MEMORANDUM OF UNDERSTANDING (MOU) BETWEEN

SOUTH ARKANSAS COMMUNITY COLLEGE (SouthArk)

AND

EL DORADO SCHOOL DISTRICT (EDSD)

MOU 07/01/18 – 06/30/19

ASSURANCES AND COMPLIANCE: This MOU shall be governed and construed under the laws of the State of Arkansas. The parties agree to comply with Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Executive Order 11,246, the Americans with Disabilities Act of 1990, and the related regulations to each. Each party assures that it will not discriminate against any individual including, but not limited to, employees or applicants for employment and/or students because of race, religion, creed, color, sex, age, disability, veteran status, or national origin. The parties also agree to take affirmative action to ensure that applicants are employed and that employees are treated during their employment without regard to their race, religion, creed, color, sex, disability, veteran status, or national origin.

SPECIAL CONDITIONS OF THE GRANT AWARD:

A. This sub-grant award, as approved by ARCareerEd, is subject to the availability of funds and to state and federal laws and regulations.
B. Any changes in the Career Coach positions, Career Coach Supervisor or in the operation or budget of the project must be reported to ARCareerEd immediately.
C. Payments under this award will be made available through ARCareerEd for approved budgetary expenditures.
D. No guarantee is made regarding renewal of this sub-grant for subsequent funding years. Future funding will be considered on a case-by-case basis.
E. When making any type of public announcement about programs funded in whole or in part with funds from this grant, recipients shall clearly state financial support is received from the Arkansas Department of Career Education. Therefore, any print material regarding this project must acknowledge and directly name the Arkansas Department of Career Education and only use the provided official agency logo.

PERIOD COVERED: The terms of this agreement shall begin on the date signed by SACC and shall end on June 30, 2019. The terms and funding described in the agreement establish no precedent for any future MOU. This MOU is valid only if federal funds are available. The effective date of this MOU is the date signed by SACC. No purchase or obligation made prior to this effective date will be honored under this agreement.

PURPOSE: The purpose of this MOU is to ensure that middle grades (7-12) and high school students attending an Arkansas high school have the opportunity and support needed to increase their knowledge, skills, and educational attainment necessary for education/training beyond high school and the workforce. By providing college and career guidance to the families eligible for these programs, the project directly addresses the needs of these populations.

RESPONSIBILITIES OF COLLEGE: It is the responsibility of the college to employ and house the listed number of career coaches.

Number of Career Coaches: 2

The El Dorado School District will be served (7th graders enrolled in Career Orientation; grades 8-12).

Other responsibilities of the college include:

1. Assign a college employee to supervise Career Coach positions and serve as a liaison between AR Career Ed and school districts;
2. Arrangement of Career Development Facilitator (CDF);
3. Develop and maintain MOU agreements between college and school district to cover the cost of ½ Career Coaches salary and benefits;
4. Providing funding to cover the costs associated with communication, supplies, and daily travel not associated with attending training opportunities provided or approved by the Arkansas Department of Career Education; and
5. Assist with coordinating and attend Site Visits.

RESPONSIBILITIES OF CAREER COACHES: While the day-to-day functions of college and career coaches vary according to local needs, their specific duties shall be delivered through the assigned high schools and may include some or all of the following:

- Maintain records on all services and programs provided to students.
- Providing early outreach to low-income students and their parents with information about the importance of postsecondary education, as well as accurate information on how to prepare, apply, and pay for it
- Providing interest inventories and skills assessments to assist individuals in making informed career decisions
- Facilitating the development of individual career plans and portfolios
- Assisting students with enrolling in education or training programs
- Providing information on careers, career pathways, and educational requirements
- Providing opportunities for job shadowing, mentoring, internships, visits to business and industry, and other career awareness activities
- Providing or connecting low-income students to support services that will ease the transition to postsecondary education
- Providing information on pursuing and obtaining industry-valued certifications
- Providing information on how to earn a Workforce Alliance for Growth in the Economy™ (WAGE) certificate
- Connecting educationally disadvantaged youth and adults to "bridge programs" that teach basic academic skills in the context of training for advancement to better jobs and postsecondary education
- Connecting students to academic enrichment activities such as study groups, tutoring, and workshops on study skills

- Connecting high school students to early college programs, Advanced Placement classes, academic and career and technical education (CTE) and concurrent-credit enrollment
- Providing a continuum of career guidance to ease the transition of students from middle school to high school to postsecondary education or training and ultimately to the workplace
- Assist with delivery of ACT remediation services and programs

Local Programs and Career Coaches will be expected to collect school district-issued Student ID numbers and legal names of students served. The collected information will be made available to the Arkansas Department of Career Education, upon request, to be used for determination of successful implementation of the grant.

