

**MEMORANDUM OF AGREEMENT (MOA)
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 School District
regarding placement of a MCAC College Adviser at Raytown Senior and Raytown
South High Schools**

1. Purpose

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 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 entities.

2. Program Design

MCAC is a near-peer college advising program designed to:

1. Help students and their families see college enrollment and completion as an attainable goal;
2. Provide information and assistance to students and families about college planning, application, and financial aid 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 persist through and graduate from 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 (and in unique cases, one adviser will serve in two separate schools simultaneously) to assist students with navigation of the college planning, admissions, and financing processes. With exception of responsibilities required of the school/district as outlined below in item #3, the cost of the program will be assumed by MU/MCAC and overseen by the MCAC program staff.

3. Responsibilities

Each party designated below is agreeing to the responsibilities delegated to each as outlined below:

MU/MCAC:

- Recruit, screen, and hire the Adviser. Screening will include a background check consistent with requirements outlined by the school/district as well as external program funders, to include a National Sex Offender Registry check conducted by MCAC and a state and FBI fingerprint check conducted by the Missouri State Highway Patrol.
- Provide intensive pre-service training and ongoing in-service training to the Adviser.

- Ensure the Adviser receives training on the Family Educational Rights and Privacy Act (FERPA) and understands and agrees that s/he is required to exercise diligence in protecting confidential information and that s/he may not disclose any confidential information to any third party except as may be required in the course of performing services for the school/district or as required by law.
- Supervise the Adviser and oversee personnel issues related to the Adviser (e.g., appearance, professionalism, hours served, schedule, and performance).
- Make a minimum of once monthly on-site visits to observe the Adviser and to include checking in with and/or including the site supervisor in a meeting to assess progress and to address any existing challenges.
- Provide evaluative feedback to the Adviser about his/her performance, separate from and in tandem with the site supervisor, via a 60-day check-in during which performance on and planning for meeting service deliverables is reviewed as well as mid-year and year-end evaluations conducted with site supervisor participation to evaluate performance on meeting service deliverables.
- Maintain ongoing communication with and provide program updates to the site supervisor and other contact persons designated by the school/district.
- Work collaboratively with the school should the Adviser's performance be deemed unsatisfactory. MCAC will implement its disciplinary procedure which includes progressive steps from a verbal warning to an Adviser Performance Improvement Plan. If performance issues persist, MCAC will then discuss with the school the temporary suspension or discontinuation of the Adviser during or between a school year. Should suspension or discontinuation be necessary, MCAC leadership will facilitate the action and communicate the disciplinary action with the Adviser.
- Provide orientation to site supervisors to cover the scope of work, Adviser service deliverables, and operational processes and documents.
- Provide the Adviser with a program support budget to accomplish service deliverables.
- Oversee data collection and program evaluation as described in Section 4 of this MOA.
- Provide the school/district with monthly and YTD outcomes and summary reports generated as part of the overall program evaluation described in Section 4 of this MOA.

School/District:

- Sign and agree to conditions set forth in this MOA.
- Understand and honor boundaries around the role, scope of service (deliverables), and responsibilities required of the Adviser.
- Provide a collaborative atmosphere to facilitate student access to college and the Adviser's success in meeting service deliverables.
- Provide a private or semi-private office space, a computer with internet access, a school district email address, a phone with long-distance service, nearby printing access, a locked and secure storage unit for confidential information, and read-only access to student data for the Adviser to use while on-site. It is preferable that the Adviser have access to a bank of computers in the office space so as to assist multiple students simultaneously. The Adviser agrees to use these resources for the provision of services to students and to honor FERPA regulations while doing so.
- Provide data for the purpose of effective program operation and evaluation as described in Section 4 of this MOA and as required by MCAC.

- Provide the Adviser access to school/district data portals so that the Adviser has ready access to data about students being advised. Advisers are trained in FERPA regulations and will maintain the confidentiality of records accessed.
- Not share data provided to the school/district by MCAC with any third party or party external to the school/district/MCAC, unless required to do so by school/district.
- Designate a site supervisor who will:
 - Attend required site supervisor orientation scheduled and facilitated by MCAC for the purpose of orienting the site supervisor to MCAC's scope of work, Adviser service deliverables, and operational processes and documents.;
 - Orient the Adviser to the school/district policies and processes;
 - Regularly collaborate with the Adviser to set processes for successful completion of service deliverables;
 - Provide guidance and support to the Adviser while servicing students in the school;
 - Assist the Adviser in navigating school/district policy and in solving issues that arise;
 - Introduce the Adviser at faculty meetings, general assemblies, or other venues so students, teachers, counselors, and administrators know the Adviser and understand her/his role and responsibilities;
 - Assist the Adviser in identifying low-income, first-generation-college, and underrepresented students to progress toward college admission;
 - Participate in Adviser performance evaluation and program assessment processes and meetings as described in the section directly above;
 - Have direct and regular contact with MCAC program staff involved in the administration of this program, consulting them regularly and as needed; and
 - Seek MCAC program staff approval if desiring the Adviser to work on activities outside the MCAC-assigned scope of service (deliverables).

