

CONTRACT FOR SERVICES

This Contract for Services (this "Contract") is made effective as of [DATE] by and between Four Corners Regional Education Cooperative of 325 N. Bergin Ln., Bloomfield, NM 87413, and Elizabeth Pettit of 4216 Tobol Ct. NE, Rio Rancho, NM 87144. In this Contract, the party who is contracting to receive services will be referred to as "REC-1" and "The Firm," and the party who will be providing the services will be referred to as "Pettit" or "The Contractor."

1. DESCRIPTION OF SERVICES.

- A. Participate in up to a single day of site visitor training;
- B. Pettit will provide virtual site visits of school sites participating in the REC-1 CLIA Certificate of Waiver, with details as follows Provide virtual site visits, to include
 - i. Follow the schedule for site visits as provided by the REC-1 CLIA Coordinator;
 - ii. Conduct virtual initial site visits following the "NM School Lab Site Visit Review Tool" (Tool);
 - iii. Accurately record results of the virtual site visits on the tool and provide results to the REC-1 CLIA Coordinator within 24 hours of a visit; and
 - iv. Conduct a follow-up site visit(s), following the initial visit, at the discretion of the REC-1 CLIA Coordinator for issues of non-compliance based on the initial visit.

Each cycle of initial visits to any particular site may be repeated at approximately 90-day intervals.

2. PAYMENT FOR SERVICES. In exchange for the Services, REC-1 will pay Pettit a maximum of \$7,500 according to the following schedule:

- \$50.00 per initial site visit and associated reporting defined above
- \$250.00 for a single day of site visit training prior to the first site visit

Pettit will provide REC-1 an invoice within 15 days following a month in which services are performed, to be paid by REC-1 within 30 days. The invoice shall contain the date and site name for each initial site visit included in the invoice.

The invoice shall be delivered to the REC-1 Director and CLIA project director by email. Payment will be made by check.

The number of sites to be visit will be determined by submission of Memorandums of Understanding between REC-1 and sites. There is no guarantee regarding the total number of sites eligible for visit.

3. TERM. This Contract will terminate automatically on 5/31/2023.

4. WORK PRODUCT OWNERSHIP. Any copyrightable works, ideas, discoveries, inventions, patents, products, or other information (collectively the "Work Product") developed in whole or in part by The Contractor in connection with the Services will be the exclusive property of The Firm. Upon request, The Contractor will execute all documents necessary to confirm or perfect the exclusive ownership of The Firm to the Work Product.

5. CONFIDENTIALITY. The Contractor will not at any time or in any manner, either directly or indirectly, use for the personal benefit of The Contractor, or divulge, disclose, or communicate

in any manner, any information that is proprietary to The Firm, including details and results of the site visits. The Contractor will protect such information and treat it as strictly confidential. This provision will continue to be effective after the termination of this Contract.

6. WARRANTY. The Contractor shall provide its services and meet its obligations under this Contract in a timely and workmanlike manner.

7. REMEDIES. In addition to any and all other rights a party may have available according to law, if a party defaults by failing to substantially perform any provision, term or condition of this Contract (including without limitation the failure to make a monetary payment when due), the other party may terminate the Contract by providing written notice to the defaulting party. This notice shall describe with sufficient detail the nature of the default. The party receiving such notice shall have 30 days from the effective date of such notice to cure the default(s). Unless waived by a party providing notice, the failure to cure the default(s) within such time period shall result in the automatic termination of this Contract.

8. ENTIRE AGREEMENT. This Contract contains the entire agreement of the parties, and there are no other promises or conditions in any other agreement whether oral or written concerning the subject matter of this Contract. This Contract supersedes any prior written or oral agreements between the parties.

9. SEVERABILITY. If any provision of this Contract will be held to be invalid or unenforceable for any reason, the remaining provisions will continue to be valid and enforceable. If a court finds that any provision of this Contract is invalid or unenforceable, but that by limiting such provision it would become valid and enforceable, then such provision will be deemed to be written, construed, and enforced as so limited.

10. AMENDMENT. This Contract may be modified or amended in writing, if the writing is signed by the party obligated under the amendment.

11. GOVERNING LAW. This Contract shall be construed in accordance with the laws of the State of New Mexico.

12. NOTICE. Any notice or communication required or permitted under this Contract shall be sufficiently given if delivered in person or by certified mail, return receipt requested, to the address set forth in the opening paragraph or to such other address as one party may have furnished to the other in writing, or by electronic means.

13. ASSIGNMENT. Neither party may assign or transfer this Contract without the prior written consent of the non-assigning party, which approval shall not be unreasonably withheld.