REIMBURSEMENT PROCEDURE: SouthArk will itemize quarterly expenses on College letterhead, attach copies of invoices, proof of payment (copies of cancelled checks), and also include copy of signed MOU. Reimbursement will be on a quarterly basis with the following due dates:

1. November 15, 2018
2. January 15, 2019
3. April 15, 2019
4. August 15, 2019

Colleges may request reimbursements more frequently than outlined above. Requests for reimbursements which will vary from the outlined schedule should be submitted in writing five (5) business days prior to due date and must be approved by the ARCareerEd Director or designee.

COLLEGE AND CAREER COACH BUDGET:

Funds from the Arkansas Department of Career Education (ARCareerEd) will be used to reimburse ½ of salary and benefits up to budgeted amounts. The remaining ½ of salary and benefits will be paid by the School District per this agreement. Funds from ACE will also be used to reimburse all costs associated with Arkansas College Application Campaign, technology and Career Coach and Career Coach Supervisor travel/training for required Arkansas Career Coach Program-sponsored meetings and trainings. Any cost exceeding budgeted amounts will not be reimbursed.	
EL DORADO SCHOOL DISTRICT CONTRIBUTION	
BUDGET CATEGORY	**TOTAL AMOUNT REQUESTED**
Salary/Benefits	$42,420
Bonus/Career Service/COLA	$0
Grand Total:	$42,420

Finance departments will be required to submit a to-date budget summary with program's Interim and Annual reports. The budget summaries shall include for Career Coach budget the following categories:

- MOU Award Amount
- Total Expenditures
- Total Reimbursements
- Remaining Balance
- % of Funds Expended

Note: All line item budget revision requests must be made in writing with justification for the proposed changes and must be approved by the ARCareerEd Director or designee. A line item budget revision is defined as the transfer of funds between budget line items within the approved above budget. Any expenditures exceeding budgeted amounts will not be reimbursed.

All funding amounts contained in the Line Item Budget as well as the overall total amount of funding in this agreement are contingent upon availability and appropriation of federal and school district funds.

EVALUATION: The effectiveness of the local program and Career Coaches will be evaluated on their ability to meet established benchmarks. Local programs will be evaluated based on their county data, and Career Coaches will be evaluated based on their assigned school districts' data. Local programs and Career Coaches will be expected to achieve the following county and school district targets to demonstrate successful progress:

PERFORMANCE EVALUATION AND MEASURES:

Student Contacts:

Career Coaches are expected to provide College and Career Planning services and programs in the assigned schools weekly. Student contacts (face-to-face, one-on-one, small group, presentations and assemblies) must be a part of these services. Career Coaches are expected to meet with students as often as necessary to provide adequate services.

Initial Contacts: Career Coaches will be expected at a minimum to have initial contacts with at least 80% of their assigned 7th graders (enrolled in Career Orientation), 8-9th graders; 85% of their assigned 10th graders; 90% of their assigned 11th graders; and 100% of their assigned 12th graders. The following Key Indicators should be used as a guide for student contacts:

- Total number of individuals served through expanded career counseling services and activities
- Total number of individuals accessing the online Arkansas Works Career Planning System
- Total number of completed career plans developed as a result of the Career Coach's intervention
- Total number of students in targeted counties receiving assistance with college admissions, college enrollment, financial aid, concurrent enrollment, work-based learning, career exploration, or college placement testing activities

Initial Contact Targets for Each Assigned School District: This data will be based on enrollment numbers provided by the Arkansas Department of Education.

- By January 3, 2019, Career Coaches should have initial contacts for at least 40% of their 7th graders (enrolled in Career Orientation), 8-9th graders
- By January 3, 2019, Career Coaches should have initial contacts for at least 50% of their 10th graders
- By January 3, 2019, Career Coaches should have initial contacts for at least 60% of their 11th graders

- By January 3, 2019, Career Coaches should have initial contacts for at least 70% of their 12th graders
- By May 3, 2019, Career Coaches should have initial contacts for at least 40% of their 8-9th graders
- By May 3, 2019, Career Coaches should have initial contacts for at least 35% of their 10th graders
- By May 3, 2019, Career Coaches should have initial contacts for at least 30% of their 11th graders
- By May 3, 2019, Career Coaches should have initial contacts for at least 30% of their 12th graders

Recurring Contacts: Career Coaches should have a minimum of one recurring contact for each 10th grader; two recurring contacts for each 11th grader; and three recurring contacts for each 12th grader.

All awarded programs will be evaluated on their success in impacting the college and career readiness culture and performance in their school district and community. The program's overall plan to address improving college and career readiness in the assigned school district, especially with regard to the six key performance goals is as follows:

CAREER PLANNING AND PREPARATION

PERFORMANCE MEASURE 1: Increase the percent of 10th, 11th, and 12th students exposed to Work-based Learning Opportunities.

Numerator: Number of Program Participants served during the school year in the 10th, 11th, and 12th grade exposed in a work-based learning opportunity.

