

## 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

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

### 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 (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.

### 1. Program Design & Cost

---

MCAC is a college access and AmeriCorps program with the mission of *Empowering Missouri Students to Go to College and Succeed*. MCAC recruits, intensively trains, and places recent college graduates as full-time, near-peer college advisers in partner high schools with college enrollment rates below the state average and high percentages of underrepresented students (e.g. students of color, low-income students, and students residing in rural communities) to:

1. Help students and their families see college enrollment as an attainable goal;
2. Provide information and assistance to students and their families about college admissions, financial aid, and planning processes;
3. Increase college enrollment among students in partner schools, particularly among first-generation-college, low-income, and underrepresented students; and
4. Provide students with the knowledge and tools to enroll in and persist through college.

The program is not designed to direct students to any specific postsecondary institution, but to help students identify and enroll in their “best-fit” postsecondary opportunity.

One MCAC College Adviser (hereafter Adviser) will be placed in the school to assist students and their families with navigating college admissions, financing, and planning processes. With exception of responsibilities required of the school/district as outlined below in Section 4, the cost of the program will be assumed by MU/MCAC and overseen by the MCAC leadership.

### 2. Roles & Responsibilities: MU / MCAC

---

MU/MCAC agrees to the responsibilities delegated below:

Adviser Recruitment & Placement:

- Recruit, screen, and hire the Adviser. Criminal background screening is consistent with requirements outlined by the school district and the National Service Criminal History Check Procedure (AmeriCorps) to include all of the following:
  - National Sex Offender Public Website search conducted by MCAC;
  - Missouri and FBI fingerprint check conducted by Missouri State Highway Patrol;
  - Non-Missouri state of residence search conducted by the designated state repository, if applicable.
- Assign one Adviser per partner school to implement a set of service deliverables developed by MCAC and to be shared with the school/district. In addition to the service deliverables, the Adviser will:
  - Collaborate with school administration and counseling staff to foster a college-going culture within the school and increase awareness of postsecondary opportunities and resources;
  - Serve students in all grade levels, with a focus on seniors and juniors preparing for their next steps after high school graduation;
  - Provide advising to students and their families in one-on-one and group settings via open office hours, scheduled appointments, classroom presentations, and workshops (in-person or virtual);
  - Coordinate campus tours, college rep visits, and college fairs (in-person or virtual) and encourage student participation;
  - Coordinate the *Journey to College* initiative (Apply Missouri, FAFSA Frenzy, and Decision Day) in partnership with the Missouri Department of Higher Education and Workforce Development (in-person or virtual);
  - Facilitate ACT registration and assist with and/or provide preparation services;
  - Assist students with navigating financial aid processes, researching and securing scholarships, and identifying other funding sources to manage the costs of college;
  - Deliver or assist with one early college awareness activity in the community (e.g. feeder middle school, partner organization, or local non-profit organization);
  - Facilitate a College Ambassadors Program to engage underclassmen, particularly juniors, in activities that foster college awareness (optional);
  - Administer the CAC senior survey to all seniors (if the partner school is selected for participation); and
  - Adhere to applicable school/district policies and procedures in consultation with school administration, counseling staff, and the designated site supervisor.

#### Adviser Support & 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 the Adviser with a program budget to support accomplishing service deliverables.

- Provide direct supervision to the Adviser via an assigned MCAC Regional Director. MCAC Regional Directors are responsible for:
  - Overseeing and addressing any issues related to the Adviser (e.g. professionalism, service hours/schedule, and performance);
  - Conducting a minimum of once monthly site visits, to include the designated site supervisor (described in Section 4), to discuss the Adviser's performance and progress, provide ongoing feedback, and address any existing challenges (in-person and/or virtual); and
  - Evaluating the Adviser's performance separate from or in tandem with the designated site supervisor via a 60-day check-in to establish a plan for meeting service deliverables as well as formal mid-term and end-of-term evaluations to assess the Adviser's performance and provide feedback.
- Administer progressive discipline per MU, MCAC, and AmeriCorps policies should the Adviser's performance be deemed unsatisfactory. Progressive discipline includes a verbal warning, written warning, and performance improvement plan. Should performance issues persist, the MCAC Director will facilitate further disciplinary action, including a temporary suspension and up to dismissal from the program, and communicate with the Adviser.

#### School/District Collaboration

- Provide a Partner School Meeting (formerly Site Supervisor Orientation) to school administration and counseling staff who will work closely with the Adviser prior to the first day of classes (early August). The meeting is designed to provide updates regarding the program, data collection protocols, and collaboration strategies and to initiate planning discussions between school teams and the Adviser.
- Provide monthly and year-to-date outcome summary reports generated through the data collection efforts described in Section 5.
- 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.

