State of New Mexico
Higher Education Department
Adult Education Division

Adult Literacy Local Programs
Annual Report
Preparation Guidelines and
Reporting Template

2023-2024

Please _email_ report to:
Adult.Education@hed.nm.gov

Reporting Deadline
September 3, 2024

Program Name:	**Deming Literacy Program**
Institution or Organization:	
Address:	**P. O. Box 1932 – 2301 South Tin**
City:	**Deming**
County:	**Luna**
Zip:	**88031**
Main Phone:	**575-546-7571**
Website:	
Social Media:	
New Mexico Counties Served:	**Luna**
Program Director, Manager, or Coordinator Name and Title:	**Marisol D. Perez, Program Director**
Contact Information:	Phone(s): **575-546-1612**
	Email: **dlpdeming@gmail.com**
Alternate Contact Name and Title:	**Hector Granillo, Program Clerk**
Contact Information:	Phone(s): **575-546-7571**
	Email: **Hectorgranillo01@gmail.com**

_____   8/20/24
Signature of the Chief Executive Officer or Designee   DATE

Marisol D. Perez, Program Director
_____

Typed Name and Title:

Narrative Questions

Instructions: Please answer the following questions that address the scope of work for your program under its agreement with the New Mexico Higher Education Department. Please note that this report should be informative but *concise*. Remember that we have your original grant agreement and your continuation form, so you do not need to provide exhaustive, lengthy answers in most cases, nor cut and paste from previous reports. This report can provide us with a snapshot in time of your practices, a clear overview of your program year, and information on noteworthy changes that occurred. We use this information throughout the year to inform state reporting, help us prepare for technical assistance and monitoring activities, answer questions from the public and from legislators, and other purposes. *Please note* that we will post these reports on the HED website as public information.

1. Please share program highlights and accomplishments in the 2023-2024 program year. Please also share any significant changes in your program, context, and services.

   We had 5 participants who showed level gains. The only changes in our services were the times when we met with our students.

2. Please describe your main challenges in 2023-2024 and what you are doing or plan to do to address them.

   Our main challenge in 2023-2024 was keeping students enrolled. Many of our students had jobs and/or babysitting conflicts. To continue to serve our students we adjusted the time and days for them to attend their sessions. Many are also seasonal workers which complicates the times for them to come to their tutoring sessions.

3. Please describe the modalities in which you provided literacy services in the 2023-2024 program year (e.g., one-on-one tutoring, small group tutoring, face to face classes, online tutoring, etc.), and the different populations whom you served (e.g., adult English language learners, parents, adults with disabilities, etc.) in as much detail as possible. If applicable, describe how these modalities and populations served were different in 2023-2024 than they had been in previous years.

   We provided literacy services to small groups of 2 to 3 people and one-on-one tutoring. We serve adult English learners in reading and writing. We also serve Spanish learners who wanted to learn to read, write and speak English. To have better communication with their child's teacher, be able to read to their children and to understand/communicate with work orders at their job site with their co-workers and supervisors. The main difference that we could see in 2023-2024 is that many students are still trying to get over the fear of that the pandemic.

4. Describe New Mexico geographical areas (specific communities and counties) you are serving. What pathways do you see in expanding your area of service?

   Deming is located 35 miles from the United States/Mexican Border. A rural community who strives to serve the residents of Deming and Luna County. At this time we don't foresee us expanding our services due to lack of tutors.

5. Describe any cooperative arrangements your organization has with other agencies, institutions, or organizations for the delivery of literacy activities. Please specify degree of formality for each arrangement described (e.g., purely informal agreement vs. MOA/MOU.) How have these collaborations supported your program's goals? Do you refer students to other NMHED-funded adult education programs? If so, please describe.

> The Deming Literacy Program has no MOA/MOU arrangements with local organizations or agencies. These local organizations and agencies do refer participants to learn to read, write and speak English. We also refer students that are more advanced in their learning to WNMU and to NMHED adult services when available.

6. What key or impactful professional learning (PL) activities did you and/or your team (teachers, tutors, staff, etc.) participate in during the 2023-2024 program year? What program needs did the PL address? What were the outcomes and influences of this PL, if any, in your program?

> The program director has attended the ProLiteracy and NMHED conferences. Also met with other directors via zoom when applicable. The program has an in-service for our tutors and constant communication either before their sessions or after.

Data Questions

Please answer the following questions that address data and performance in your program and sub-awarded programs, if applicable. Use LACES database to collect data for students, hours, goals and tutors. You can present your data in the form of a table, graphs or a narrative.

1. How many students were served in your program during the 2023-2024 fiscal year? Please, include total number of students with non-zero hours from *Student Calendar Hours Report* from LACES **student** area Reports. Use the following parameters to generate your data: Date is Between 7/1/2023 AND 6/30/2024.

    The Deming Literacy Program served 29 students in the fiscal year of 2023-24.

2. Compare the number of students served in PY 2023-2024 with expected enrollment from grant proposal. Discuss the differences and challenges that you encountered.

    We were hoping to enroll at lease 100 students, but we fell very short. Students enroll and then drop their sessions for lack of interest, job or baby-sitting conflicts, and family life.

