

July 2015

**PARTNERSHIP SERVICES AGREEMENT (PSA # 16-xxx)**

Between

**The Regents of the University of California, on behalf of the UC Santa Cruz Educational Partnership Center (EPC) – Mathematics Engineering Science (also referred to herein as “UCSC”, “EPC”, “MESA”**

&

**North Monterey County Unified School District (NMCUSD)  
North Monterey County High School (NMCHS)  
North Monterey County Middle School (NMCMS)**

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***I. Purpose of Agreement***

The purpose of this Partnership Service Agreement is to outline the commitments, services and resources from each party with the shared intent to provide services to students, parents, and teachers for the 2015-16 school year.

***II. Program Goals & Objectives***

The overall program goal is to ensure that NMCUSD students have an opportunity to pursue and succeed in post-secondary education. To support students in achieving this goal, our efforts will focus on the following areas:

**MESA Outcomes:**

| <b>Academic Planning &amp; Enrichment in STEM</b>   |
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| Outcome 1A: 75% MESA seniors complete A-G course completion for admission to UC/CSU   |
| Outcome 1B: Graduating MESA students attain/exceed college-going rate of 75%  |
| Outcome 1C: Graduating MESA students attain/exceed GPA 3.0  |
| Outcome 1D: 20% of MESA high school enrollment are grade 12   |
| Outcome 1E: 80% MESA students complete Algebra I or equivalent by 10th grade  |
| Outcome 1F: 50% graduating MESA students complete higher-level math above Algebra II or equivalent  |
| Outcome 1G: 50% MS students complete Algebra I or equivalent by 8th grade   |
| Outcome 1H: 75% MS students complete pre-Algebra & 2 years of science by end of 8th grade   |
| Outcome 1I: 70% MESA students pass CAHSEE by end of 10th grade  |
| Outcome 1J: 80% of MESA students will take part in the STEM challenge activity  |
| Outcome 1K: 100% of MESA students are provided information & opportunities for off-site STEM-related activities (e.g. Community workshops and events, Summer Math or Engineering Academies, STEM events/conferences hosted by partner colleges & universities etc.) |

| <b>College &amp; STEM Career Preparation</b>               |
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| Outcome 2A: 100% MS students complete IAP by end 8th grade |

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| Outcome 2B: 100% of entering 9, 10, & 11 grade HS students have at least one Annual Review                       |
| Outcome 2C: 80% 12th grade MESA students complete @least 8 hours of STEM careers Workshops/Events                |
| Outcome 2D: 100% 12th grade students partake of @ least 3 campus visits; research of 2 colleges                  |
| Outcome 2E: 100% of graduating MESA students receive individual follow up on college apps & financial aid filing |
| Outcome 2F: 75% of MESA graduates have taken SAT I & 3 SAT II's or the ACT                                       |
| Outcome 2G: Connect 80% of graduating MESA students with appropriate MESA MCCC or MEP programs                   |
| Outcome 2H: Offer STEM-related mentoring opportunities to 80% of MESA students                                   |

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| <b>Teacher Professional Development</b>  |
| Outcome 3A: 75% Advisors partake in at least 16 hours prof development to enhance math & science instruction |
| Outcome 3B: Advisors attend at least 4 UCSC advisor meetings held each year                                  |

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| <b>Parent Education &amp; Involvement</b>   |
| Outcome 4A: 100% of parents/guardians are offered Parent Orientation              |
| Outcome 4B: At least 2 parent workshops held per year for parents/guardians       |
| Outcome 4C: At least 50% parents/guardians have the opportunity to review the IAP |

UCSC’s obligations in furtherance of these goals and objectives are limited to those obligations specifically set forth in Section IV and V below.

**III. Program Summary**

Mathematics, Engineering, Science Achievement (MESA) is nationally recognized for its innovative and effective academic development program. MESA engages thousands of educationally disadvantaged students from across California so they excel in math and science and graduate with math-based degrees. MESA partners with all segments of California higher education as well as K-12 institutions, which allows for services at the pre-college level, community college level, and the university level. The MESA Schools Program provides college knowledge and academic development and enrichment in STEM to students in middle and senior high schools so they thrive in math and science, and become competitively eligible for academically rigorous colleges and universities. The MSP partners with teachers, administrators, school district officials, schools and industry representatives to provide quality academic enrichment. Services are implemented through a collaboration involving teachers at participating schools and personnel from local MESA centers.