Denominator: Number of Program Participants in the 10th, 11th, and 12th grade served during the school.

PERFORMANCE MEASURE 2: Increase the percent of students exposed to CTE non-traditional careers.

Numerator: Number of Program Participants served during the school year exposed to a nontraditional career program and/or activity.

Denominator: Number of Program Participants served during the reporting year.

PERMORMANCE MEASURE 3: Increase the percent of students who take an industry-recognized assessment.

Numerator: Number of Program Participants who take an industry-recognized assessment.

Denominator: Number of Program Participants served during the school.

COLLEGE PREPARATION, PLANNING AND PLACEMENT

PERFORMANCE MEASURE 4: Increase the percent of eligible high school seniors who submit and complete a financial aid application through YOUniversal.

Numerator: Number of Program Participants in twelfth grade who submit an application through YOUniversal.

Denominator: Number of Program Participants in twelfth grade served during the school year.

PERFORMANCE MEASURE 5: Increase the percent of students placed in postsecondary education or workforce (includes military) by the end of the 2nd quarter immediately following their high school graduation.

Numerator: Number of Program Participants the fall semester immediately following high school graduation placed in postsecondary education or workforce (including military).

Denominator: Number of Program Participants who graduated served during the school year.

PERFORMANCE MEASURE 6: Increase the percent of students who completed their first year of postsecondary education and/or enroll in a program of postsecondary education the fall of their second year or complete a one-technical certificate program.

Numerator: Number of Program Participants who successfully completed their first year of postsecondary education and/or enrolled for a second year or completed a one-technical certificate program.

Denominator: Number of Program Participants who enrolled in postsecondary education by the fall semester immediately following high school graduation.

METHODS FOR RETURN OF SIGNED MOU DOCUMENTS AND REIMBURSEMENT REQUESTS:

- College will return signed MOUs for College and assigned school districts to the address listed below **no later than August 15, 2018**, in order to be approved for employing of personnel. If not submitted in a timely manner, the MOU will be denied.
- The approved MOU will be mailed by SouthArk to the contacts listed on the signature page.
- The college will submit completed request for reimbursement form with appropriate documentation for the previous quarter's expenses associated with the Career Coach position to the address below **no later than the dates designated within the MOU.** If an alternate time schedule is preferred, the college must notify the agency within the specified time in the MOU. If not submitted in a timely manner, the reimbursement request may be denied.

To avoid duplications, use only the methods outlined below to return a copy with all pages of your MOU's or request reimbursements.

- **EMAIL MOU TO:** dmoore@southark.edu AND CC: kvaughn@southark.edu
- **College will mail reimbursement requests to:**

  Janice Robinson, Administrative Analyst for CTE Special Projects
  Arkansas Department of Career Education
  #3 Capitol Mall, Suite 202
  Little Rock, AR 72201

SouthArk CONTACT DESIGNATION:

DESIGNATE WHO IS TO RECEIVE A COPY OF APPROVED MOU. SouthArk must list at least one contact person who will be responsible for the MOU process.

CONTACT NAME	CONTACT TITLE	PHONE	FAX	EMAIL
Kim Vaughn	Grant Accountant	870.864.8474		kvaughn@southark.edu
Alejandra Muñoz	College & Career Coach Advisor	870.864.8416		amunoz@southark.edu

MOU NOT VALID UNLESS SIGNED BY ALL PARTIES AND ALL INFORMATION FILLED OUT:

I have read and understand the terms of the MOU and Reimbursement Process.

SCHOOL DISTRICT: El Dorado

Signature of Administrator		Date	
Position	**Phone**	**Fax**	**Email**
Superintendent	864-5001	864-5004	Jtucker@esd-15.org

SouthArk ADMINISTRATION:

Barbara R. Jones Digitally signed by Barbara R. Jones Date: 2018.07.05 13:29:34 -05'00'		Dr. Derek Moore Digitally signed by Dr. Derek Moore Date: 2018.06.28 08:42:12 -05'00'	
Barbara Jones, PhD, President	**Date**	**Derek Moore, EdD, Vice President for Student Services**	**Date**
Carey F. Tucker Digitally signed by Carey F. Tucker Date: 2018.07.04 14:09:19 -05'00'		Alejandra Munoz Digitally signed by Alejandra Munoz Date: 2018.06.27 17:14:07 -05'00'	
Carey Tucker, Vice President for Finance & Admin.	**Date**	**Alejandra Muñoz, College & Career Coach Advisor**	**Date**

EDSD MOU TOTAL	MOU EXPIRATION DATE	APPROPRIATION CODE	APPROPRIATION FUND	APPROPRIATION CHARACTER	SOURCE OF FUNDS	REVENUE CODE	ACT COST CENTER	PERKINS USE CODE
$42,420	6/30/2019	N61D	SKL000	04	N/A	N/A	362740	N/A