Four Corners Regional Education Cooperative #1

By: _____ Date: _____
David Bowman, Executive Director

Service Provider:

By: _____ Date: _____
Elizabeth Pettit

Contract Position Description: CLIA Site Visitor

Service Description:

Serve as a contracted CLIA Site Visitor on behalf of Four Corners Regional Education Cooperative #1 (REC-1), with specific duties and terms as follows.

1. Participate in a 1-day site visit training;
2. Conduct site visits under the supervision of, and according to the schedule established by, the CLIA Certification Coordinator;
3. Submit site visit reports and documentation to the CLIA Certification Coordinator as required and instructed during the initial training; and
4. Submit a detailed invoice of services, dates, and costs to REC-1 within 15 days of contract termination.

Anticipated Terms:

- Contract Services Payment: \$50 / day
- Fringe benefits and deductions: None, the full amount will be paid to the contractor.
- Taxes and Fees: Not included. Contractor will not include gross receipt taxes to the invoiced amount. Contractor will be responsible for the payment of all taxes and fees, as well as licensing, certifications, and permits required to perform contracted services.
- Payment for services: Contractor will issue an invoice to REC-1 within 15 days of termination of the contract, as described in the description of services.

Required Credentials:

- Bachelor's degree or greater in an education-related field
- 4 or more years conducting compliance monitoring for education-related services at multiple school or district sites
- Exceptional verbal and written communication skills
- Strong skills with email, Microsoft Excel, and Microsoft Word
- Facility with and access to video conferencing technology, whether on a mobile device or computer.

Elizabeth A. Pettit

4216 Tobol Ct. NE, Rio Rancho, NM 87144

† elizabethann52@gmail.com

† 505-453-8689

PHILOSOPHY OF EDUCATION

All children can learn given an environment that serves their needs and every child has the right to the highest quality education that we as servants of the educational system can give them. We need to insure that we do whatever possible to foster capable and well prepared youth into the global 21st century while instilling a desire in students to excel in all their future endeavors.

EDUCATION & LICENSURE

Master's of Arts in Educational Leadership - New Mexico Highlands University – July 2012, GPA 4.0

Bachelor of Arts in English/Education: Minor in Psychology - Fort Lewis College - July 1998 Magna cum Laude

New Mexico Secondary Level III - Endorsements in Language Arts, Psychology, TESOL

New Mexico Administrative License – Level III-B Pre-K - 12

PROFESSIONAL EXPERIENCE

Language Arts Teacher

August 2019 - May 2021

TESOL/ELD

WASHINGTON MIDDLE SCHOOL

Albuquerque, New Mexico

Grades 6-8 ELD teacher; focus on TESOL for struggling middle school students in a bi-lingual community school. Taught all students online from 3/2020 to 4/2021 due to COVID pandemic protocols for all public schools. From 4/2021 through end of May that year, students were back in a school building setting. SAT Co-Chair 2020/2021

Regional Literacy Coordinator for CLPlus and BCSCR

3 Rivers Education Foundation

January 2015 - July 2019

Central New Mexico

CLPlus and BCSCR were federally funded large-scale literacy programs that served high-need communities in four states. As a coordinator, I was responsible for initiating, implementing, and directing project services in 7 school districts and their surrounding communities. Sample responsibilities include the following.

- **Vision:** Developing and communicating the value and benefits of the program to the communities I served
- **Leadership:** Creating buy-in and support from parent, staff, school leadership, and community organizations; Maintain communication with all stakeholder groups; Providing resources to improve literacy in homes, communities, and classrooms; Offering model lessons for individual teachers on methods for increasing student engagement in literacy instruction
- **Problem solving:** Identifying and providing solutions to enact program guidelines to meet diverse community conditions; Determining best actions to improve program outcomes based on implementation and student achievement data
- **Management:** Hiring and training 80+ tutors for after-school reading tutoring, reviewing implementation levels, and managing tutor payroll; Review of applicable tutor logs to insure the efficacy of student services

and providing intervention as necessary; Administering requested book sets for teacher use, book inventory for Free Little Libraries and community book racks; Set up and provide Parent Trainings on improving literacy at home

- **Accountability:** Review of status reports of individual students; Prepare status update on project implementation; Submit activity reports for each of the program components; Meeting with school staff – principals, counselors, special services directors; Annual reports for PED

Language Arts Teacher

ALBUQUERQUE TALENT DEVELOPMENT ACADEMY (charter school)
Albuquerque, New Mexico

January 2014 - January 2015

Grades 10 and 11 English teacher; Media Literacy which includes Yearbook; Reading Plus Tier 2 Intervention; preparing for PARCC; Staffing reporter and SAT Chair

Language Arts Teacher

PECOS HIGH SCHOOL
Pecos, New Mexico

September 2013 - January 2014

Grades 10 and 11 English teacher; Read 180 facilitator; developing and implementing reading strategies;

Literacy Specialist Gear Up New Mexico

COCHITI AND SANTO DOMINGO MIDDLE SCHOOLS
BERNALILLO HIGH SCHOOL
Bernalillo, New Mexico

September 2012 – May 2013

Reading interventionist for targeted nearing proficient students' grade levels 7th, 8th, and 9th assisting to improve reading scores. Progress monitoring, developing and implementing reading strategies, insuring connections from text to self, text to text and text to world, literary selections as well as information text and whole class novel reading as well. Emphasis on Tier 2 intervention.

