

**SERVICE AGREEMENT  
WITH TESUQUE ELEMENTARY SCHOOL PARENT TEACHER ASSOCIATION  
FOR THE IMPLEMENTATION OF EDUCATIONAL & RECREATIONAL  
YOUTH PROGRAMS**

**THIS AGREEMENT** is made and entered into on this 27<sup>th</sup> day of May, 2014, by and between **SANTA FE COUNTY** (hereinafter referred to as the "County"), a New Mexico political subdivision, and **TESUQUE ELEMENTARY SCHOOL PARENT TEACHER ASSOCIATION (PTA)**, whose address is P.O. Box 440, Tesuque, N.M. 87574 (hereinafter referred to as the "Contractor").

**WHEREAS**, children and youth in Santa Fe County comprise twenty-three percent (23%) of the County's population and twenty-eight percent (28%) of New Mexico's population. In 2011, 33,600 Santa Fe County residents were under the age of 19 and the County has a direct interest in ensuring that youth in our community are mentally and physically healthy;

**WHEREAS**, in accordance with NMSA 1978 Sections 13-1-112 and 113-1-117, competitive, sealed proposals were solicited via a formal request for proposal RFP# 2014-0293-CSD/PL for the implementation of educational and recreational youth programs;

**WHEREAS**, based upon the evaluation criteria established within the RFP for the purposes of determining the most qualified Offeror, Santa Fe County has determined the Contractor as the most responsive and highest rated Offeror;

**WHEREAS**, the County requires the services and the Contractor is willing to provide these services and both parties wish to enter into this Agreement.

**NOW THEREFORE**, in consideration of the premises and mutual obligations herein, the parties hereto do mutually agree as follows:

**1. SCOPE OF THE WORK**

The contractor shall:

- A. Implement a summer youth program consistent with Contractor's proposal (Attachment A). Administrative costs shall not exceed 5% of total grant award.
- B. Develop and administer programs designed to serve the youth of Santa Fe County, which may include, but not limited to, reading and math literacy programs, educational support activities, outdoor nature activities, and dance;
- C. Serve children from kindergarten to 12<sup>th</sup> grade and provide educational programming that is age appropriate;
- D. Integrate evidence based or promising practices into programming to increase the health and overall social well-being of Santa Fe County youth;

- E. Provide programs that shall affect specific health indicators for Santa Fe County which may include, but are not limited to, building protective factors to increase mental and/or physical health and reduce substance abuse and/or obesity. Programs should also address enhanced learning opportunities;
- F. Provide programs that include family engagement in programming;
- G. Include twenty percent (20%) cash or in-kind match; and shall document both expenditures and in-kind match in each billing statement presented to the County for payment;
- H. Include methods and strategies to recruit and market youth, including high risk youth, into the program;
- I. Provide a mid-program report summary of program status to include, but not limited to: number of youth served, program highlights and program challenges;
- J. Provide a final report to include number of youth served, gender, age, ethnicity, school, grade level, program highlights, program challenges, and outcome measures of proposed goals and objectives;
- K. Provide employment and criminal background checks for all management personnel and staff members.

## **2. COMPENSATION, INVOICING, AND SET-OFF**

A. In consideration of its obligations under this Agreement the Contractor shall be compensated as follows:

- 1) County shall pay to the Contractor in full payment for services satisfactorily performed.
- 2) The total amount payable to the Contractor under this Agreement shall not exceed nine thousand five hundred dollars (\$9,500.00) inclusive of gross receipts tax.
- 3) This amount is a maximum and not a guarantee that the work assigned to be performed by Contractor under this Agreement shall equal the amount stated herein. The parties do not intend for the Contractor to continue to provide services without compensation when the total compensation amount is reached. The County will notify the contractor when the services provided under this Agreement reach the total compensation amount. In no event will the Contractor be paid for services provided in excess of the total compensation amount without this Agreement being amended in writing prior to those services in excess of the total compensation amount being provided.

