

# Partners in Education (PIE)

2024-2025



“Soldiers Make a Difference”

# School Partnership



*On October 3, 1983, President Ronald Reagan designated 1983-84 as the Year of Partnerships in Education. In his Proclamation, he challenged all Americans to join together to make a commitment to the excellence and quality of education offered to all. In the spirit of community interest, educational development and mutual growth, the El Paso area school districts joined hands with the military reservation at Fort Bliss to establish El Paso's first official "Partnership in Education." This partnership commenced in the 1985-86 school year, involving the formation of a Partnership between Fort Bliss and one or more schools. In 2012, these partnerships expanded to include schools in Gadsden, NM, and continues to evolve to ensure Fort Bliss effectively leverages its resources to positively impact academic achievement.*

*Fort Bliss, the largest contingent involved in the Volunteer and Partners in Education Program, has a district-wide Memorandum of Understanding (MOU) with the El Paso School Districts. The primary goal of the MOU is to improve the quality of education through Soldier involvement, enhance community relations between the installation and the El Paso area, provide role models for students, and improve the quality of education for military family members.*

# Table of Contents

<b>Partners in Education Overview</b>	.....	<b>1</b>
<b>PIE Project Ideas</b>	.....	<b>2-3</b>
<b>Role of the Unit Commander</b>	.....	<b>4</b>
<b>Role of the Unit Point of Contact</b>	.....	<b>5</b>
<b>Role of the School Principal/Liaison</b>	.....	<b>6</b>
<b>Program Manager/School Liaison Office</b>	.....	<b>7</b>
<b>Partnership Activities</b>	.....	<b>8-9</b>
<b>Actions to Avoid</b>	.....	<b>10</b>
<b>Memorandum of Understanding</b>	.....	<b>11-14</b>
<b>Event Assistance Request Form</b>	.....	<b>15</b>
<b>Partnership Monthly Report Form</b>	.....	<b>16</b>
<b>Monthly Activity Summary</b>	.....	<b>17</b>
<b>Partnership Update Notification Form</b>	.....	<b>18</b>

# **Partners in Education Program** **Overview**

*The Partners in Education Program (PIE) is a project to support school programs. The PIE Program has been active on Fort Bliss for the past thirty-four years.*

*Military Leadership redesigned the program so that Soldiers would be utilized to their maximum potential, thereby optimizing opportunities for educational enrichment and academic success for the students. Fort Bliss Soldiers have much to offer our local schools and their efforts go far in contributing to educational excellence for our children. Their dedication is greatly appreciated in making this program the success that it is.*

*This handbook provides operational guidance and direction on expectations for each partnership. It was developed to assist commanders and school administrators in the planning and execution of this program. The School Liaison Office is the proponent of this handbook.*

*Questions regarding the Partnership in Education Program can be directed to:*

*Attention: Fort Bliss School Support Service  
Bldg. 505 Pershing Road  
Fort Bliss, Texas 79916*

*Telephone: (915) 569-5064*

# PROJECT IDEAS

(Continued)



Soldiers from the 86th ESB help celebrate Red Ribbon week at Reyes ES.



Joint Task Force North sent 16 volunteers to North Loop Elementary for Read Across America Reading Day. The volunteers split up to join several different classrooms and read various children's books.



1-43 soldiers helping Pebble Hills HS with our military bulletin board for Month of the Military Child, helping with their food truck event, and Breakfast with Books in the Library.

# **Role of the Unit Commander**

*The role of the Army Unit Commander is to establish and clearly define unit objectives and guidelines that can be realistically achieved. The unit commander acts as an official liaison with their designated school, working directly with the principal to determine the support desired or required. This allows units and schools to coordinate activities directly with minimal interference. The relationship between the commander and the school principal ensures the PIE program's success.*

## *Unit Commander Guidelines:*

- *Ensure that the Memorandum of Understanding is signed and updated on an annual basis*
- *Promote the School Partnership Program*
- *Select a unit liaison representative for the partnered school*
- *Meet at least quarterly with the School Principal and develop goals for the year*
- *Provide Soldiers time to participate*
- *Understand the philosophy and organizational structure of the school*
- *Conduct activities and visits within the normal school day*
- *Ensure that the support does not interfere with the performance of official duties and in no way detracts from readiness*
- *Ensure the support does not violate any laws or regulations*
- *Track the unit's participation and progress of the program*
- *Concentrate on quality of Soldiers involved rather than quantity*
- *Provide a School Partnership Monthly Report to the Army School Liaison Office*

*The Unit Commander will select Soldiers, who can be positive role models and provide them with specific guidance on the program, their role and responsibilities, and actions to avoid.*