**IV. Program Components**

**A. Roles and Responsibilities:**

- Executive Director, EPC, Maria Rocha-Ruiz: has contract oversight and is responsible for approving all budgetary commitments.
- MESA Director, EPC, Alexandria Leckliter: will be the main point of contact between UCSC MESA and NMCUSD and will work with MESA teachers in NMCUSD to provide guidance on the MESA model.

- Superintendent, NMCUSD, Kari Yeater: will support MESA efforts in the district.
- Assistant Superintendent, NMCUSD, Lois Peterson: will be the main point of contact at NMCUSD for MESA. She will support MESA by working with school site administrators and teachers regarding MESA implementation and MESA advisor assignments, and will be the main point of contact regarding NMCUSD funding for MESA.
- Principals (NMCHS and NMCMS): will ensure that MESA advisors have adequate space and resources to carry out their operations, work diligently to support MESA teachers with program implementation, encourage teachers to attend MESA professional development opportunities, identify opportunities to broaden the impact of MESA, and use available resources to support MESA program goals and MESA advisors. NMCHS principal will work toward adding a MESA in-class period to the master schedule.

B. Activities:

MESA

- **MESA Day Activities.** Hands-on math and science competitions, held each year at UC Santa Cruz and at an additional partner regional university, give students a chance to meet like-minded peers, and compete for awards, and visit different university campuses and various engineering labs.
- **MESA Projects.** All of the projects are hands-on, reinforce STEM standards, and allow students to apply math, physics, engineering, chemistry, biology, and technology skills to real-life problems in an inquiry based, exploratory engineering environment.
- **Teacher training and curriculum resources.** Six trainings during the academic year are offered for MESA Advisors to learn hands-on curriculum and new techniques to teach math and science. Curriculum resources provide scaffolding to create a unit for each MESA Project, as well as “brown-bag” mini activities are provided to teachers on the MESA Online University.
- **Individual Academic Plans and Transcript Analysis.** The plans help teachers and MESA staff members monitor individual student progress, and ensure students are on track for UC and CSU eligibility.
- **Career, college and STEM major exploration.** Guest speakers and field trips expose students to different college and career options.
- **Parent leadership development.** Parents are invited to workshops at MESA events to learn how to become effective advocates for their children's academic success.
- **Study skills training.** Students learn the most effective techniques for academic achievement.

*V. Parties and Commitments*

The parties shall perform all obligations under this Agreement in accordance with all applicable laws, including without limitation the Federal Educational Records Privacy Act, and UC policies and in accordance with any terms and conditions applicable to MESA funding (e.g. grant terms).

**UC Santa Cruz Educational Partnership Center (EPC)-MESA** agrees to operate the program under the following parameters (at its sole costs and expense unless otherwise indicated):

- a) Provide activities and opportunities for students and parents that promote: success in school, student leadership, study and test-taking skills, team-work, critical thinking and the application of science and math-based concepts and principles. The formats will include

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| motivational talks, academic hands-on activities in science, technology, engineering and math (STEM).  |
| b) Provide 1.5 FTE in professional staff, undergraduate academic interns, and program resources for the implementation of the MESA model. This includes coordination of academic and enrichment activities, curricular resources, materials, supplies, educational field trips, and oversight of MESA efforts at school sites. |
| c) Provide, at no cost to the schools, a base of supplies of the more costly, hard-to-find materials for MESA activities and competitions including: balsawood of specific sizes, alum, CDs, mouse trap cars, bubble wrap, etc. to build examples of all the MESA projects.  |
| d) Provide enrichment opportunities for students locally, on university campuses and through MESA OnlineU to ensure students are aware and knowledgeable of higher education pathways in STEM.   |
| e) Provide, in collaboration with Advisors, MESA academic enrichment activities to promote better homework completion rates, more learning and group problem solving skills.   |
| f) Assist school-site personnel with the selection of the MESA Advisor, and the recruitment and selection of student participants.   |
| g) Provide professional development events and training for MESA Advisors related to the MESA model for which MESA will cover all costs, including meals, materials, training, lodging, and incentives.  |
| h) Provide special events and field trips, including but not limited to MESA Day Preliminary Competition at UC Santa Cruz, and Regional Competition at CSU Fresno.   |
| i) Provide guest speakers and resource people to visit schools and MESA events to motivate/inform students to do well in school and prepare for STEM majors in college.  |
| j) Provide "A-G" transcript reviews for MESA participants.   |
| k) Provide educational, outreach and leadership activities for parents of MESA students.   |
| l) Provide space at the MESA Center and/or university for special MESA activities.   |
| m) Maintain and use all data provided by the school site in strict confidence and solely for the purposes of targeting, selecting, monitoring and guiding MESA participants.   |
| n) Maintain official MESA enrollment records.  |
| o) Act as the liaison between the school site and the Statewide MESA Office  |
| p) Seek external financial support for enrichment activities through grants, proposals, and other partnerships.  |
| q) Provide SAT and ACT fee waivers, PSAT fee waivers, and test prep to juniors.  |