B. The Contractor shall submit a written request for payment to the County when payment is due under this Agreement. Upon the County's receipt of the written request, the County shall issue a written certification of complete or partial acceptance or rejection of the contractual items or services for which payment is sought. The Contractor acknowledges and agrees that the County may not make any payment hereunder unless and until it has issued a written certification accepting the contractual items or services. Within thirty (30) days of the issuance of a written certification accepting the contractual items or services, the County shall tender payment for the accepted items or services. In the event the County fails to tender payment within thirty (30) days of the written certification accepting the items or services, the County shall pay late payment charges of one and one-half percent (1.5%) per month, until the amount due is paid in full.

C. In the event the Contractor breaches this Agreement, the County may, without penalty, withhold any payments due the Contractor for the purpose of set-off until such time as the County determines the exact amount of damages it suffered as a result of the breach.

D. Payment under this Agreement shall not foreclose the right of the County to recover excessive or illegal payment.

### **3. EFFECTIVE DATE AND TERM**

This Agreement shall, upon due execution by all parties, become effective as of the date first written above and shall terminate one (1) year later, unless earlier terminated pursuant to Section 5 (Termination) or Section 6 (Appropriations and Authorizations). The County has the option to renew on the same terms and conditions for three (3) years in one (1) year increments. In no event shall this Agreement exceed a term of four (4) years.

### **4. ADDITIONAL SERVICES**

A. The parties agree that all tasks set forth in Paragraph 1, SCOPE OF WORK of this Agreement, shall be completed in full, to the satisfaction of the County, for the amount set forth in Section 2, COMPENSATION, INVOICING, AND SET-OFF, of this Agreement, and for no other cost, amount, fee, or expense.

B. The County may from time-to-time request changes in the Scope of Work to be performed hereunder. Such changes, including any increase or decrease in the amount of the Contractor's compensation, which are mutually agreed upon by and between the County and the Contractor, shall be incorporated in written amendments to this Agreement.

### **5. TERMINATION**

A. Termination of Agreement for Cause. Either party may terminate the Agreement based upon any material breach of this Agreement by the other party. The non-breaching party shall give the breaching party written notice of termination specifying the grounds for the termination. The termination shall be effective thirty (30) days from the breaching party's

receipt of the notice of termination, during which time the breaching party shall have the right to cure the breach. If, however, the breach cannot with due diligence be cured within thirty (30) days, the breaching party shall have a reasonable time to cure the breach, provided that, within thirty (30) days of its receipt of the written notice of termination, the breaching party began to cure the breach and advised the non-breaching party in writing that it intended to cure.

B. Termination for Convenience of the County. The County may, in its discretion, terminate this Agreement at any time for any reason by giving the Contractor written notice of termination. The notice shall specify the effective date of termination, which shall not be less than fifteen (15) days from the Contractor's receipt of the notice. The County shall pay the Contractor for acceptable work, determined in accordance with the specifications and standards set forth in this Agreement, performed before the effective date of termination but shall not be liable for any work performed after the effective date of termination.

## **6. APPROPRIATIONS AND AUTHORIZATIONS**

This Agreement is contingent upon sufficient appropriations and authorizations being made for performance of this Agreement by the Board of County Commissioners of the County and/or, if state funds are involved, the Legislature of the State of New Mexico. If sufficient appropriations and authorizations are not made in this or future fiscal years, this Agreement shall terminate upon written notice by the County to the Contractor. Such termination shall be without penalty to the County, and the County shall have no duty to reimburse the Contractor for expenditures made in the performance of this Agreement. The County is expressly not committed to expenditure of any funds until such time as they are programmed, budgeted, encumbered and approved for expenditure by the County. The County's decision as to whether sufficient appropriations and authorizations have been made for the fulfillment of this Agreement shall be final and not subject to challenge by the Contractor in any way or forum, including a lawsuit.

