



MEMORANDUM OF UNDERSTANDING
2011-2012 School Year
Between
New Mexico Mathematics, Engineering, Science Achievement, Inc.,
And
“School District”

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. NM MESA, Inc., 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 and Advisory Contract 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 NM MESA, Inc., Information Management System (MIMS) in an accurate and timely manner.
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 NM MESA, Inc., students and enter accurate student information into MIMS.
7. Collect Student and Parent Field Trip Agreement Forms (A-3) from all NM MESA, Inc., students. Forms should be accessible during NM MESA, Inc., activities and updated as necessary.

8. Hold regular weekly student meetings.
9. Monitor students' grades to determine eligibility and tutoring needs.
10. Facilitate tutoring for students as needed.
11. Work with NM MESA, Inc., Regional Coordinator to participate in the minimum number of NM MESA, Inc., activities to ensure meeting Performance Watch and Activity guidelines (found in Advisor Handbook).
12. Participate in regional and state NM MESA, Inc., competitions (if qualify for MESA Day).
13. Hold one parent meeting annually.
14. Attend all regional and statewide meetings.
15. Host and participate in a minimum of two-four 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: **"schools."**
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 11, 2012. Invoices received after the deadlines are payable subject to Fiscal Year 2012 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/school supplies, and computer use. An in-kind donation form will be requested from each District by June 30, 2012.
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, 2012.
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.
8. Facilitate two meetings, one in fall and one in spring, with District Superintendent and Regional Coordinator.
9. Provide comprehensive district curriculum guide, including a MESA class/course, if applicable, to Regional Coordinator at fall meeting with District Superintendent.

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 reimburse for transportation costs, based on mileage and number of students, in accordance with our current transportation guidelines. NM MESA, Inc., will pay for normal school bus fees and not charter buses; schools that use charter bus companies must pay the additional cost.
3. NM MESA, Inc., will provide resources for Fiscal Year 2012 to be used for educational activities. These activities must be arranged and approved by the Regional Coordinator.
4. 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.
5. NM MESA, Inc., will provide mileage reimbursement for only one advisor per school for MESA events.

B. Activity Fund

1. NM MESA, Inc., will provide each MESA program with \$500 for 120 + students, \$350 for 80-119 students, \$200 for 20-79 students, and \$50 for 1-19 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. The number of student profiles in the database on October 12, 2011 determines the amount of funds.
2. These funds will be disbursed once per school year, in Fall 2011.

C. On-Going Administrative Support

1. NM MESA, Inc., will provide ongoing operating and administrative support which will include but is not limited to:
 - a. A minimum of two school visits per year by NM MESA, Inc., staff.
 - b. Attendance at parent meeting.
 - 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. MESA publications (Annual Report, Brochure).
 - i. Regular announcements of student/advisor opportunities.

III. AGREED TO AND SIGNED:

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