# **Role of the Unit Point of Contact**

*The Unit Point of Contact takes an active interest in the program, maintains communication with the school point of contact, and promotes positive relationships between the unit and the partnered school liaison.*

## *Unit Point of Contact Guidelines:*

- *Has permission to act for the commander on behalf of the unit*
- *Assists school liaison to match unit resources and services with school needs*
- *Maintains records regarding unit participation in partnership activities*
- *Monitors the unit's adherence to the commander's guidelines*
- *Prepares monthly report for the Fort Bliss School Liaison Office indicating number of Soldiers and their volunteer hours and activities with partnered school*
- *Coordinates transportation and travel of Soldiers to the school*

# **Role of the School Principal /Liaison**

*The role of the School Principal/Liaison is to establish clearly defined objectives and guidelines that can be realistically achieved. The School Principal/Liaison will provide the unit commander with realistic requirements based on school needs.*

## *School Principal/Liaison Guidelines:*

- *Appoint a school liaison to act as a point of contact for the partnered school*
- *Encourage participation in the partnership program by people in the school's area of influence*
- *Provide periodic feedback of the progress of the program for the unit commander*
- *Provide Soldiers with an orientation to the school, for example: fraternization/sexual harassment, student developmental ages and stages, counseling, basic signs of abuse, role-modeling techniques, recognizing attention deficit disorders, and communicating with students and faculty*
- *Provide a school calendar that may indicate any changes of program activities, change of schedules or any other things that may have an impact on the unit partnership*
- *Understand the philosophy and organizational structure of the unit*
- *Support enrichment activities that support a positive educational environment and will benefit all students on the campus*
- *Concentrate on quality of activities rather than quantity*
- *Determine the most practical activities in relationship to the available resources and services*

*The School Principal/Liaison will help generate a relationship between school administrators and military Soldiers in order to provide the best education for the youth.*



# **Program Manager/ School Liaison Office**

*The role of the Fort Bliss School Liaison Office is to promote positive relationships between the military unit and the partnering school.*

*Role of the School Liaison Office:*

- *Inform Sponsoring Unit Commanders and Supervisors of their responsibilities as PIE participants*
- *Organize and conduct annual training for PIE coordinators*
- *Maintain accurate records of partnership activities*
- *Prepare quarterly reports that include volunteer hours, activities and Soldier participation*
- *Ensure PIE aligns with the areas of responsibility as designated by the Community Partnership Program*

*School assignments for partnering units must be made through the School Liaison Office (915)569-5064.*

# **Partnership Activities**

*How can schools help their military partners?*

*Ways in which schools and their military partner can develop a solid and friendly partnership. Here are a few suggestions:*

- *Provide a school orientation for your military partner*
- *Invite personnel from Fort Bliss to participate in awards programs, luncheons, school assemblies, graduations, plays, and concerts*
- *Provide information about the involvement of Fort Bliss through the school's newsletters specifically notifying parents of partnership activities*
- *Share education skills, such as offering a conversational Spanish class*
- *Recognition! Students write thank you notes on an ongoing basis; the school newspaper can devote a section to partnership news and the yearbook can honor the unit*
- *Present a complimentary copy of the school yearbook to the military partner*
- *Have a student art/poster contest about the unit, and display the artwork in the military unit area*
- *Musical, dramatic, artistic, speech, dance and literary abilities of students can be shared with their partners at a unit function*
- *As a learning experience, students can videotape public service "commercials" about the program and the unit's involvement which can be shared with the unit*
- *Designate a bulletin board or special area on the school website highlighting PIE activities at the school*

*Ensure that all Soldier volunteer participation is academically driven*

# **Partnership Activities**

*How can the military help their school partner?*

*Fort Bliss Soldiers will serve as volunteers, mentors, tutors, and role models. The following are a few suggestions for school academic support:*

- *Participation in Red Ribbon Week*
- *Field trips to Fort Bliss post facilities such as museums and dining facilities*
- *Career Awareness involvement with career-focused activities on campus*
- *Participate in campus/district Science Fairs, STEM, and STEAM focused activities and other academic competitions*
- *Serve as Celebrity Readers*
- *Serve as Guest Lectures*
- *Support health education programs*
- *Support Big Brother/Big Sister Program by being a mentor*
- *Offer students the opportunity to experience special occasions such as Armed Forces Day and Heritage Celebrations and Month of the Military Child*
- *Support Academic Improvement Workshops*
- *Support Make a Difference Day (school administrators, parents, students, and Soldiers join forces in support of campus and community events)*
- *Web site assistance (unit logo and partnership on-going activities and accomplishments added to school site)*