**NMCUSD/NMCHS/NMCMMS** agree to operate the program under the following parameters (at each party's sole cost and expense unless otherwise indicated):

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| a) Send a signed copy of this agreement back to UCSC EPC-MESA upon execution.  |
| b) School sites will provide a \$1,500 coordination fee each (\$3,000 total) to UCSC EPC-MESA for coordination of the MESA Program in NMCUSD. Upon execution of agreement, the school sites will generate a Purchase Order to UC Regents for the amount of \$1,500 each.   |
| c) School sites will reimburse UCSC EPC-MESA for additional hard to find materials above and beyond base supplies provided by MESA. If needed, MESA will purchase additional materials above and beyond supplies provided at the beginning of the year specifically for the school sites not to exceed \$1,000 for each site. Documentation of itemized purchases will be presented with invoices. Upon execution of this agreement, school sites will generate a Purchase Order to UC Regents for the amount of \$1,000 each for hard to find supplies. |
| d) NMCMS will provide hourly pay for the MESA Advisor(s) running the after school MESA   |

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| club.   |
| e) NMCMS will provide funding for, and directly compensate the Lead MESA Advisor \$1,500 for additional attendance and duties, dependent upon actual attendance and completion of advisor responsibilities. The compensation will be pro-rated and paid twice yearly in winter and spring.  |
| f) NMCHS will provide funding for, and directly compensate the MESA Advisor in the amount of \$2,500 for completing the additional responsibilities expected of MESA Advisors.  |
| g) NMCMS will provide hourly pay for support advisors for attendance at MESA Day Prelims and Regional events.   |
| h) NMCUSD will provide transportation (bus or van) if carpool with private vehicle is not available to UCSC for the preliminary MESA Day competitions on February 27 or March 5, 2016.  |
| i) NMCMS will provide \$2,000.00 to fund supplies in support of the MESA program which will be ordered directly by the school or purchased by advisors and reimbursed through the school.   |
| j) NMCHS will provide \$500.00 to fund supplies in support of the MESA program which will be ordered directly by the school or purchased by advisors and reimbursed through the school.   |
| k) NMCUSD will provide transportation and driver for one enrichment field trip or event per year. To save on costs, the middle and high school can collaborate on transportation for a group field trip.  |
| l) The School sites will provide the NMCUSD MESA Advisors/MESA Schools Program (MSP) Staff access to student records for the purposes of advising students and collecting baseline and follow-up data in order to measure/evaluate MSP's impact. Provide data to any outside agencies only upon receipt of signed parent consent forms.   |
| m) The School sites will provide adequate classrooms and facilities including school computer lab, multi-purpose room, or athletic fields and/or gym for MESA activities  |
| n) The schools Principals and MSP staff will jointly select and appoint at least one MESA Advisor per school site (typically a mathematics and/or science teacher).   |
| o) The School sites will utilize the site grant for MESA and other appropriate school/district funds (Specific Grant funds, After School/Summer School Funds, Tech Ed, 21 <sup>st</sup> Century, Community Learning Center (CCLC) grants, Economic Impact Aid, English Language Acquisition Program, Immigrant Student Funding, School Improvement Program, Title 1, GATE, SB-13 Migrant Education, Proposition 98, site or district magnet program allocations, local businesses, foundations, or service organizations, i.e. Lions Club or Rotary, etc.) to cover the above costs and for such items as: <ul style="list-style-type: none"> <li>a. General school supplies (glue, scissors, paper, copies, rulers, basic bulletin board and basic science project materials)</li> <li>b. One-day substitute teacher coverage so Advisors can attend a MESA Advisor Professional Development Days and or/academic enrichment field trips for Students (approximately 3 per year).</li> </ul> |

