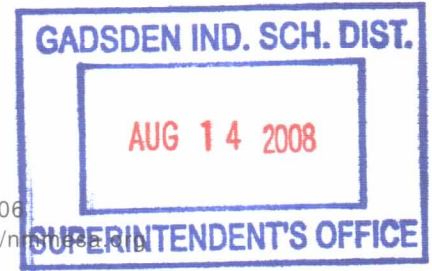




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August 8, 2008

Ms. Cynthia Nava
Superintendent, Gadsden Independent Schools
P.O. Drawer 70
Anthony, NM 88021

Dear Ms. Nava:

With the start of the 2008-2009 school year, it is now time to reauthorize NM MESA programs in your school district and to confirm agreements regarding support to be provided for the programs by the district, the school, the advisor and NM MESA, Inc. Please note we have made several important changes in this year's Memorandum of Understanding (MOU). Please review this year's MOU carefully.

We are grateful to the 2008 New Mexico Legislature for providing us with continued funding in support of MESA programs and the 5,033 students we serve statewide. We continue to seek funds from private, foundation and federal sources to supplement the state legislative resources. We ask that your school district continue to work with us to provide the best service possible in the most efficient manner that the existing budget will allow.

Please sign and return the original copy of the Memorandum of Understanding as soon as possible so that we may continue the implementation of the MESA programs in your schools. We will return a copy for your files when all signatures are obtained. Your individual school principal(s) and MESA Advisors in the schools will also receive a signed copy. Should you have any questions, please feel free to contact me at (505) 366-2500 or 1-800-544-2617.

The MESA staff has enjoyed working with your district and commends you on the outstanding achievements of students and advisors who participated last year. With your continuing support, we can work together to give students programs that encourage greater success and participation in mathematics, science and engineering.

As NM MESA celebrates its **25th year** serving New Mexico communities, we wish you every success for the coming school year. The NM MESA mission "**Empower and motivate New Mexico's culturally diverse students with science, technology, engineering, and math (STEM) enrichment**" is made easier with your commitment to student achievement.

Sincerely,

Toney Begay
Executive Director

Enclosure



MEMORANDUM OF UNDERSTANDING
Between
New Mexico Mathematics, Engineering, Science Achievement, Inc.,
And
“Gadsden Independent Schools”

I. DISTRICT COMMITMENTS

A. Advisor Stipend

1. NM MESA, Inc., guidelines call for a minimum stipend of \$2,000 per MESA Advisor working with a minimum of 20 students. If the number of students increases to more than 40, NM MESA, Inc., 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 an 11 month period, as well as a high level of skill in working with students.

B. Substitute Leave

1. District will provide substitute leave for all advisors for all NM MESA, Inc., activities. These activities may include advisor/leadership meetings, student educational activities or competitions. The average release time is 9 days per school year, although some districts need more release days. District may request reimbursement for substitute costs from NM MESA, Inc., 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 NM MESA, Inc., activities before NM MESA, Inc., will provide such reimbursement.

C. Transportation

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

D. Advisor Responsibilities

1. Abide by the Advisor’s Code of Conduct as written in the Advisor’s Handbook.
2. Serve as a member of the NM MESA, Inc., Advisory Council if elected. Elections will take place annually at the commencement of the school year.
3. Recruit and maintain a program with a minimum of 20 students.
4. Maintain student roster, profiles, and activities via MESA Information Management System (MIMS).
5. Collect Parent Permission Forms (A-1) from all MESA students and submit to regional coordinator.
6. Collect Student Profile Forms (A-2) from all MESA students and enter into MIMS.
7. Collect Student and Parent Field Trip Agreement Forms (A-3) from all MESA students. Forms should be accessible during MESA activities and updated as necessary.
8. Hold regular weekly student meetings.