3. How many hours did students spend learning in your program in 2023-2024? Please, include total hours by different category as well as average number of hours per student with minimum and maximum number of hours that students spend. Use *Student Calendar Hours Report* from LACES **student** area Reports. Use the following parameters to generate your data: Date is Between 7/1/2023 AND 6/30/2024.

    The total student hours from 7/1/2023 to 6/30/2024 were 112 in Basic Literacy. The maximum student hours were 44 and the minimum student hours were 16.

4. Of the students who were served, how many met their goals? Attach Goals Met in Time Period by Type *Summary* from LACES **student** area Reports. Use the following parameters to generate your data: Goal Met Date between 7/1/2023 and 6/30/2024.
    The total of students who met their goals were 5.

5. How many hours did tutors spend working with students in 2023-2024? Please, include total number of tutors with non-zero hours, total hours by different category as well as average number of hours per tutor with minimum and maximum number of hours that tutors spend. Use *Tutor Calendar Hours Report* from LACES **Tutor** area Reports. Use the following parameters to generate your data: Date is Between 7/1/2023 AND 6/30/2024.

    The Deming Literacy Program had 7 tutors during the fiscal year of 7/1/2023 to 6/30/2024. The total hours for our tutors were 767. With the maximum number of tutor hours 401 and the minimum number of hours 366.

6. When you look at your program outcomes, how effective do you gauge your program to be, and why? Discuss areas of both strength and challenge, grounding your answer in the data.

> As we look at our data, the students that continued to attend shows level gains. Our strength in the program is the willingness of tutors to continue to tutor without giving up. Our challenges are our students. Many of them register and come to their sessions, but for whatever reason they don't return. When we call them, they have returned to Mexico, didn't have transportation, no babysitter and job conflicts.

7. When you look at your program data, what changes you would like to implement and why?

> The changes we would like to make are enroll students but keep them coming to tutoring sessions. Finding out what interests them and what we can explore to better the delivery of instruction.

8. What pathways could lead to increase enrollment for your program? How much additional funding would you need to accomplish this goal?

> The pathways to increase enrollment would be more exposure to the public eye, have information regarding our program and speak at different agencies and organizations.

Deming Literacy Program
Expenditures
7/1/2023 to 6/30/2024

	A	B	C
1	EXPENSES	PROJECTED	ACTUAL
2	Salaries for Director & Clerk	$ 19,500.00	$ 18,898.36
3	Benefits for Director & Clerk	$ 3,700.00	$ 3,897.42
4	Accountant Fees	$ 750.00	$ 627.85
5	Conference Workshops & Travel	$ 500.00	$ 559.84
6	Janitorial Supplies	$ 300.00	$ 375.93
7	Office Supplies	$ 1,500.00	$ 1,131.74
8	Membership Dues - Proliteracy/NMAEA	$ 200.00	$ 274.00
9	Postage & Box Rental	$ 250.00	$ 226.00
10	Telephone & Internet Service	$ 2,000.00	$ 2,078.99
11	NM Taxation & Revenue	$ 200.00	$ 199.46
12	Public Regulations State Fee	$ 10.00	$ 10.00
13	Miscellaneous: Flowers, Dinners etc.	$ 200.00	$ 172.41
14	Rental Cleaning Fee Refund	$ -	$ 120.00
15	Educational Materials	$ 1,500.00	$ 924.50
16			
17			
18			
19	TOTAL1	$ 30,610.00	$ 29,496.50

Financial Expenditures

Please provide the following information about your financial expenditures.

Additional grants, funding from partnerships, etc.

1. Please list other sources of support for your program and their contributions for PY 2023-2024.

Source	Amount
Building/Utilities	$16,800
Peppers Supermarket receipts giving back	$300.00

Student Needs and Satisfaction Questions

Please answer the following questions about student needs and satisfaction in the literacy services provided by your program and its sub-grantees, if any. If you have *not* collected all of this information, please indicate this and plan to do so in the upcoming program year. If you need assistance from NMHED to think through this data collection process, please do not hesitate to reach out.

1. Describe the processes used to collect information regarding student needs, goals, and satisfaction.

   All this information is included in our student enrollment form. When students attend our sessions, we assure them that our door is always open. We want them to feel comfortable and to be able to speak to us regarding their life goals and needs.

2. Please characterize your student population's stated needs and goals, grounding your response in the data you have collected.

   Our student population's needs and goals are mostly transportation, job conflicts and babysitting. We do have local transportation, but they don't run during the evening hours when our students attend their sessions.

3. How does your program help students meet these needs and goals?

   Meeting with our students to see if their tutoring sessions are where they need to be and what we can do to improve them. When student needs arise, we try to assist them by looking for resources within our community to help these students strive in their goals and needs. Not only do we strive to help with their educational needs and goals but even their personal needs and goals.

4. What do you plan to do in the upcoming program year to improve the processes that you use to collect and analyze student needs, goals, and satisfaction?

   Improve our communication with our students. Continue to utilize LACES to input the data that is collected. Pulling reports from LACES to determine the needs and goals of our students. To ensure that our services are helping them to reach their goals and needs. To use that information given to us by our students to improve our services to them.

5. What do you plan to do in the upcoming year to improve students' ability to meet their goals and improve their satisfaction with your services? How can NMHED help?

   More open communication with our learners. Keeping them engaged in their learning and reaching out to them when they don't attend their sessions.