

MEMORANDUM OF AGREEMENT
for the
Missouri College Advising Corps

by and between
The Curators of the University of Missouri on behalf of the University of Missouri-
Columbia

and the
Raytown C-2 School District regarding placement of a MCAC College Adviser at
Raytown and Raytown South High School

1. Purpose & Scope

This Memorandum of Agreement (hereafter MOA) describes the nature of the collaborative effort and specifies the roles and responsibilities of the University of Missouri-Columbia (hereafter MU) and the school/district in implementing and evaluating the Missouri College Advising Corps (hereafter MCAC) program. MU and the school/district understand that this collaborative effort is not a joint venture or partnership agreement between the two parties. This MOA does not authorize either party to represent the other party in any discussions with third parties or external entities.

2. Program Design & Costs

MCAC is a postsecondary access and AmeriCorps service program that recruits, intensively trains, and places recent college graduates as full-time, near-peer college advisers in high schools across the state with high percentages of underrepresented students at risk of not pursuing postsecondary education. MCAC defines “underrepresented students” as students who are Black, Indigenous, and People of Color (BIPOC), students from low-income backgrounds, and students residing in rural communities.

One MCAC College Adviser (hereafter Adviser) will be embedded in each partner school identified in the agreement to collaborate with school building leadership and counselors on fostering a college-going culture; providing one-on-one support to students and their families with complex college admissions, financial aid, and planning processes; and assisting students with identifying their “best fit” postsecondary option whether a 4-year institution, community college, industry-recognized certificate program, military service, etc.

MCAC will administer the onboarding, training, and placement of advisers as well as secure investment commitments to sustain the program over multiple years. To diversify funding support and ensure the program does not cause a financial strain on any one organization, MCAC requests that the school/district contribute \$5,000 per assigned adviser.

The total school/district contribution will be **\$10,000.00**, to be invoiced upon placement of the Adviser and payable by January 31, 2023.

3. Roles & Responsibilities: MU / MCAC

MU/MCAC agrees to the responsibilities delegated below:

Adviser Selection & Placement:

- Facilitate the recruitment and onboarding of the Adviser per MU procedures.
- Conduct a three-part criminal background screening – to include a National Sex Offender Public Website check, Missouri and state of residence (if not Missouri) check, and FBI fingerprint check – consistent with requirements of the AmeriCorps federal grant program and school district. The Adviser’s eligibility to serve is conditioned upon clearance of all checks prior to August 1st.
 - *Dissemination of Results:* Per Missouri State Highway Patrol dissemination rules, MCAC is prohibited from sharing a copy of the Adviser’s criminal background check results and the Adviser is prohibited from requesting a copy of their results from MCAC to provide to the school district. MCAC may, upon request, provide a clearance letter to the school district documenting the checks conducted, dates of clearance, and the authorized representative’s adjudication of results. Requests should be submitted to mcac@missouri.edu.
- Assign one Adviser per each identified partner school to implement the service deliverables developed by MCAC and designed to work towards key performance indicator (KPI) outcomes related to college and career readiness. In general, and in alignment with school/district policies and procedures, the Adviser will:
 - Collaborate with school leadership, counselors, and staff to foster a college-going culture and increase awareness of postsecondary opportunities and resources;
 - Serve students in all grade levels with a focus on meeting one-on-one and/or in groups with seniors and juniors;
 - Deliver presentations, workshops, and informational resources on postsecondary options, college admissions, financial aid and scholarships, and college and career readiness topics;
 - Coordinate college exposure activities including campus tours, college admissions representative visits, and college fairs;
 - Coordinate the Missouri Department of Higher Education and Workforce Development’s Journey to College events including Apply Missouri, FAFSA Frenzy, and Decision Day;
 - Assist with ACT registration and preparation activities; and
 - Administer the College Advising Corps senior survey to all seniors if the partner school is selected by the national College Advising Corps for participation.

