sup>th</sup> – 12<sup>th</sup> grade) low-income, English Learners and students with disabilities passing the state standard test in Math, and Reading, respectively.
- 1.2 Increase by **15%** over baseline of **15.8% (676)** the number of cohort students (9<sup>th</sup> – 12<sup>th</sup> grade) who enroll in and receive credit from AP or Dual Enrollment courses (math, Reading, etc.) each year.
- 1.3 **75%** of students will complete Pre-Algebra by the end of 8<sup>th</sup> grade and **80%** of students will complete Algebra I by the end of 9<sup>th</sup> grade. **(GPRA 1, 2)**
- 1.4 **80%** of students will have completed two years of math beyond Algebra I by the 12<sup>th</sup> grade. **(GPRA 3)**
- 1.5 **85%** of teachers receiving professional development in ELA, math and science strategies (pedagogy) will report improvement in teaching, as measured by self-assessment tools.

### Objective 2: Increase rate of high school graduation, awareness, and participation in postsecondary education for GEAR UP students through a school and college network.

- 2.1 **94%** of students will be promoted to the next grade level each year to be on track to graduate on-time. **(GPRA 4)**
- 2.2 **95%** of cohort students will complete the SAT or ACT by the end of 11<sup>th</sup> grade to be on track to apply for college. **(GPRA 5)**
- 2.3 **85%** of high school students will graduate on-time. **(GPRA 6)**

### Objective 3: Increase GEAR UP students' education expectations and students' and their families' knowledge of postsecondary education, options, preparation, and financing.

- 3.1 **100%** of students will complete a financial aid/FAFSA application by the end of first semester of 12<sup>th</sup> grade. **(GPRA 7)**
- 3.2 **80%** of GEAR UP (and former GEAR UP) students will enroll in postsecondary education. **(GPRA 8)**
- 3.3 **75%** of the students enrolled in postsecondary education will be placed in College-level Math and **78%** in English without need of remediation courses. \*Baseline **54.5%** – Math and **53.5%** in English. **(GPRA 9)**
- 3.4 Of the total GEAR UP (and former GEAR UP) students enrolled in postsecondary education, **75%** (Baseline **51%**) will complete their first year, enroll into second year and be on track to graduate college. **(GPRA 10)**
- 3.5 Increase students' and parents' knowledge about postsecondary education, preparation, options, financing and application processes each year by **20%** and **15%** over baseline of **60%** and **60.5%**, respectively.

### Objective 4: Increase students'/parents' knowledge and skills, including STEM-Computer Science skills and prepare them to be informed, thoughtful, and productive citizens. \*Absolute Priority – Category 1 a,b; 2 a,b; and 4

- 4.1 **55%** of students will earn recognized in-demand industry post-secondary credentials and increase work-based learning skills.
- 4.2 **75%** of students will master key prerequisites (e.g., Algebra I) and increase critical-thinking and problem solving skills.
- 4.3 **65%** of students will engage in STEM and Computer Science AP, dual-enrollment and high-quality online coursework and disciplines.

**4.4 95% of students and parents will increase knowledge and aptitudes in financial aid/literacy, economics, college financing and savings, student loans, FAFSA, college enrollment, college application processes, procedures and completion.**

For continual improvement purposes, The University of Texas at Austin GEAR UP may require school districts to report on or meet activity-specific goals every quarter and/or every year. Examples of activity-specific goals may include but are not restricted to the following:

- number of students enrolled in advanced academic courses,
- number of students advised/counseled,
- number of students tutored,
- number of students mentored,
- number of students attending a college awareness/readiness workshop,
- number of students attending an in-person college tour,
- number of households participating in college awareness activities,
- others as specified.

**Partner Identification Form and Cost Share Worksheet**  
Please complete one form for each partner (other than the Applicant Organization).

1. Institution/Organization South San Antonio Independent School District  
 Point of Contact: Name: Delinda Castro  
 Title: Chief Academic Officer Department: Division of Academics  
 Address: 5622 Ray Ellison Boulevard  
 City: San Antonio State: Texas Zip: 78242  
 Telephone: 210-977-7352 E-mail: dcastro@southsanisd.net Fax \_\_\_\_\_

2. Type of Organization:

Are you a Local Educational Agency (LEA)?

Yes  No

Other types:

Business

Are you an Institution of Higher Education (IHE)?

Yes  No

Community-based organization

Professional association

Type of IHE:

Philanthropic Organization

Four-Year  Two-Year

State Agency

Public  Private

College  University

Other \_\_\_\_\_

HBCU  HSI  TCCU  NHSI  ANSI

PR Award No. \_\_\_\_\_

3. Non-Federal Fund contribution provided by Partner

	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	YEAR 6	YEAR 7	TOTAL
1. Salaries and Wages	\$510,000	\$510,000	\$510,000	\$510,000	\$510,000	\$510,000	\$510,000	\$3,570,000
2. Employee Benefits	\$130,000	\$130,000	\$130,000	\$130,000	\$130,000	\$130,000	\$130,000	\$910,000
3. Travel	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$210,000
4. Materials and Supplies	\$140,000	\$140,000	\$140,000	\$140,000	\$140,000	\$140,000	\$140,000	\$980,000
5. Consultants and Contracts	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000	\$280,000
6. Other	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000	\$280,000
<b>A. Total Direct Costs</b>	<b>\$860,000</b>	<b>\$860,000</b>	<b>\$860,000</b>	<b>\$860,000</b>	<b>\$860,000</b>	<b>\$860,000</b>	<b>\$860,000</b>	<b>\$6,230,000</b>
<i>(Sum of lines 1-6)</i>								
<b>B. Total Indirect Costs:</b>								
<i>(Cannot be greater than 8% of Total Direct Costs)</i>								
<b>C. Equipment</b>								
<b>D. Scholarships/Tuition Assistance</b>								
<b>E. TOTAL COMMITMENT</b>	<b>\$860,000</b>	<b>\$860,000</b>	<b>\$860,000</b>	<b>\$860,000</b>	<b>\$860,000</b>	<b>\$860,000</b>	<b>\$860,000</b>	<b>\$6,230,000</b>
<i>(Lines A + B + C + D)</i>								

Please summarize the partner's specific support and commitment to the project in this space.

South San Antonio ISD commits to this project by providing personnel (counselors, principals, curriculum personnel) time; facility space for college prep, supervision, of volunteers and social work interns, access and readiness programs and services, weekend tutorials, summer programs, computer labs, utilities, and travel to college and career events.

SIGNATURE OF AUTHORIZING OFFICIAL:   
 NAME OF AUTHORIZING OFFICIAL: Delinda M. Castro  
 TITLE OF AUTHORIZING OFFICIAL: Chief Academic Officer