*The objective of Fort Bliss' PIE program is to foster partnerships between educators and Fort Bliss personnel enabling the best education for El Paso's students.*

# **Actions to Avoid**

*The following is a list of actions to avoid while participating in the School Partnership Program:*

- *Activities that negatively impact the environment, e.g. balloon release*
- *Activities that involve red tape, legal problems, and funding*
- *Use of military funds is prohibited*
- *Involvement with school politics*
- *Recruiting students to join the Army*
- *Discussing confidential school/student information*
- *Use of Soldier volunteers as crossing guards, monitors, or in position of authority or supervision (cafeteria, hall, playground or classroom) without prior legal approval*

**This page was intentionally left blank**

**MEMORANDUM OF UNDERSTANDING  
BETWEEN**

---

**AND**

---

**SUBJECT:** Partnership Program Memorandum of Agreement

1. The Partnership in Education Program (PIE) is a joint project to help foster education excellence and support the local schools' Campus Improvement Plan. This program is ongoing and will include an annual review by all parties.

2. Brief description

a. Fort Bliss will provide resources to assist and supplement school district educational programs.

b. Major Objectives

(1) To foster partnerships between educators and Fort Bliss personnel enabling the best education for all students.

(2) To advance and support excellence among students and faculty members.

(3) To help the school faculty and students gain a better understanding and appreciation of the military career and its way of life.

(4) To provide role models for area students.

(5) To develop a mutual interest and awareness of the southwestern culture and to share the many positive aspects of public school education in El Paso.

3. Programs and Services

a. Orientation

(1) Area schools will be partnered with Fort Bliss units as defined in the Community Partnership Program and a Memorandum of Understanding will be signed. Fort Bliss personnel will attend an orientation to meet with the faculty and staff at the schools. Schools will brief their PIE units on the climate, demographics, and the mission statement of their school.

(2) This Memorandum of Understanding will be revalidated upon a change of leadership with the military organization or the principal of the school.

b. Unit Responsibilities **(elementary level)**

**SUBJECT: Partnership Program Memorandum of Agreement**

Fort Bliss personnel will serve in roles such as volunteers, mentors, tutors, and role models on various campuses within El Paso, TX and Gadsden, NM. Some examples are as follows:

- (1) Assisting School Academic Counselors
- (2) Academic Improvement Workshops
- (3) Science Fair Judges
- (4) Guest Lecturers
- (5) Readers
- (6) Assist intramural coaches
- (7) Make a Difference Day (Campus clean up)
- (8) Field Day

(9) Elementary students will have field trip opportunities of post facilities such as Fort Bliss museums, recycling area, and dining facilities.

(10) Students will have the opportunity to experience special occasions such as Armed Forces Day and Heritage Celebrations.

(11) Fort Bliss will support career awareness on all campuses. This would include release time to speak to elementary students and share experiences of the military lifestyle.

**c. Unit Responsibilities (middle and high school level)**

Fort Bliss personnel will serve in roles such as volunteers, mentors, tutors, and role models on various campuses in the Districts. Some examples are as follows:

- (1) Assisting School Academic Counselors
- (2) Academic Improvement Workshops
- (3) Assistance in High School Transition Labs
- (4) Guest Lecturers
- (5) Science Fair Judges
- (6) Assist intramural coaches
- (7) Make a Difference Day (Campus clean up)
- (8) Field Trip

**SUBJECT: Partnership Program Memorandum of Agreement**

(9) Web site assistance (unit logo and info added to school site)

(10) Students will have the opportunity to experience special occasions such as Armed Forces Day and Heritage Celebrations.

(11) Fort Bliss will support career awareness on all campuses. This would include release time to speak to middle and high school students on the advantages of a military career and benefits toward college.

**d. School Responsibilities**

(1) Schools will provide information about the involvement of Fort Bliss through the school's newsletters specifically notifying parents of the PIE activities.

(2) Personnel from Fort Bliss will be invited to participate in awards programs, luncheons and assemblies at their PIE campus.

(3) Participating schools and school districts will strive to ensure that faculty and students are oriented to the unique situations of the military child.

(4) Programs for school orientation, in-processing, and participation in extracurricular activities will be structured to accommodate and facilitate participation by the military child.

(5) PIE schools may participate in Fort Bliss's recycling program.

**e. Liaison Responsibilities**

Each PIE school within the Districts will be represented by the school principal and his/her designated representative; Fort Bliss will be represented by Brigade and Battalion command teams, organization leaders, directors and designated representatives. Liaison personnel will meet on a quarterly basis to discuss upcoming activities and special projects, gain input from their respective staffs, and maintain the integrity of the Partners in Education program.

