



**MEMORANDUM OF UNDERSTANDING**  
**Between**  
**NEW MEXICO MATHEMATICS, ENGINEERING, SCIENCE ACHIEVEMENT,**  
**Inc. (NM MESA)**  
**And**  
**“Gadsden Independent Schools”**

**I. DISTRICT COMMITMENTS:**

**A. Advisor Stipend:**

1. NM MESA guidelines call for a minimum stipend of \$2,000 per advisor working with a minimum of 20 students. Should the number of students increase to more than 40, MESA guidelines call for a second advisor at the same rate. MESA advisor responsibilities require a substantial commitment of time outside of the regular school day for a 12-month period, as well as a high level of skill in working with students.

**B. Substitute Leave:**

1. Districts will provide substitute leave for all advisors for all MESA activities. These activities may include advisor/leadership meetings, student education career explorations or competitions. The average release time is 9 days per school year, although some districts need more release days. A district may request reimbursement for substitute costs from NM MESA after the district has provided 9 days per advisor within a school year. The district must document that it has paid for 9 days leave for MESA activities before NM MESA will provide such reimbursement.

**C. Transportation:**

1. Provide advisor and student transportation to one regional education career exploration per year in addition to those provided by NM MESA, Inc., as defined in Part II, following.

**D. Other District Responsibilities:**

1. Maintain a program with a minimum of 20 students per school and allow for the growth and expansion of the MESA program within each school. Cluster middle and high schools seeking MESA program expansion will be placed on a waiting list. Additional MESA schools are considered on a yearly basis and are resource and budget dependent. The schools within this district, which are approved for the MESA program, are: **“Gadsden High, Gadsden Middle, Chaparral High and Chaparral Middle Schools.”**
2. Provide NM MESA, Inc. with transportation invoices **within 60 days** of an event if reimbursement is required. All billing for the current school year must be submitted no later than June 10 of the fiscal year. Invoices received after the deadlines are payable subject to available budget.
3. Other costs could include student meals and lodging in connection with overnight education career explorations that are in addition to those provided by NM MESA, Inc. as defined in Part II.
4. In-kind contributions include but are not limited to: meeting space, copying, postage, office supplies, and computer use. An in-kind donation form will be requested from each District at the end of the NM MESA Fiscal Year (June 30).

5. Provide NM MESA, Inc. with relevant student data, which may include but is not limited to GPA, Standardized Test Scores, Course Enrollment and verified student transcripts by June 30 of the preceding school year.
6. Provide the appointed advisor with the means to access NM MESA on-line applications, including web site, email correspondence and data base access.

**NOTE: Districts will be responsible for, but are not limited to, all of the above.**

## **II. NM MESA COMMITMENTS:**

### **A. Transportation/Mileage/Lodging:**

1. NM MESA, Inc. will provide transportation/mileage for the following education career explorations: "MESA Day", and Regional Design Competitions to be arranged through the NM MESA Regional Coordinator, subject to budget limitations. Advisor and student transportation to any regional advisor/student activities. (subject to budget limitations)
2. Subject to availability of funding, NM MESA will provide a set amount of funding this school year for each program to be used for education career exploration. These trips must be approved by the Regional Coordinator.
3. NM MESA, Inc. will provide mileage, lodging and some meals to Advisors at all Statewide meetings and for the Professional Development conference as described herein. Lodging will be provided on a shared-room basis to Advisors whose school is more than 100 miles from the meeting location. Private room arrangements will be made if the advisor pays the full cost of the room, paid in advance prior to the event. Mileage reimbursement will be provided to advisors whose school is more than 20 miles from the meeting location.
4. NM MESA, Inc. will provide mileage reimbursement for one advisor per school only.

### **B. Activity Fund:**

1. Activity funds will be disbursed based on the number of student profiles on record with NM MESA, Inc. by October 4, 2007; \$200 for 20-79 students; \$350 for 80-119 students and \$500 for 120+ students. No activity funds will be provided to any school with less than 20 students.

### **C. Tutoring:**

1. NM MESA, Inc. will provide funds for a limited number of high school and college level students to tutor MESA students (subject to budget limitations) at the rate of \$5.85/hour (high school) and \$6.60/hr (college), tutors will be provided at a rate of one tutor for every 20 students. School advisors must apply to the NM MESA main office in order to be eligible to employ a tutor for their program. Program numbers will be verified utilizing the NM MESA Database.

### **D. On-Going Administrative Costs:**

1. NM MESA, Inc. will provide ongoing operating and administrative costs which will include but are not limited to:
  - a. Three district visits per year by MESA field staff.
  - b. Ongoing year-round field support to MESA communities (monitoring and evaluation).
  - c. Attendance at parent meetings per year.
  - d. Regional and statewide program support.
  - e. Education Career Exploration coordination, including the NASA Incentive Field Trip for graduating, qualified seniors.

- f. Coordination of all hotel arrangements for students and advisors at certain special events.
- g. Miscellaneous competition coordination and supplies.
- h. Advisor awards, supplies, and conference materials.
- i. Professional Development activities and supplies.
- j. Student Incentive Awards – up to \$1,000 for qualified, graduating seniors.
- k. Outstanding student awards.
- l. Maintenance of database on all students and program activities.
- m. Student and advisor t-shirts. (Subject to budget limitations)
- n. Parent and student leadership activities and supplies.
- o. MESA publications (Newsletter, Annual Report, Brochure).
- p. Special Programs – Buddies, Leadership, Legislative Field Trip, Summer Enrichment. (subject to budget limitations)
- q. Regular announcements of special student/advisor opportunities.

**III. ADVISOR COMMITMENTS:**

**A. Advisor Agrees To:**


- 1. Recruit and maintain a program with a minimum of 20 students.
- 2. Provide academic counseling for students.
- 3. Provide tutoring for students on a regular basis.
- 4. Hold parent meetings regularly.
- 5. Assist with coordination of education career explorations and competitions.
- 6. Provide career awareness speakers for students.
- 7. Provide a mechanism to ensure standardized college test taking.
- 8. Hold regular student meetings.
- 9. Attend all regional and statewide meetings.
- 10. Attend or send a school representative to the Professional Development Conference held in early August of each year. Failure to do so may result in probationary status.
- 11. Maintain accurate reporting records.
- 12. Communicate regularly with state and regional offices.
- 13. Communicate regularly with students, parents, and the school district regarding all MESA activities and MESA related opportunities.
- 14. Support and encourage students to achieve academic excellence through participation in all academic endeavors provided by NM MESA, Inc., the school and others.
- 15. Maintain local student roster via NM MESA on line application.

**IV. PARENT COMMITMENTS:**

**A. Parent(s) Agrees to:**

- 1. Provide support and encouragement to students to achieve academic excellence through participation in all academic endeavors provided by NM MESA, Inc., the school, and others.
- 2. Parents may be asked to provide financial support for some lodging and/or meal costs associated with a MESA overnight field trip. Estimated cost is \$50.00 per year. Amount is dependent on proximity to event and the need for overnight accommodations.

**V. AGREED TO AND SIGNED:**

<p>_____/</p> <p><b>School District Superintendent /Date</b></p>	<p>_____/</p> <p><b>NM MESA Executive Director/Date</b></p>
<p></p> <p><b>NM MESA Regional Coordinator/Date</b></p>	<p>12/14/08</p>