Adviser Training & Supervision

- Provide training and professional development to the Adviser to include, at a minimum, a summer pre-service training held in July – early August and ongoing monthly in-service training.
- Ensure the Adviser is trained on the Family Educational Rights & Privacy Act (FERPA). The Adviser will understand and agree that they are required to exercise diligence in protecting confidential information and may not disclose any confidential information to any third party except as may be required by law or in the course of performing service duties for the school/district.
- Provide a modest budget to the Adviser to support activities aligned with program goals and the MCAC service deliverables.
- Assign a MCAC Regional Director (based on service region) as the direct supervisor to the Adviser. The MCAC Regional Director is responsible for:

- Serving as the liaison to the partner school on behalf of MCAC;
- Conducting a minimum of once monthly site visits, virtual and/or in-person, to discuss the Adviser's performance and progress towards KPI goals as well as providing ongoing feedback;
- Evaluating the Adviser's performance through formal mid-term and end-of-term performance evaluations; and
- Addressing any issues related to the Adviser including, but not limited to, professionalism, attendance, and overall performance.
- Administer progressive discipline per MCAC policies, which are consistent to MU and AmeriCorps, should the Adviser's performance be deemed unsatisfactory. Progressive discipline includes a verbal warning, written warning, and performance improvement plan administered by the MCAC Regional Director. Should performance issues persist, the MCAC Director will facilitate further disciplinary action including a temporary suspension and up to dismissal from the program.

School/District Collaboration

- Facilitate a Partner School Orientation in mid-August for school district administrators, school building leadership, and counseling staff working closely with the Adviser to provide updates regarding the program, data collection protocols, and effective strategies for maximizing the Adviser's service.
- Provide, on a monthly basis, year-to-date KPI summary reports generated through the data collection efforts described in Section 5 and shared by MCAC Regional Directors.
- Facilitate data collection and program evaluation efforts as described in Section 5.
- Maintain ongoing communication with school administration and the designated site supervisor to provide timely program updates.

4. Roles & Responsibilities: Partner School / School District

The partner school/district agrees to the responsibilities delegated below:

Program Implementation

- Participate in the Partner School Meeting described in Section 3.
- Understand and honor the boundaries of the role, scope of service (deliverables), and responsibilities of the Adviser.
- Provide a collaborative and supportive environment to facilitate students' access to the Adviser as well as the Adviser's success in achieving service deliverables and KPI goals.
- Provide the Adviser with the following provisions to facilitate their service:
 - A private/semi-private office space equipped with a computer, internet access, phone with long-distance service, nearby printing access, and a secured storage unit or cabinet for confidential information;
 - A school district email address and access to the curriculum delivery and communication platforms used by the school (e.g., Google Classrooms, Microsoft Teams, Remind, etc.); and
 - Read-only access to student data and/or access to student data portals for onsite use by the Adviser to have relevant data on the students being advised.
- Provide the Adviser an orientation to school district/building policies and procedures applicable to the Adviser role and responsibilities prior to the first day of class.

- Provide data for the purpose of ongoing program evaluation efforts described in Section 5 and as requested by MCAC.
- Not share data provided by MCAC with any third party or party external to the school/district and MCAC, unless required to do so by law.
- Consult with and seek written approval from the designated MCAC Regional Director or MCAC Director if desiring the Adviser to work on activities outside the scope of the deliverables.

Site Supervisor

The school/district is asked to designate a site supervisor, a member of the school building staff (in most cases, the senior counselor) who will:

- Assist the Adviser with navigating school/district policies and procedures applicable to their service and any issues that arise;
- Introduce the Adviser at faculty meetings, general assemblies, and other venues so students, family members, faculty and staff, and administrators are aware of the Adviser's role and responsibilities;
- Collaborate with the Adviser on an ongoing basis to advise on strategies for successfully executing the service deliverables and progressing towards KPI goals;
- Ensure that the Adviser is engaged in the postsecondary or college and career readiness team meetings and/or meet with the Adviser once a month to discuss their progress (these meetings may coincide with the MCAC Regional Director site visits).
- Provide the Adviser with guidance and support for serving students, particularly when sensitive issues arise and need to be referred to appropriate personnel.
- Review and approve the Adviser's service hours on a weekly basis in OnCorps Reports (web-based timekeeping system for AmeriCorps service hours). MCAC will provide the site supervisor login credentials and instructions for navigating the system.
- Participate in the Adviser's formal performance evaluations described in Section 3.
- Maintain ongoing communication with MCAC Regional Directors, consulting them regularly and as needed.

Upon agreement of MCAC leadership and the school/district, additional services may be provided so that unique needs of students are met, as the program matures, and/or additional funding is obtained. Additional responsibilities need to be discussed between both parties and, if agreed upon by both, should be submitted as an attachment to this signed MOA.

5. Data Collection and Program Evaluation

MCAC engages in ongoing performance measurement and annual impact evaluation to ensure the effectiveness of program activities and for programmatic accountability to external funders who invest in the program. Thus, as a condition of this agreement, the school/district must agree to provide these data for the purposes of postsecondary advisement and ongoing program evaluation.