**4. Additional comments agreed upon:**

---

---

---

---

---





SUBJECT: Partnership Program Memorandum of Agreement

5. Level of involvement

It is understood by both parties that this partnership exists for the mutual benefit of those involved. Should a project, program or service become difficult, inconvenient or burdensome to either party, it may be postponed, redesigned or cancelled by either the school or military partner.

Unit: Please Print and Sign

Campus: Please print and Sign

\_\_\_\_\_  
Rank, Last, First Name

\_\_\_\_\_  
Last, First Name, Title

\_\_\_\_\_  
Signature                      Date

\_\_\_\_\_  
Signature                      Date

\*\*\*\*\* **Units:** Ensure a legal review is conducted prior to signature. \*\*\*\*\*



2024-2025 PARTNERS IN EDUCATION  
EVENT ASSISTANCE REQUEST FORM

**Please provide detailed information.**

Ample (30 day) notice must be provided when requesting volunteer assistance.  
**Volunteer assistance cannot be guaranteed due to possible conflict with other unit duties and responsibilities.**

Once the SLO office receives your request, it is sent out to all Partnered Units on Fort Bliss. When a confirmation of assistance is received, our office will contact you followed by the POC for the assisting unit.

School/District:

Activity/Event:  Date of Event:

Time Frame:  Location of Event:

# of Volunteers Needed: (please check all that apply)

1-5      6-10      11-15      16-20      other (specify)  
                        \_\_\_\_\_

Purpose:

Event's POC:  Phone #:

Email:  Alt. Phone #:

Requested Task:

**Please submit this request to Simone Hendricks: [simone.c.wendlandt-hendricks.naf@army.mil](mailto:simone.c.wendlandt-hendricks.naf@army.mil)**

Call (915)569-5064 or (915)568-6555 with any questions or if you need assistance completing this form



## 2024-2025 PARTNERS IN EDUCATION MONTHLY REPORT

DATE SUBMITTED: \_\_\_\_\_ REPORTING MONTH : \_\_\_\_\_

UNIT: \_\_\_\_\_ UNIT POC: \_\_\_\_\_

CAMPUS: \_\_\_\_\_ SCHOOL POC: \_\_\_\_\_

SUBMITTED BY: (Please Check one):  Unit or  School

**\*\*\* Submit separate form for each supported campus. \*\*\***

**\*\*For each activity, add the number of hours contributed by each volunteer. \*\***

ACTIVITACTIVITY	# OF VOLUNTEERS	TOTAL VOLUNTEER HOURS
CAREER DAY		
CHARACTER BUILDING		
LIFE SKILLS		
MENTORING		
READING WITH STUDENTS		
SPECIAL EVENTS		
SPECIAL PROJECTS		
SPORTS & RECREATION		
STATE TESTING PREP		
TUTORING		
OTHER (SPECIFY):		
<b>TOTAL</b>		

Please submit this monthly report and pictures to:

Simone Hendricks

[simone.c.wendlandt-hendricks.naf@army.mil](mailto:simone.c.wendlandt-hendricks.naf@army.mil) or via FAX:

(915)568-2144



**2024-2025 PARTNERS IN  
EDUCATION MONTHLY ACTIVITY  
SUMMARY**

DATE SUBMITTED: \_\_\_\_\_ REPORTING MONTH : \_\_\_\_\_

UNIT: \_\_\_\_\_ UNIT POC: \_\_\_\_\_

CAMPUS: \_\_\_\_\_ SCHOOL POC: \_\_\_\_\_

SUBMITTED BY: (Please Check one):  Unit or  School

**Have any “good news” stories and/or pictures about your unit and your school?**

**Please submit monthly report and Summary with pictures to:**

**simone.c.wendlandt-hendricks.naf@army.mil**

**or via FAX: (915)568-2144**

# PARTNERS IN EDUCATION

## Update Notification

Campus Name: \_\_\_\_\_ Telephone # \_\_\_\_\_

Principal: \_\_\_\_\_ Asst. Principal: \_\_\_\_\_

E-mail address: \_\_\_\_\_ E-mail address: \_\_\_\_\_

Partnered Unit: \_\_\_\_\_

Campus POC Name: \_\_\_\_\_ Telephone # \_\_\_\_\_

Unit POC Name: \_\_\_\_\_ Telephone # \_\_\_\_\_

\*\*\*\*\*

POC will ensure the accuracy of campus and unit contacts and timely monthly reports are submitted to the school liaison office.

Campus PIE POC: \_\_\_\_\_ Telephone #: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Unit PIE POC: \_\_\_\_\_ Telephone #: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Unit Commander: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Unit CSM: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Person submitting this update: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