Adviser

A set of Adviser service deliverables are developed by MCAC for each program year and will be shared with the school/district at the site supervisor orientation. The Adviser will provide the following services:

- Collaborate with school staff to foster a college-going culture in the school;
- Advise students one-on-one and in group settings on college planning, admissions, and financing processes;
- Plan, publicize, and deliver workshops and presentations on college planning, admissions, and financing processes for students and, when possible, their families;
- Collaborate with school administration and guidance counseling staff to promote students' college-going behaviors:
 - Make college planning, admissions, and financing information readily available to students and their families;
 - Plan college/university representative visits to the school and foster student participation in those visits;
 - Plan and coordinate campus visits to regional and Missouri colleges and universities for students to experience campus life and identify a "best fit" postsecondary institution;
 - Help students research and secure scholarship and other external funding sources; and
 - Help students identify "best fit" postsecondary opportunities;

- Facilitate the selection and oversight of the 11th-grade College Ambassadors Program;
- Conduct early college awareness outreach with 7th and 8th-grade students;
- Serve students in all grade levels of the school; and
- Participate in extracurricular activities in the high school and surrounding community for the purpose of building relationships with students and their families.
- Track student interactions and collaborate with the site supervisor to ensure progress towards achieving service deliverables;
- Coordinate with the Missouri Department of Higher Education's Journey to College programs such as College Application Week, FAFSA Frenzy, and Decision Day.

Upon agreement of MCAC leadership and the school/district, additional services may be provided so that unique needs of the schools' 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 and Program Evaluation

Funding for the MCAC program is provided by MU and by external funders. MCAC leadership is responsible for raising funds for the program. Garnering continuing external funding to support the program requires careful attention to program outcomes and impact. Thus, as a condition of partnering with the 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 GRACE, a secure cloud-based student tracking database used by all Advisers serving with the College Advising Corps (CAC). Student data is only accessible on a per-school basis and Advisers can only access school data for their assigned school(s). MCAC program staff also have access to student-level data in the system in order to supervise and support Adviser interactions. Student level data pertains to information that aids in the postsecondary advising of students and program evaluation and includes: grade point averages, class rank, ACT/SAT scores, first-generation college going 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.

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 that an Adviser be moved out of 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.

ANNUAL AGREEMENT
Memorandum of Agreement for MU Project #

Name of School/District:

High School Name RAYTOWN HIGH SCHOOL & RAYTOWN SOUTH HIGH SCHOOL

School District Name RAYTOWN QUALITY SCHOOLS

Duration of Agreement:

This agreement applies exclusively to the 2019-20 school year.

The College Adviser begins service in the school/district soon after August 1, 2019, and concludes on the last day of school in spring/summer 2020 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.

Name of Site Supervisor Designated by the School/District:

The party listed below will serve as the mentor and on-site supervisor for the Adviser (responsibilities outlined on pages 2 and 3).

RHS	SHS
NAME: <u>BRAD DRACE</u>	<u>SAMANTHA STRABEL</u>
TITLE: <u>ASSISTANT PRINCIPAL</u>	<u>ASSISTANT PRINCIPAL</u>
MAILING ADDRESS: <u>6019 BLUE RIDGE BLVD</u>	<u>8211 STERLING AVE RAYTOWN, MO 64138</u>
PHONE: <u>816 268 7330 RAYTOWN, MO 64133</u>	<u>816 268 7330</u>
E-MAIL: <u>BRAD.DRACE@RAYTOWN.SCHOOLS.ORG</u>	<u>SAMANTHA.STRABEL@RAYTOWN.SCHOOLS.ORG</u>

Central Point of Contact:

The parties listed below will serve as the central point of contact for this MOA. Either party may change points of contact by giving written notice.

If different than the site supervisor listed above,

NAME: SAME AS ABOVE
TITLE: _____
MAILING ADDRESS: _____
PHONE: _____
E-MAIL: _____

MU names Dr. Susan Renoe, Assistant Vice Chancellor for Research, Extension, & Engagement, 573-882-2270, renoes@missouri.edu as the institutional point of contact for issues related to this agreement and Jerron M. Johnson, Program Director of the Missouri College Advising Corps, 573-884-7656, johnsonjerron@missouri.edu as the programmatic point of contact for issues related 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:

NAME Wit Brilowski DATE 4-16-19

TITLE ASSISTANT SUPERINTENDENT OF INSTRUCTIONAL LEADERSHIP

For MU/Missouri College Advising Corps:

Dr. Susan Renoe [Signature] DATE 3/20/19

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:

[Signature] DATE 3-22-19
Karen M. Geren

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