August	<p><u>Student Rosters:</u> Provide the Adviser with a student roster for each grade level (9-12) which includes, at a minimum, students' first name, last name, and date of birth. Additional student-level data that aids postsecondary advising and program evaluation include grade-point average, ACT/SAT score, race/ethnicity, first-generation-college student status (if known), etc.</p>
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October	<p><u>School Profiles:</u> Provide the Adviser with the following school building demographic information for the current academic year.</p> <ul style="list-style-type: none"> • Number of students enrolled in each grade level • Percentage of students in each race/ethnicity category • Percentage of students eligible for free and reduced-price lunch • Percentage of students by gender classification • Percentage of students who graduated in the preceding academic year (graduation rate)
April/May	<p><u>CAC Senior Survey:</u> Each year the national College Advising Corps randomly selects a cohort of partner schools to participate in a senior survey as a qualitative assessment of the program’s impact. The survey is administered by the Adviser to all seniors, and the school/district is asked to help the Adviser achieve a minimum 75% completion rate. Selected partner schools are notified and provided a sample of the survey questions, in advance, by the MCAC Director.</p>
May/June	<p><u>Graduating Seniors List:</u> Before the end of the academic year, provide the Adviser a list of graduating seniors for the current academic year to include students’ first name, last name, and date of birth. The data will be used to evaluate college enrollment and one-year persistence trends via the National Student Clearinghouse.</p>

New or Resuming School Partnerships

For new partner schools and/or partner schools with over a one-year gap in MCAC service, the school/district agrees to provide a list of all graduates for the three years – or, for resuming partnerships, the years in which an Adviser did not serve the school – that includes students first name, last name, and date of birth. The data will be used to establish baseline data for college enrollment and one-year persistence.

Data Collection

Student data and interactions are collected by the Adviser and stored in *Getting Results and Creating Equity (GRACE)*, a secure cloud-based student tracking database used by all Advisers serving with the College Advising Corps. Advisers only have access to student-level data for their assigned partner school, and MCAC program staff have access to student- and school-level data to support Adviser progress.

GRACE data will be used for student advising and program evaluation purposes only and treated as confidential, except as may be required by law. All results of data analysis will be reported in aggregate and no individual student will ever be identified in formal analysis, reporting, or publications of program impact.

GRACE SMS Text Messaging

GRACE has a SMS text messaging platform that permits Advisers to schedule mass text messaging campaigns specific to college planning and preparation processes. Text messages are sent from an automated phone number assigned to the Adviser’s GRACE account (MCAC does not permit the Adviser to share their personal cell phone number). Access to the system is limited to the Adviser and MCAC leadership (for oversight/monitoring). The Adviser can only access student cell phone numbers for their assigned partner school. Partner school staff may work with

the adviser to develop and/or review text messaging campaigns before distribution. Students may “opt out” of receiving text messages at any time.

Check here if you wish to “opt out” of using the GRACE SMS text message platform.

6. Duplication and Displacement

The school/district understands that duplicating the Adviser role or utilizing the Adviser to displace an employee of the school or district violates the terms of the program as well as AmeriCorps federal grant program regulations and will result in the removal of the Adviser and cancellation of the agreement.

7. Rights Reserved

MU/MCAC reserves the right to temporarily suspend or dismiss an Adviser for cause.
MU/MCAC reserves the right to move an Adviser from one school to another.

The school/district reserves the right to request from the MCAC Director that an Adviser be removed from the school. The school/district understands that the removal of an Adviser does not guarantee replacement within the program year which is subject to applicable AmeriCorps federal grant terms and conditions as well as the success of additional recruitment efforts by the program.

8. Cancellation of MOA

This MOA may be cancelled by either party, provided advance written notice of at least 30 days is given to the other party.

9. MU/MCAC Points of Contact

MU names Dr. NaTashua Davis, Associate Vice Chancellor of Access and Leadership Development, 573-884-7267, davisnat@missouri.edu as the institutional point of contact for issues related to this agreement.

MU names Jerron M. Johnson, Executive Director of the Missouri College Advising Corps, 573-884-7656, johnsonjerron@missouri.edu as the programmatic point of contact for issues related to the MCAC program and its Advisers.

Signatures of Agreement:

MU/MCAC and the school/district agree to proceed with their obligations to implement and evaluate the MCAC program.