*Under this agreement, the advisor agrees to:*

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| a) Serve as the lead for the MESA program at the school site, and work closely, and cooperatively, with MESA Center staff to ensure proper implementation. |
| b) Support the terms outlined above in the school's section of this agreement.   |
| c) Prepare activities/curriculum for MESA Class/Club meetings in advance to create a unit of study around each project.                                    |

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| d) Organize, facilitate, and supervise MESA school-site meetings at a regularly scheduled time each week (for MESA clubs).  |
| e) Attend MESA preliminary competition (2/27/16 or 3/4/16).   |
| f) Attend subsequent MESA competitions (regional, state, national) if students advance (Regional competitions April 2016, State competitions May 2016). If there are multiple advisors at a school site, at least one must attend the event.  |
| g) Attend Advisor meetings: <ul style="list-style-type: none"> <li>i. Advisor Meeting #1: September 2015 @ UCSC 5:00pm-6:30pm</li> <li>ii. Advisor Meeting # 2: November 2015 @ NMCMS</li> <li>iii. Advisor Meeting # 3: January 2016 @ UCSC</li> <li>iv. Advisor Meeting #4: March 2016 @ TBD</li> <li>v. Advisor Meeting # 5: May 2016 Conference Call</li> </ul>   |
| h) Serve as the lead person in the outreach to and recruitment of eligible students and parents at the school site to obtain a 20 student enrollment minimum per advisor.   |
| i) Respect response and data submission deadlines. Ensure completion of online club registration, parent authorization, and MESA Day registration forms. Complete and maintain all other records (attendance records, participation, etc.).   |
| j) Submit bi-annual detailed student activity records as well as an approximation of cost share information to the UCSC MESA Center in January and May.   |
| k) In conjunction with MESA at UCSC, plan field trips, guest speakers, and college workshops for the club participants. Assist the MESA Center in identifying potential field trip sites, or other opportunities that foster program objectives.  |
| l) If applicable, supervise the MESA undergraduate intern or student presenters while at the school-site and communicate any issues of concern to MESA Center staff.  |
| m) Schedule time for MESA Center staff and Undergraduate Interns to complete Individual Academic Plans with MESA students, assist in monitoring IAP's.  |
| n) Assist the Center staff with administrative and program duties, and respond to information requests within 3 working days (via email or phone).  |
| o) Communicate regularly with the MESA Center staff, particularly with respect to program progress, needs or special requests. <ul style="list-style-type: none"> <li>i. Please request any needed MESA Center equipment &amp; supplies at least two weeks in advance.</li> <li>ii. Please request presentations, college workshops, field trips assistance, and guest speakers at least one month in advance.</li> </ul> |

## ***VI. Indemnification***

The NMCUSD hereby agrees to defend, indemnify, and hold the Regents of the University of California, its officers, agents, and employees harmless from and against any and all claims, demands, judgments, costs and expenses arising out of the negligence or willful misconduct of NMCUSD or any third party in connection with the performance of this Agreement. If legal action is required by UCSC to enforce any of its rights under this Agreement, NMCUSD agrees to reimburse UCSC for reasonable attorney's fees and court costs.

## ***VII. Termination***

Either party may terminate this Agreement for any reason at any time by giving thirty (30) calendar days written notice to the other party; EPC will be compensated for services provided to date of termination,

if applicable. Should either party default in the performance of this Agreement or materially breach any of its provisions, the non-breaching party may terminate this Agreement by giving written notice to the breaching party. Termination shall be effective immediately on receipt of notice.

***VIII. Agreement for Data Sharing***

In order to conduct program effectiveness evaluations, and to consistently monitor students on the “A-G” pathway, the parties agree to exchange confidential student information (also referred to as student records or data) under the terms and conditions stated in this agreement. This information will be used to plan, implement, operate, evaluate, and report progress on the MESA program, and will be disseminated to the partners on a regular basis.