9. Monitor students' grades to determine eligibility and tutoring needs.
10. Provide tutoring for students on a regular basis.
11. Coordinate three to five MESA activities (field trips, guest speakers, and one to two leadership activities).
12. Participate in regional and state MESA competitions.
13. Hold parent meetings biannually.
14. Attend all regional and statewide meetings.
15. Participate in six school site visits.
16. Encourage students to take standardized tests (ACT, SAT, etc.), if applicable.
17. Encourage students to achieve academic excellence through participation in all academic endeavors provided by NM MESA, Inc., the school, and others.
18. Support the NM MESA, Inc., mission, "Empower and motivate New Mexico's culturally diverse students through science, technology, engineering, and math (STEM) enrichment."

E. 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. Additional NM MESA, Inc., programs are considered on a yearly basis and dependent upon available resources. The schools within this district, which are approved for the NM MESA, Inc., program, are: **"Gadsden High School, Chaparral High School, Chaparral Middle School, Gadsden Middle School."**
2. Accept purchase orders from NM MESA, Inc., and generate invoices based on the purchase order.
3. Provide NM MESA, Inc., with invoices within **30** days of fulfillment of the purchase order. All billing for the current school year must be submitted no later than June 10, 2009. Invoices received after the deadlines are payable subject to Fiscal Year 2009 budget.
4. Provide supplemental resources, which may include lodging costs in connection with overnight educational activities that are in addition to those provided by NM MESA, Inc., as defined in Part II.
5. Provide in-kind contributions that 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 by June 30, 2009.
6. Provide NM MESA, Inc. with relevant student data, which may include, but is not limited to: PED numbers, Standardized Test Scores, Course Enrollment and official student transcripts by June 30, 2009.
7. Provide the appointed advisor with the means to access NM MESA, Inc., on-line applications, including web site, email correspondence and data base access.

II. NM MESA COMMITMENTS

A. Transportation/Mileage/Lodging

1. NM MESA, Inc., will provide transportation/mileage for MESA Day, Regional Design Competitions, and other approved activities, subject to budget limitations.

2. NM MESA, Inc., will provide each program with resources for Fiscal Year 2009 to be used for educational activities. These activities must be approved by the Regional Coordinator.
3. NM MESA, Inc., will provide mileage, lodging and designated meals to MESA Advisors at all regional and statewide meetings. Lodging will be provided on a shared-room basis to Advisors whose schools are 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 who travel more than 20 miles to the meeting location.
4. NM MESA, Inc., will provide mileage reimbursement for one advisor per school only.

B. Activity Fund

1. NM MESA, Inc., will provide each MESA program with an activity fund based on the number of students participating in that program. Qualifying students are those that have submitted a Parent Permission Form (A-1), whose complete profile is entered in the NM MESA, Inc., database, and who are active participants in the school MESA program.

C. Tutoring

1. NM MESA, Inc., will provide funds for tutors for MESA students (subject to budget limitations) at the rate of \$7.15 per hour. Tutors will be provided at a rate of one tutor for every 20 MESA students. MESA Advisors must apply to the NM MESA, Inc., main office to employ a tutor for their program. MESA program numbers will be verified utilizing the NM MESA, Inc., database.

D. On-Going Administrative Support

1. NM MESA, Inc., will provide ongoing operating and administrative support which will include but is not limited to:
 - a. Six school visits per year by NM MESA, Inc., staff.
 - b. Attendance at parent meetings.
 - c. Regional and statewide program support.
 - d. Advisor training and supplies.
 - e. Education activity coordination, including the Senior Incentive Field Trip for graduating seniors.
 - f. Coordination of lodging for students and advisors at certain special events.
 - g. Student Incentive Awards – up to \$1,000 for qualified, graduating seniors.
 - h. Outstanding student awards.
 - i. MESA publications (Newsletter, Annual Report, Brochure).
 - j. Regular announcements of student/advisor opportunities.

III. AGREED TO AND SIGNED:

_____ / _____ School District Superintendent /Date	_____ / _____ School District Business Manager/Date
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_____ / _____ NM MESA Executive Director/Date	_____ / _____ NM MESA Regional Coordinator/Date
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