For the School/District:

Dr. Andrea Mixon 5/4/22
NAME DATE

Assistant Superintendent
TITLE

For MU/Missouri College Advising Corps:

NaTashua Davis 4-25-2022
Dr. NaTashua Davis DATE

Associate Vice Chancellor of Access and Leadership Development
Division of Inclusion, Diversity, and Equity
University of Missouri-Columbia
(Division at MU to which MCAC reports)

For the Curators of the University of Missouri

Hannah Clampitt 3-30-2022
Hannah Clampitt DATE

Authorized Signer/Office of Sponsored Programs Administration
University of Missouri-Columbia

Scan and email the fully-executed agreement to the MCAC Central Office at mcac@missouri.edu with the Subject Line: 2022 MOA – (Partner School/District Name)

ATTACHMENT: Please complete one for each participating high school in the district.

ANNUAL AGREEMENT

Name of School/District:

High School Name: Raytown Sr. High School

School District Name: Raytown C-2 School District

High School Address: 6019 Blue Ridge Blvd, Raytown, MO 64133

Duration of Agreement:

This agreement applies exclusively to the 2022-2023 school year. The College Adviser's term of service extends from August 1 – June 1 unless otherwise agreed to by MCAC leadership and the school/district. Near the end of the program year, MU/MCAC will discuss with the school/district continuation of the MCAC program for the following program year.

School District Administrator:

List the school district point of contact for this MOA.

NAME/TITLE: Dr. Andrea Mixon—Asst. Superintendent of Secondary Education

PHONE: 816-268-7000 EMAIL: andrea.mixon@raytownschools.org

Partner School Principal:

List the school building principal and/or point of contact for this MOA.

NAME/TITLE: Dr. Chad Bruton—Principal Raytown Sr. High School

PHONE: 816-268-7300 EMAIL: chad.bruton@raytownschools.org

Site Supervisor(s) Designated by the School/District:

List the designated site supervisor for the Adviser (responsibilities outlined in Section 4 of the agreement) and liaison to the designated MCAC Regional Director.

NAME/TITLE: Ms. Shana Bobbitt—Counselor (class of 2022 & 2026) Raytown Sr. High School

PHONE: 816-268-7300 EMAIL: shana.bobbitt@raytownschools.org

Please list any additional points of contact in the space below:

NAME/TITLE: Dr. Josh Luke—Assistant Principal Raytown Sr. High School

PHONE: 816-268-7300 EMAIL: josh.luke@raytownschools.org

NAME/TITLE: Dr. Jennifer Northcutt—Counselor (class of 2023) Raytown Sr. High School

PHONE: 816-268-7300 EMAIL: Jennifer.northcutt@raytownschools.org

ATTACHMENT: Please complete one for each participating high school in the district.

ANNUAL AGREEMENT

Name of School/District:

High School Name: Raytown South High School

School District Name: Raytown C-2 School District

High School Address: 8211 Sterling Ave, Raytown, MO 64138

Duration of Agreement:

This agreement applies exclusively to the 2022-2023 school year. The College Adviser's term of service extends from August 1 – June 1 unless otherwise agreed to by MCAC leadership and the school/district. Near the end of the program year, MU/MCAC will discuss with the school/district continuation of the MCAC program for the following program year.

School District Administrator:

List the school district point of contact for this MOA.

NAME/TITLE: Dr. Andrea Mixon, Assistant Superintendent

PHONE: 816-268-7000 EMAIL: andrea.mixon@raytownschools.org

Partner School Principal:

List the school building principal and/or point of contact for this MOA.

NAME/TITLE: Mr. Shunton Hammond, Principal

PHONE: 816-268-7330 EMAIL: shunton.hammond@raytownschools.org

Site Supervisor(s) Designated by the School/District:

List the designated site supervisor for the Adviser (responsibilities outlined in Section 4 of the agreement) and liaison to the designated MCAC Regional Director.

NAME/TITLE: Ms. Samantha Strabel, Assistant Principal

PHONE: 816-268-7330 EMAIL: Samantha.strabel@raytownschools.org

Please list any additional points of contact in the space below:

NAME/TITLE: Erika Miller, School Counselor

PHONE: 816-268-7330 EMAIL: Erika.miller@raytownschools.org

NAME/TITLE: Click or tap here to enter text.

PHONE: Click or tap here to enter text. EMAIL: Click or tap here to enter text.