Administrative Intern

BERNALILLO HIGH SCHOOL
Bernalillo, New Mexico

August 2011 – June 2012

Through a Federal Grant with Land of Enchantment Teacher Quality Partnership-LETQP; able to intern full time (210 days)

Trustworthy, highly efficient and organized professional; worked closely with principal to provide a cohesive team dedicated to teacher support and student achievement;

- Organized Homecoming Parade, Open House, and off-campus Parent/Teacher Conferences.
- Worked collaboratively with administration and consultants on preparing 2012/2013 EPSS
- Worked collaboratively with administration and consultants on scheduling matrix for all classes for 2012/2013.
- Worked closely with assistant principal to insure a safe campus through initiating discipline as outlined in BHS student handbook to foster a positive learning environment for entire student body.

Language Arts Teacher

CUBA HIGH SCHOOL
Cuba, New Mexico

August 2009 – May 2011

Language Arts teacher – Focus on improving writing for seniors; 6 Traits, Senior Class sponsor – organized fund raising and graduation. Freshman Academy coordinator – curriculum development and instructional best practices, focus on improving NWEA RIT scores; Evaluated student progress on a regular basis using formative and

summative assessment; Worked collaboratively with Special Education staff in two classes for special needs students; Worked in collaboration with librarian in an effort to foster more reading programs for high school students

Language Arts Teacher

EL CAMINO REAL ACADEMY (Charter School)
Albuquerque, New Mexico

August 2006 – May 2009

Junior class advisor/Big Picture Program, disaggregated data to drive following year EPSS as part of the Leadership team. Used daily PLCs to foster instructional best practices and further improve curriculum development. Proctor for all standard based assessments (SBA); Implemented formative and summative assessment of students on a regular basis to evaluate student progress; Maintained an open line of communication with students and parents concerning students' academic, social and behavioral progress; Classroom used as an example of highly effective classroom management for incoming new teachers and substitutes

Language Arts Teacher

KIRTLAND CENTRAL HIGH SCHOOL
Kirtland, New Mexico

August 2003 – May 2005

Worked closely with remedial reading students in an effort to complete failed Language Arts coursework, Facilitator for After-School Senior English program; Formative and summative assessment were used on a regular basis to track student progress; Maintained an open line of communication with students and parents concerning students' academic, social and behavioral progress; Worked closely with Athletic Director and after-school-sports activities – gate person, concession, time keeper, scoreboard, etc.

Language Arts Teacher

MESA ALTA JUNIOR HIGH SCHOOL
Bloomfield, New Mexico

August 1999 - May 2003

8th grade English, Pre-AP English and Honors; Worked closely with San Juan College and their writing initiatives for middle school students; Maintained an open line of communication with students and parents concerning students' academic, social and behavioral progress; Implemented Quarter Management Reviews; Incorporated technology into writing program – students created books of their writing complete with pictures

CAREER DEVELOPMENT & ACHIEVEMENTS

- ❖ Common Core 4 day Seminar ~ June 2014
- ❖ Cognitive Coaching 8 day Seminar ~ April 2013
- ❖ Certified True Colors Facilitator ~ January 2012
- ❖ Differentiated Instructor Train-the-Trainer ~ June 2010
- ❖ Senior Class Sponsor ~2009/2010
- ❖ SAT Co-Chair ~ 2006/2009
- ❖ NMCTE Board Member ~2002/2005
- ❖ Literacy Leadership Advocacy Program ~ May 2004
- ❖ Freshmen Class Sponsor ~ 2003/2004
- ❖ AP Vertical Team Member ~ 2003/2004
- ❖ Honor Student's Advisor ~ 2002/2003
- ❖ National Junior Honor Society Sponsor ~ 2001/2003
- ❖ Writing Institute 🏠 Summer 2002
- ❖ AP Summer Institutes ~ 2000/2002
- ❖ Junior High Cheer Coach ~2001/2002

REFERENCES

Jo Davison

Dean of Students
McKinley Middle School
Albuquerque, NM
(239)530-8242

Elizabeth Arrey

SPED/Gifted Teacher
Jimmy Carter Middle School
Albuquerque, NM
(505)492-3622