## **7. INDEPENDENT CONTRACTOR**

The Contractor and its agents and employees are independent contractors and are not employees or agents of the County. Accordingly, the Contractor and its agents and employees shall not accrue leave, participate in retirement plans, insurance plans, or liability bonding, use County vehicles, or participate in any other benefits afforded to employees of the County. Except as may be expressly authorized elsewhere in this Agreement, the Contractor has no authority to bind, represent, or otherwise act on behalf of the County and agrees not to purport to do so.

## **8. ASSIGNMENT**

The Contractor shall not assign or transfer any interest in this Agreement or assign any claims for money due or to become due under this Agreement without the advance written approval of the County. Any attempted assignment or transfer without the County's advance written approval shall be null and void and without any legal effect.

**9. SUBCONTRACTING**

The Contractor shall not subcontract or delegate any portion of the services to be performed under this Agreement without the advance written approval of the County. Any attempted subcontracting or delegating without the County's advance written approval shall be null and void and without any legal effect.

**10. PERSONNEL**

A. All work performed under this Agreement shall be performed by the Contractor or under its supervision.

B. The Contractor represents that it has, or will secure at its own expense, all personnel required to discharge its obligations under this Agreement. Such personnel (i) shall not be employees of or have any contractual relationships with the County and (ii) shall be fully qualified and licensed or otherwise authorized or permitted under federal, state, and local law to perform such work.

**11. RELEASE**

Upon its receipt of all payments due under this Agreement, the Contractor releases the County, its elected officials, officers, agents and employees from all liabilities, claims, and obligations whatsoever arising from or under or relating to this Agreement.

**12. CONFIDENTIALITY**

Any confidential information provided to or developed by the Contractor in the performance of this Agreement shall be kept confidential and shall not be made available to any individual or organization by the Contractor without the prior written approval of the County.

**13. PUBLICATION, REPRODUCTION, AND USE OF MATERIAL; COPYRIGHT**

A. The County has the unrestricted right to publish, disclose, distribute and otherwise use, in whole or in part, any reports, data, or other material prepared under or pursuant to this Agreement.

B. The Contractor acknowledges and agrees that any material produced in whole or in part under or pursuant to this Agreement is a work made for hire. Accordingly, to the extent that any such material is copyrightable in the United States or in any other country, the County shall own any such copyright.

**14. CONFLICT OF INTEREST**

The Contractor represents that it has no and shall not acquire any interest, direct or indirect, that would conflict in any manner or degree with the performance of its obligations under this Agreement.

**15. NO ORAL MODIFICATIONS; WRITTEN AMENDMENTS REQUIRED**

This Agreement may not be modified, altered, changed, or amended orally but, rather, only by an instrument in writing executed by the parties hereto. The Contractor specifically acknowledges and agrees that the County shall not be responsible for any changes to Section 1, "SCOPE OF WORK", of this Agreement unless such changes are set forth in a duly executed written amendment to this Agreement.

**16. ENTIRE AGREEMENT; INTEGRATION**

This Agreement incorporates all the agreements, covenants, and understandings between the parties hereto concerning the subject matter hereof, and all such agreements, covenants and understandings have been merged into this written Agreement. No prior or contemporaneous agreement, covenant or understandings, verbal or otherwise, of the parties or their agents shall be valid or enforceable unless embodied in this Agreement.

**17. NOTICE OF PENALTIES**

The Procurement Code, NMSA 1978, Sections 13-1-28 through 13-1-199, imposes civil and criminal penalties for its violation. In addition, New Mexico criminal statutes impose felony penalties for bribes, gratuities, and kickbacks.

**18. EQUAL EMPLOYMENT OPPORTUNITY COMPLIANCE**

A. The Contractor agrees to abide by all federal, state, and local laws, ordinances, and rules and regulations pertaining to equal employment opportunity and unlawful discrimination. Without in any way limiting the foregoing general obligation, the Contractor specifically agrees not to discriminate against any person with regard to employment with the Contractor or participation in any program or activity offered pursuant to this Agreement on the grounds of race, age, religion, color, national origin, ancestry, sex, physical or mental handicap, serious medical condition, spousal affiliation, sexual orientation, or gender identity.

B. The Contractor acknowledges and agrees that failure to comply with this Section shall constitute a material breach of this Agreement.

