



## **MEMORANDUM OF UNDERSTANDING** **2018-2019 School Year**

This MOU is a contract between **School District** and **New Mexico Mathematics, Engineering, Science Achievement, Inc. (MESA)**. It outlines the responsibilities of the School District, Advisors, and MESA.

### **I. DISTRICT COMMITMENTS**

#### **A. Advisor Stipend and Provisions**

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

If the school has a MESA class during the day, another additional time should be held for those students who are unable to take the class. The district provided stipend would apply for this additional meeting time.

2. Allow for the growth of the MESA program within each school; including funding additional advisors. The MESA-approved schools within this district are: **schools**
3. Provide the appointed advisor(s) with the means to access MESA online applications, including website, email correspondence and MESA Information Management Systems (MIMS) database. The program will also need internet/computer access to work on MESA activities and competitions.

#### **B. Substitute Leave**

1. District will provide substitute leave for all advisors for all MESA 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 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 MESA will provide such reimbursement.

#### **C. Transportation and Supplemental Resources**

1. Provide advisor and student transportation to one MESA regional educational activity per year.
2. Accept purchase orders from MESA and generate invoices based on the purchase order.
3. Provide MESA 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 14, 2019. Invoices received after the deadlines are payable subject to Fiscal Year 2018 budget.

4. Provide supplemental resources, (subject to budget limitations) which may include lodging costs in connection with overnight educational activities that are in addition to those provided by MESA as defined in Part II.

#### **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 MESA Advisory Council if elected. Elections will take place annually at the commencement of the school year.
3. Maintain student roster, profiles, and activities via MESA Information Management System (MIMS) in an accurate and timely manner.
4. Collect:
  - a. Parent Permission Forms (A-1) from all MESA students and submit to Regional Coordinator.
  - b. Student Profile Forms (A-2) from all MESA students unless entered online by the student and parent.
  - c. Student and Parent Field Trip Agreement Forms (A-3) from all MESA students. Forms should be accessible during MESA activities and updated as necessary.
5. Hold regular weekly student meetings.
6. Monitor students' grades to determine eligibility and tutoring needs.
7. Work with MESA to comply with the Performance Watch criteria (found in Advisor Handbook).
8. Participate in regional and state MESA competitions.
9. Hold at least one parent meeting annually.
10. Attend all regional and statewide meetings.
11. Host and participate in two school site visits from MESA.
12. Encourage students to take standardized tests (ACT, SAT, etc.), if applicable.
13. Encourage students to achieve academic excellence through participation in all academic endeavors provided by MESA, the school, and others.
14. Support the MESA mission, "Empower and motivate New Mexico's culturally diverse students through science, technology, engineering, and math (STEM) enrichment."

#### **E. Other District Responsibilities**

1. Provide MESA with relevant student data, which may include, but is not limited to: PED numbers, Standardized Test Scores, Course Enrollment and official student transcripts by January 30, 2019 and a set showing graduation for seniors by August 4, 2019.
2. Facilitate a meeting in the fall with District Superintendent (or representative) and Regional Coordinator.

**II. NM MESA COMMITMENTS**

**A. Transportation/Mileage/Lodging**

1. MESA will provide transportation funding for MESA Day, Regional Competitions, and other approved activities, subject to budget limitations.
  - a. MESA will reimburse for transportation costs, based on mileage and number of students, in accordance with MESA’s current transportation guidelines. MESA will pay for normal school bus fees and not charter buses; schools that use charter bus companies must pay the additional cost.
2. MESA will provide resources for Fiscal Year 2019 to be used for educational enrichment activities. These activities must be arranged and approved by the Regional Coordinator.
3. MESA will provide funding for transportation, lodging and designated meals to MESA Advisors at all regional and statewide meetings.
  - a. 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.
  - b. Mileage reimbursement will be provided to advisors who travel more than 20 miles to the meeting location. MESA will provide mileage reimbursement for only one advisor per school for MESA events.

**B. Activity Fund**

1. Qualifying MESA students are those that have submitted a Parent Permission Form (A-1), whose complete profile is entered in the MESA database, MIMS, and who are active participants in the school MESA program. The number of student profiles in the database on October 15, 2018 determines the amount of funds.
2. MESA will provide each MESA program with \$7 per student participating in the program with a minimum of \$150 for the program.
3. These funds will be disbursed once per school year, in Fall 2018.

**C. On-Going Administrative Support**

1. MESA 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 MESA staff.
  - b. Attendance at parent meeting, when possible.
  - c. Regional and statewide program support.
  - d. Advisor training and supplies.
  - e. Education activity coordination, including the Senior Incentive Field Trip for graduating seniors, if applicable.
  - f. Coordination of lodging for students and advisors at certain special events.
  - g. Recognition of student and advisor achievement.
  - h. MESA publications (Annual Report, Brochure, Newsletter).
  - i. Regular announcements of student/advisor opportunities.

**III. AGREED TO AND SIGNED:**

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