### **3. Roles & Responsibilities: Partner School / School District**

---

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

#### Program Implementation

- Review and agree to the conditions set forth in this MOA. Return a fully executed copy of the MOA to [mcac@missouri.edu](mailto:mcac@missouri.edu).
- Participate in the Partner School Meeting (formerly Site Supervisor Orientation) described in Section 3.
- Understand and honor the boundaries around the role, scope of service (deliverables), and responsibilities of the Adviser.
- Provide a collaborative atmosphere to facilitate students' access to the Adviser as well as the Adviser's success in meeting service deliverables and program outcome goals.
- Designate a site supervisor to provide on-site support and supervision to the Adviser.
- Provide the Adviser with the following provisions to facilitate their service:

- A private or semi-private office space equipped with a computer with internet access, a phone with long-distance service, nearby printing access, and a locked and secure storage unit/cabinet for confidential information;
- A school district email address and access to curriculum delivery/communication platforms (e.g. Google Classrooms, Microsoft Teams, Remind, etc.);
- Read-only access to student data and/or access to data portals for on-site use so the Adviser has ready access to data about the students being advised; and
- An orientation to school/district policies and procedures applicable to the Adviser's service.
- 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 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 who will:

- Orient the Adviser to school/district policies and procedures applicable to their service and assist them with navigating issues as they 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 set strategy for successfully executing the service deliverables and meet with the Adviser at least once monthly to discuss outcomes progress.
- 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).
- Participate in the Adviser's formal performance evaluations described in Section 3.
- Maintain ongoing communication with MCAC Regional Directors and/or MCAC Director, 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.

#### **4. Data Collection and Program Evaluation**

Funding for the MCAC program is provided by MU and external funders. MCAC leadership is responsible for raising funds for and overseeing program operations. Garnering continued external funding requires careful attention to program outcomes and impact. Thus, as a condition of partnering with MCAC, the school/district must agree to provide these data for the purposes of baseline and ongoing program evaluation:

- First name, last name, middle initial and date of birth of all graduates for the three years preceding the first year of MCAC service in the school/district; and
- First name, last name, middle initial, and date of birth of all graduates for each year during which a MCAC Adviser was placed in the school/district.

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-level data to support and supervise Adviser interactions and progress. Student-level data pertains to information that aids postsecondary advising of students and program evaluation including: grade-point average, ACT/SAT score, first-generation-college student status, race/ethnicity, etc.

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. 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 messaging campaigns before distribution. Students may “opt out” at any time.

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

#### **5. Rights Reserved**

---

MU/MCAC reserves the right to 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.

#### **6. 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.

#### **7. MU/MCAC Points of Contact**

---

MU names Dr. Susan Renoe, Assistant Vice Chancellor for Research, Extension, & Engagement, 573-882-2270, [renoes@missouri.edu](mailto:renoes@missouri.edu) as the institutional point of contact for issues related to this agreement.

MU names Jerron M. Johnson, Director of the Missouri College Advising Corps, 573-884-7656, [johnsonjerron@missouri.edu](mailto: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 Nixon* 4/5/21  
NAME DATE

*Assistant Superintendent*  
TITLE

For MU/Missouri College Advising Corps:

*Susan D. Renoe* 3/5/2021  
Dr. Susan Renoe DATE

Assistant Vice Chancellor for Research, Extension, & Engagement  
University of Missouri-Columbia  
(Division at MU to which MCAC reports)

For the Curators of the University of Missouri

*Michelle L. Leaton* 2/25/2021  
Michelle L. Leaton DATE

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

**ATTACHMENT: Please complete one for each participating school within the school district.**

### ANNUAL AGREEMENT

**Name of School/District:**

High School Name: Raytown Senior High School

School District Name: Raytown C-2

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

**Duration of Agreement:**

This agreement applies exclusively to the 2021-2022 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:**

The party listed below was previously listed as the district point of contact for this MOA and/or oversees college and career readiness programming for the district.

NAME/TITLE: Dr. Brian Huff, Associate Superintendent of Secondary Education

PHONE: \_\_\_\_\_ EMAIL: kathy.thompson@raytownschools.org

**Partner School Administrator:**

The party listed below was listed as the school building point of contact for this MOA.

NAME/TITLE: Chad Bruton, Principal

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

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

The party listed below served as the on-site supervisor and mentor for the Adviser (responsibilities outlined on page 4).

NAME/TITLE: Shana Bobbitt, Counselor

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

**Please list any changes to the points of contact for 2021-2022 in the space below:**

**ATTACHMENT: Please complete one for each participating school within the school district.**

### ANNUAL AGREEMENT

**Name of School/District:**

High School Name: Raytown South High School

School District Name: Raytown C-2

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

**Duration of Agreement:**

This agreement applies exclusively to the 2021-2022 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:**

The party listed below was previously listed as the district point of contact for this MOA and/or oversees college and career readiness programming for the district.

NAME/TITLE: Dr. Brian Huff, Associate Superintendent of Secondary Education

PHONE: \_\_\_\_\_ EMAIL: kathy.thompson@raytownschools.org

**Partner School Administrator:**

The party listed below was listed as the school building point of contact for this MOA.

NAME/TITLE: Dr. Kevin Overfelt, Principal

PHONE: 816-268-7330 EMAIL: kevin.overfelt@raytownschools.org

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

The party listed below served as the on-site supervisor and mentor for the Adviser (responsibilities outlined on page 4).

NAME/TITLE: Samantha Strabel, Assistant Principal

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

**Please list any changes to the points of contact for 2021-2022 in the space below:**

PAGE 7 CHAD BRUTON SHOULD BE DR. CHAD BRUTON.

PAGE 7 & 8 DR. BRIAN HUFF SHOULD BE CHANGED TO:  
DR. ANDREA MIXON, ASSISTANT SUPERINTENDENT  
SECONDARY EDUCATION  
PHONE 816 268 7000