The information requested under this agreement consists of three types of data, including: 1) Student name and contact information. 2) Student demographics. 3) Student courses and grades. EPC will submit data requests to the site to compile and submit the data to EPC within 30 days of receipt of the data request. A signed parent consent form is required to provide student data to any outside agency. The parties agree to keep confidential records protected at all times to prevent the unauthorized or inadvertent release of any individually-identifiable information. The parties will maintain a log of all staff members who receive confidential information, including a description of the types of data they have received and their permissible uses. These staff members will receive regular and periodic training to review procedures for protecting confidential information. These staff will also be asked to sign a statement acknowledging their legal responsibility to protect confidential information. Usernames and Passwords will be used to protect confidential information when it is stored electronically. New technologies to protect confidential information will be employed as these methods gain acceptance in the educational field. No information that could identify any individual student or parent will be released in any reports, publications, research, marketing materials, or other documents produced by EPC or MESA that are created from data exchanged under this agreement. These data will be retained by EPC for a minimum of five years. All confidential records will be destroyed when they are no longer needed for the purposes described above. The parties will adhere to all legal requirements regarding protection of confidential information contained in the federal Family Educational Rights and Privacy Act (FERPA, 20 USC 1232g), and the California Education Code (Section 49060 et seq).

***IX. Term of Partnership***

August 15, 2015 – June 30, 2016

***X. Invoice Schedule***

August 15, 2015 to June 30, 2016.

**UCSC MESA will invoice NMCUSD for:**

| <u>Expense Period</u> | <u>Invoice Dates</u> | <u>Amount</u> | <u>Description</u> | <u>PSA Number</u> | <u>Send Invoice to:</u>  | <u>EPC FOAPAL</u> |
|-----------------------|----------------------|---------------|--------------------|-------------------|--------------------------|-------------------|
| 8/15/15-6/30/16       | 10/15/15             | \$1,500       | Coordination       | 15-011            | NMCHS<br>Caroline Calero | 620137-66506      |

|                 |          |                |              |  |  |
|-----------------|----------|----------------|--------------|--|--|
| 8/15/15-6/30/16 | 4/15/16  | \$1,000        | Supplies     |  | 13990<br>Castroville<br>Blvd.<br>Castroville CA<br>95012                     |
| 8/15/15-6/30/16 | 10/15/15 | \$1,500        | Coordination |  | NMCMS<br>Marisa Martinez<br>10301 Seymour<br>St.<br>Castroville, CA<br>95012 |
| 8/15/15-6/30/16 | 4/15/16  | \$1,000        | Supplies     |  |  |
| <b>Total:</b>   |          | <b>\$5,000</b> |              |  |  |

***XI. Miscellaneous***

This Agreement, including the Exhibits and/or the Addenda listed below (if any), contains the entire agreement of the parties with respect to the subject matter of this Agreement and supersedes any other agreement relating to such subject matter, whether oral or written.

Included Exhibits and/or Addenda (list below or mark “N/A” if none):

- Appendix A: MESA Budget Overview

***XII. Primary Contacts***

North Monterey County Unified School District

Name: Lois M Peterson, Ed. D.  
Title: Assistant Superintendent for Educational Services  
Email: lois\_peterson@nmcusd.org  
Phone: (831) 633-3343  
Fax: (831) 633-4188

Name: Caroline Calero  
Title: Principal NMCHS  
Email: ccalero@nmcusd.org  
Phone: 831- 633-5221 x 219  
FAX: 831-633-2520

Name: Marisa Martinez  
Title: Principal NMCMS  
Email: marisa\_martinez@nmcusd.org  
Phone: 831 633-3391

FAX: 831-633-2520

Educational Partnership Center-MESA

Name: Alexandria Leckliter  
Title: MESA Director  
Email: alexand@ucsc.edu  
Phone: 831-459-1760  
Fax: 831-459-3570

***XIII. Signatures***

All of the parties agree on the terms outlined in this agreement and sign as authorized agents of their respective organizations.