**19. COMPLIANCE WITH APPLICABLE LAW; CHOICE OF LAW**

A. In performing its obligations hereunder, the Contractor shall comply with all applicable laws, ordinances, and regulations.

B. Contractor shall comply with the requirements of Santa Fe County Ordinance 2014-1 (Establishing a Living Wage).

C. This Agreement shall be construed in accordance with the substantive laws of the State of New Mexico, without regard to its choice of law rules. Contractor and the County

agree that the exclusive forum for any litigation between them arising out of or related to this Agreement shall be federal and state district courts of New Mexico, located in Santa Fe County.

## **20. RECORDS AND INSPECTIONS**

A. To the extent its books and records relate to (i) its performance of this Agreement or any subcontract entered into pursuant to it or (ii) cost or pricing data (if any) set forth in this Agreement or that was required to be submitted to the County as part of the procurement process, the Contractor agrees to (i) maintain such books and records during the term of this Agreement and for a period of six (6) years from the date of final payment under this Agreement; (ii) allow the County or its designee to audit such books and records at reasonable times and upon reasonable notice; and (iii) to keep such books and records in accordance with generally accepted accounting principles (GAAP).

B. To the extent its books and records relate to (i) its performance of this Agreement or any subcontract entered into pursuant to it or (ii) cost or pricing data (if any) set forth in this Agreement or that was required to be submitted to County as part of the procurement process, the Contractor also agrees to require any subcontractor it may hire to perform its obligations under this Agreement to (i) maintain such books and records during the term of this Agreement and for a period of six (6) years from the date of final payment under the subcontract; (ii) to allow the County or its designee to audit such books and records at reasonable times and upon reasonable notice; and (iii) to keep such books and records in accordance with GAAP.

## **21. INDEMNIFICATION**

A. The Contractor shall defend, indemnify, and hold harmless the County and its elected officials, agents, and employees from any losses, liabilities, damages, demands, suits, causes of action, judgments, costs or expenses (including but not limited to court costs and attorneys' fees) resulting from or directly or indirectly arising out of the Contractor's performance or non-performance of its obligations under this Agreement, including but not limited to the Contractor's breach of any representation or warranty made herein.

B. The Contractor agrees that the County shall have the right to control and participate in the defense of any such demand, suit, or cause of action concerning matters that relate to the County and that such suit will not be settled without the County's consent, such consent not to be unreasonably withheld. If a conflict exists between the interests of the County and the Contractor in such demand, suit, or cause of action, the County may retain its own counsel to represent the County's interest.

C. The Contractor's obligations under this section shall not be limited by the provisions of any insurance policy the Contractor is required to maintain under this Agreement.

## **22. SEVERABILITY**

If any term or condition of this Agreement shall be held invalid or non-enforceable by any court of competent jurisdiction, the remainder of this Agreement shall not be affected and shall be valid and enforceable to the fullest extent of the law.

**23. NOTICES**

Any notice required to be given to either party by this Agreement shall be in writing and shall be delivered in person, by courier service or by U.S. mail, either first class or certified, return receipt requested, postage prepaid, as follows:

To the County: Santa Fe County  
Office of the County Attorney  
102 Grant Avenue  
Santa Fe, New Mexico 87501

To the Contractor: Tesuque Elementary School Parent Teacher Association  
P.O. Box 440  
Tesuque, New Mexico 87574

**24. CONTRACTOR’S REPRESENTATIONS AND WARRANTIES**

**The Contractor hereby represents and warrants that:**

A. This Agreement has been duly authorized by the Contractor, the person executing this Agreement has authority to do so, and, once executed by the Contractor, this Agreement shall constitute a binding obligation of the Contractor.

B. This Agreement and Contractor’s obligations hereunder do not conflict with Contractor’s corporate agreement or any statement filed with the Public Regulation Commission on Contractor’s behalf.

C. Contractor is legally registered and is properly licensed by the New Mexico State to do the work anticipated by this Agreement and shall maintain such registration and licensure in good standing throughout the duration of the Agreement.