**North Monterey County Unified School District**

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

Print Name: Kari Yeater  
Title: Superintendent  
North Monterey County Unified School  
Organization: District

Name & contact information of NMCUSD district fiscal administrator:

Name: Liann Reyes  
Title: Assistant Superintendent for Business Services  
Phone: 831-633-3343 x 208  
Fax: 831-633-2937  
Email: lreyes@nmcusd.org

The Regents of the University of California, on behalf of the UC Santa Cruz Educational Partnership Center-MESA

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

Print Name: Richard Hughey,  
Title: Vice Provost/Dean of Undergraduate Education  
Organization: UC Santa Cruz

Name & contact information of EPC fiscal administrator:

Name: Peggy Muscato,  
Title: Budget Analyst  
Email: kandre@ucsc.edu  
Phone: (831) 459-1752  
Fax: (831) 459-3570

## Appendix A: MESA Budget Overview

|   | Total Cost               | Cost To EPC/MESA | Cost To Middle School | Cost To High School   | Cost to NMCUSD   |
|---|--------------------------|------------------|-----------------------|-----------------------|------------------|
| <b>MESA Program Coordination in NMCUSD</b><br>MESA Director (in-kind), Academic Coordinator (\$1,500 cost for each school represents 1/32 of Academic Coordinator salary and benefits), and Undergraduate Intern (in-kind) \$11,000 per school (\$22,000 for two sites) | \$22,000                 | \$19,000         | \$1,500               | \$1,500               | \$0              |
| <b>MESA Advisor Compensation</b><br>NMCMS: up to \$1,500 Lead Advisor, pro-rated according to duties completed and events attended<br>NMCHS: up to \$2,500 pro-rated according to duties completed and events attended  | \$4,000.00               | \$0              | Not to Exceed \$1,750 | Not to Exceed \$2,500 | \$0              |
| <b>MESA Advisor (After School Club Middle School)</b><br>Hourly pay (estimated amount for yearly pay)   | \$2,000.00               | \$0              | \$2,000               | \$0                   | \$0              |
| <b>Base Supply of Hard to Find MESA Day Project Materials</b><br>MESA will provide a base supply of hard to find materials (\$500 to each site)   | \$1000.00                | \$1000.00        | \$0                   | \$0                   | \$0              |
| <b>Additional Hard to Find MESA Day Project Materials</b> Specifically ordered for NMCHS and NMCMS \$1,000 per school if supplies above and beyond base supplies needed   | Not to Exceed \$2,000.00 | \$0              | Not to Exceed \$1,000 | Not to Exceed \$1,000 | \$0              |
| <b>General School and Science Project Materials</b><br>Funding contributed to MESA class/club by each school site for MESA supplies.  | \$3,500.00               | \$0              | \$2,000               | \$500                 | \$0              |
| <b>Student incentives and Snacks</b><br>Recruitment & end of year pizza events, club snacks, educational incentives, etc.   | \$150.00                 | \$150.00         | \$0                   | \$0                   | \$0              |
| <b>Transportation to MESA Day Prelims</b><br>Field trip for students and parents to UCSC to attend MESA Day Preliminary Competition in March 2016. Actual cost depends on mode of transportation.   | Estimate \$1,000         | \$0              | \$0                   | \$0                   | Estimate \$1,000 |
| <b>Enrichment Field Trip Transportation</b><br>One academic enrichment field trip for students TBD per year. Actual cost depends on distance of field trip and mode of transportation.  | Estimate \$1,000         | \$0              | \$0                   | \$0                   | Estimate \$1,000 |
| <b>Student Programming and Curriculum</b><br>MESA Activities, Curriculum, Workshops, Speakers, MESA preliminary and regional competitions, etc. (estimated in kind)   | \$5,000.00               | \$5,000.00       | \$0                   | \$0                   | \$0              |
| <b>MESA Competitions:</b><br>14% of Preliminary and Regional competition costs for NMCUSD students  | \$5,600.00               | \$5,600.00       | \$0                   | \$0                   | \$0              |
| <b>Teacher Professional Development</b><br>6 Advisor meetings and other opportunities (estimated in kind)   | \$2,000.00               | \$2,000.00       | \$0                   | \$0                   | \$0              |
|   |                          |                  |                       |                       |                  |
| <b>Total Costs</b>  | \$49,250                 | \$32,750         | \$8,250               | \$5,500               | \$2,000          |