**25. FACSIMILE SIGNATURES**

The parties hereto agree that a facsimile signature has the same force and effect as an original for all purposes.

**26. NO THIRD-PARTY BENEFICIARIES**

This Agreement was not intended to and does not create any rights in any persons not a party hereto.

**27. INSURANCE**

A. General Conditions. The Contractor shall submit evidence of insurance as is required herein. Policies of insurance shall be written by companies authorized to write such insurance in New Mexico.

B. General Liability Insurance, Including Automobile. The Contractor shall procure and maintain during the life of this Agreement a comprehensive general liability and automobile insurance policy with liability limits in amounts not less than \$1,000,000.00 combined single limits of liability for bodily injury, including death, and property damage for any one occurrence. Said policies of insurance shall include coverage for all operations performed for the County by the Contractor; coverage for the use of all owned, non-owned, hired automobiles, vehicles and other equipment, both on and off work; and contractual liability coverage under which this Agreement is an insured contract. The County of Santa Fe shall be a named additional insured on the policy.

C. Workers' Compensation Insurance. The Contractor shall comply with the provisions of the Workers' Compensation Act.

D. Increased Limits. If, during the life of this Agreement, the Legislature of the State of New Mexico increases the maximum limits of liability under the Tort Claims Act (NMSA 1978, Sections 41-4-1 through 41-4-29, as amended), the Contractor shall increase the maximum limits of any insurance required herein.

## **28. PERMITS, FEES, AND LICENSES**

Contractor shall procure all permits and licenses, pay all charges, fees, and royalties, and give all notices necessary and incidental to the due and lawful performance of its obligations hereunder.

## **29. NEW MEXICO TORT CLAIMS ACT**

No provision of this Agreement modifies or waives any sovereign immunity or limitation of liability enjoyed by County or its "public employees" at common law or under the New Mexico Tort Claims Act, NMSA 1978, Section 41-4-1, et seq.

## **30. CAMPAIGN CONTRIBUTION DISCLOSURE FORM**

The Contractor agrees to compute and submit simultaneous with execution of this Agreement a Campaign Contribution Disclosure Form approved by the County.

## **31. SURVIVAL**

The provisions of following paragraphs shall survive termination of this Contract; INDEMNIFICATION; RECORDS AND INSPECTION; RELEASE, CONFIDENTIALITY, PUBLICATION, REPRODUCTION, AND USE OF MATERIAL; COPYRIGHT; COMPLIANCE WITH APPLICABLE LAW; CHOICE OF LAW; NO THIRD-PARTY BENEFICIARIES; SURVIVAL.

**IN WITNESS WHEREOF**, the parties have duly executed this Amendment to the Agreement as of the date first written above.

**SANTA FE COUNTY:**

Katherine Miller  
Katherine Miller  
Santa Fe County Manager

5.22.14  
Date

**Approved as to Form**

Robert D. Pugh  
Santa Fe County Attorney

5/16/14  
Date

**Finance Department Approval**

Teresa C. Martinez  
Teresa C. Martinez  
Santa Fe County Finance Director

5/21/14  
Date

**CONTRACTOR:**

[Signature]  
(Signature)

5-29-14  
Date

George Pacheco  
(Print Name)

President PJA  
(Print Title)

FEDERAL IDENTIFICATION NUMBER: 850379417

## **SUMMARY**

### **Introduction**

The Tesuque Summer Experience is a 6 week summer program designed to provide students with a deeper understanding of the natural environment, history and culture of Northern New Mexico. The program consists of:

- Field Trips – 12 day trips to explore Museums, National Monuments, and regional food systems.
- Exposure to Authors – access to a library of locally relevant writings exploring the people, history and culture of Northern New Mexico.
- Focused Daily Math and Reading Development – on-line math programming designed to engage students in play and provide age and level appropriate curriculum and reading. Reading and math programs used are research based and staff have training in the programs.

These activities are supported by evidence based evaluation tools outlined later in the proposal.

To generate the best outcomes, the program merges experiential learning with classroom time in an effort to support student awareness of their natural environment as they hike and explore places like Bandelier National Park and have exposure to local readings. In addition, students will have dedicated daily classroom time in which they will work on reading and math curriculum that review and affirm concepts of the core curriculum.

### **Education and Outdoor Focus**

Two times a week, the Tesuque Summer Experience will take students on field trips to explore the following destinations:

The Santa Fe Farmers Market

The Tesuque Pueblo Farm

New Mexico Museum of Indian Arts and Culture

Bandelier National Monument

Rancho de Los Golangrinas

New Mexico Spanish Colonial Arts Museum

New Mexico History Museum

New Mexico Folk Art Museum

Shidoni Sculpture Gallery

Tesuque Glassworks

Hyde State Park

Leonora Curtin Wetland Preserve

Students will also have dedicated time each day in the school garden and outdoor classroom. The Tesuque Summer Experience will plant, water, maintain and harvest the school garden on a daily basis. This hands-on experience will be supported by



field trips to the Santa Fe Farmers Market and Tesuque Pueblo garden to experience a broader context of food systems. The summer will culminate in a luncheon prepared by the students for their families utilizing ingredients grown in the garden.

Students will also have up to 10 hours a week of dedicated classroom time. The evidence based reading curriculum will be SRA Reading Mastery and the Math Curriculum will be from Investigations series. Both areas will be assessed with a pre-test and post-test on Renaissance Learning using ARSTAR Reading and Math. Students will have access to the computer lab where they will work on a self-paced curriculum appropriate to both their age and mastery of skills through AAA Math and Cool Math. A reading library featuring local writings and authors will be used in small leveled reading groups about Northern New Mexico. Levels for reading are labeled on books ranging from 1.5-6.6 and include such titles as Corn is Maize and The Spanish Missions of New Mexico.

### **Schedule**

The Tesuque Summer Experience will serve 40 students and run 4 days a week Monday through Thursday from 8 am to 3 pm. The program will span a 6 week period starting June 9, 2014 and running through July 17, 2014. This programming meets the needs of parents who have requested assistance in providing quality childcare in the summer months during working hours.

The schedule provides for 2 field trips per week, 4 hours of garden time and outside play time, and up to 10 hours of classroom time dedicated to reading and math skills development. Independent project work will be completed in a research type based format for knowledge developed about Northern New Mexico.

## Goals and Outcomes

*Goal: Improve student health outcomes.* Students will increase their knowledge of fresh food and vegetables by increasing access to and knowledge of fresh produce and increase awareness of recreational opportunities in their community. Field trips to the Tesuque Pueblo Farm and the Santa Fe Farmers market will explore cultural experiences around food and broaden exposure to fresh fruits and vegetables. A survey about nutrition and recreational activities will measure attitudes toward food choices will be administered both pre and post program. The survey will measure students' knowledge of food, where it comes from, what is healthy and determine the variety of foods experienced. Students will participate in recreational based activities as they explore and hike in National Monuments, State Parks, and Museums.

*Goal: Improve academic performance.* Students will improve their knowledge in reading and math concepts. Exposure to concepts and applying the skills they have learned in the classroom to activities will have a positive impact on student's academic performance. Both areas will be assessed with a pre-test and post-test on Renaissance Learning using ARSTAR Reading and Math.

## EVALUATION FACTORS

### 1. History/Background

Formed in 1989, the Tesuque PTA is a non-for profit organization that supports programs and services for the diverse children who attend Tesuque Elementary School with the goal of promoting every child's health, well-being, and educational success through strong parent, family, and community involvement.

Tesuque Elementary School has a student body of 107 children ages 5 to 12. Students hail from Rio En Medio, Chupadero, Tesuque and Tesuque Pueblo. The student population is 89% minority: 75% Hispanic, 12% Native American and 2% African American. 80% of families qualify for free lunches with annual incomes below \$28,000. The overwhelming majority of families have full-time working parents.

In 2013, Tesuque Elementary started a summer school program in response to teacher identified need for additional academic support throughout the summer especially in the areas of reading and math and parents needs for quality childcare. The program was funded by a community donor and served students for 4 weeks. Currently, formative assessments show an improvement of 18 % in Math and 25 % in Reading for change in growth on The Discovery Educational Assessment. Tesuque Elementary administrators and staff believe there is a strong correlation in this growth and the ability to deliver supplemental summer academics. In 2014, Tesuque endeavors to expand its program to serve 40 students or approximately one third of the schools population for a 6 week period and to develop a thematic exploration of Northern New Mexico by providing students exposure to the culture and environment of their community through recreational experiences.

## 2. Evidence of Understanding of Scope of Work

The Tesuque Summer Experience endeavors to provide summer youth programming to young people ages 5 to 12 by integrating a thematic exploration of topics including food and nutrition, and the culture and environment of Northern New Mexico. A master's level educational administrator, certified teacher and two instructional aides will develop and lead a 6 week curricula which will explore a range of topics including culture, math, geography, social studies, art and literature.

The theme of Northern New Mexico exploration will include Spanish culture, Native American Culture, food systems as well as the places and sites that make the region unique. Resources are budgeted for twelve field trips which will be used to explore themes outside the walls of the school and provide recreational experiences. On a weekly basis student work will be based around exploring a particular aspect of community culture. For example, a weekly theme to explore Native American culture will include a field trip to the Bandelier National Monument and to the New Mexico Museum of Indian Arts and Culture. As these activities encourage learning, they also provide physical activity as students will take a 2.2 mile hike through Frijoles Canyon to tour the ancient Tiyoniyi Pueblo site as well as a number of archeological sites at Bandelier National Monument. At least one of the field trip activities each week will include hiking and/or lessons on nutrition and fresh food.

On the hours students are not on field trips, they will have up to 10 hours of dedicated classroom time using evidence based academic programs to increase math and reading skills. The evidence based reading curriculum will be SRA Reading Mastery and the Math Curriculum will be from Investigations series. Both areas will be assessed with a pre-test and post-test on Renaissance Learning using ARSTAR Reading and Math. Students will have access to the computer lab where they will work on a self-paced curriculum appropriate to both their age and mastery of skills through AAA Math and Cool Math. A reading library featuring local writings and authors has been donated by United Way and will be used in small leveled reading groups about Northern New Mexico. Levels for reading are labeled on books ranging from 1.5-6.6 and include such titles as Corn is Maize and The Spanish Missions of New Mexico.

Family engagement will be encouraged by inviting parents to participate in all field trips. In addition, students will each complete a family tree project which will trace their family's history in Northern New Mexico. The project will require students to interview family members to understand when and why they moved to Northern New Mexico, and identify their favorite outdoor recreational activities in the region. The Summer Experience will culminate with a luncheon for parents and families prepared by students using produce gathered from the garden.

The Tesuque Summer Experience will measure program participation through surveys and testing. Reading and math skills will be assessed with a pre-test and post-test on Renaissance Learning using ARSTAR Reading and Math. A survey about nutrition, attitudes toward food choices and recreation choices will be administered both pre and post program. The survey will measure students' knowledge of food, where it comes from, what is healthy and determine the variety of foods experienced as well as knowledge of outdoor and recreational based opportunities in Santa Fe County and Northern New Mexico.

The Tesuque Summer Experience will provide students outstanding opportunities to increase physical activity through outdoor nature activities and educational support activities in the area of reading and math. Students will gain a better understanding of the many facets of their community.

### **3. Capacity and Capability**

The program administrator, certified teacher and 2 educational aides will spend 7 hours each in planning time to create a field of study. Working together the team will coordinate a schedule and field trips, themes and academic activities. The team will then implement the program of study over a 6 week period. Program staff include:

- Coleen Korce, Program Administrator. Ms. Korce has over 30 years of teaching experience spanning grades from preschool to 6. She holds a master's degree in administration and has 8 years of direct educational management experience including managing and training teaching staff and developing and evaluating curriculum. Ms. Korce will lead the development of schedule and curriculum, as well as finalize administrative details including scheduling field trips, transportation, and ensure access to facilities and maintenance of and materials.
- Mr. Gilberto Cruz, certified teacher. Mr. Cruz has 15 years of teaching experience at the elementary level and has designed and taught an afterschool program aimed at math and reading development at the Tesuque afterschool program for 3 years. Mr. Cruz will lead the academic component of the program on a day to day basis and oversee the work of educational aides.
- Educational Aides. Two certified educational aides will be hired in the month of May. The aides will be involved in the curriculum design process and will work under the direction of the certified teacher to supervise small learning groups on reading, math and during field trip activities.

Resumes for Coleen Korce, program administrator and Gilberto Cruz, certified teacher are included in Appendix C. A position description for educational aides is also included in Appendix C.

The Tesuque Summer Experience will be based at Tesuque Elementary School, located at 1555 Bishops Lodge Road in Santa Fe County. Two times a week students will be transported off the site for field trips, however, pick-up and drop off will always occur at this location.

The program will be marketed to students attending Tesuque Elementary by sending home information with students for a 3 week period in May. The school will compile a list of interested participants as well as a wait list to ensure fair access on a first come, first serve basis for the 40 students who will participate. In addition, information about the program will be distributed at the Tesuque Pueblo Day School and in the Pojoaque Valley Elementary Schools.

The total operational cost of the Tesuque Summer Experience will be \$29,160. Funds from Santa Fe County will be matched 67 percent by a private donor and by in-kind contributions. The Tesuque Elementary School will provide in-kind use of facilities, including custodian, utilities, copying and management of the overall program by an experienced administrator. The program will utilize curriculum provided by the Santa Fe Public Schools and the United Way of Santa Fe County will provide use of a library of local writings and materials.

<i>Tesuque Summer Experience Proposed Budget</i>	<i>Santa Fe County Request</i>	<i>Matching Funds</i>	<i>In-Kind</i>
<b>Personnel</b>			
Program Manager (20 hours per week)			\$4700
Licensed, Accredited Teacher ( 32 hours per week)	\$5600	\$5600	
Educational Aides (2 at 32 hours per week)	\$2800	\$2800	
<b>Facilities and Equipment</b>			
Utilities (gas and electric)			\$1,600
Custodial			\$800
Trash and recycling			\$950
Curriculum and materials (Treasures, AR reading and math assessments, United Way Library, AAA Math and Cool Math)			\$2,100
<b>Transportation and Field Trips</b>			
Buses (10 trips @ \$200 per trip)	\$1,000	\$1,000	
Admission Fees	\$100	\$100	
<b>TOTAL</b>	<b>\$9,500 (33%)</b>	<b>\$9,500 (33%)</b>	<b>\$10,150 (34%)</b>

#### **4. Past Record of Performance**

Tesuque Elementary currently operates an after school program Monday through Thursday designed to increase student academic outcomes in reading and math. The program was designed by Coleen Korce, and is taught by Gilberto Cruz with the assistance of an educational aide. Programming is paid for with Title 1 funding.

In 2013, Tesuque Elementary started a summer school program in response to teacher identified need for additional academic support throughout the summer especially in the areas of reading and math and parents needs for quality childcare. The program was designed by Coleen Korce and funded by a community donor and served students for 4 weeks. Santa Fe County support would allow Tesuque to expand its program to serve 40 students for a 6 week period and to develop a thematic exploration of Northern New Mexico by providing students exposure to the culture and environment of their community through recreational experiences.

#### **5. In-state residence contractor**

Applicant is a 501 c 3 not-for-profit organization and therefore does not have an in-state residence contractor certificate.

#### **6. Resident Veteran Contractor**

Applicant is a 501 c 3 not-for-profit organization and therefore does not have a resident veteran's contractor certificate.

#### **7. Santa Fe County Business**

Applicant is a 501 c 3 not-for-profit organization and therefore does not have a Santa Fe County business certificate.

