



MEMORANDUM OF UNDERSTANDING FOR COLLEGE-GOING INITIATIVE

This Memorandum of Understanding (MOU) is contracted between **(Name) District** and the **Imperial County Office of Education**, representing the College-Going Initiative.

The purpose of the College-Going Initiative, directed by the P-16 Council, is to work toward a collaborative and comprehensive regional approach to promote a college-going culture in Imperial County. To this end, each agency named in this MOU agrees to provide support and partial funding for the College-Going Initiative for the two-year term of this MOU.

Purpose for the College-Going Initiative: To increase eligibility, admittance, and attendance at post-secondary institutions for Imperial County students.

Program Strategies for 2006-2007:

1. Articulate a plan for effective communication among college-going partners and for data collection and analysis to increase student eligibility, admittance, and attendance at post-secondary options.
2. Develop and implement a countywide P-16 plan to increase student success in writing and mathematics.
3. Implement a P-12 parent engagement plan to increase families' understanding of and access to the educational system in order to increase children's school success and college attendance.

Role of the College Going Initiative Coordinator:

The Coordinator helps schools, districts, and cooperating agencies in the planning and implementation of approved College-Going Initiative activities to increase the number of students on track at all levels (P-16) to complete college entrance requirements to attend an institution of higher education (public or private colleges and universities or vocational /technical schools). The Coordinator is responsible for facilitating collaborative efforts, as defined by the goals of the P-16 Council. This coordination will include planning, implementation and evaluation of College-Going Initiative activities. It includes the development of resources and communication to expand the college-going culture of Imperial County. The College-Going Initiative Coordinator will collaborate with public and private institutions and outreach agencies to strengthen support for the College-Going Initiative. The Coordinator will provide leadership for long-term strategic planning to improve integration of outreach resources with school district efforts, to achieve program objectives, and to continue collaborative activities after grant funding has been exhausted.

Representative Duties of the College Going Initiative Coordinator in specific areas:

1. *Parent Engagement* – Identify curriculum for parent training series. Hire and train community members and others to deliver the curriculum at identified grade levels (elementary and middle). Meet on a regular basis with principals at elementary and middle schools implementing the parent training series to plan for a coordinated effort. Publish a parent planner providing relevant college planning and preparation information to be distributed in conjunction with parent training series.
2. *Higher Education Weeks* – Secure agreements with institutions (high schools and elementary schools), recruiters and others to be involved. Meet with high school

- counselors and elementary representatives in May, June, and at a summer counselors' retreat to plan successful implementation of activities. Arrange for facilities, transportation and logistics for counselors' retreat.
3. *Summer Academies/Camps* – Set up activities with partner and other agencies and meet with High School and Middle School Principals, Counselors, Directors from January through June to plan for summer program success:
 - January - Recruit and Select Directors
 - February - Director Orientation/Recruitment and Selection of Teachers
 - March - Teacher Orientation
 - April - Follow-up Teacher Meetings
 - Work with Middle School Principals, Teachers, and Counselors to identify students and ability levels to target academy students.
 - May - All Staff Orientation and Training
 - Work with High School and Middle School Principals and Counselors to distribute informational materials about the Academies and to put on informational and orientation meetings.
 - June - Tutor Training, Student Orientations, Program begins
 4. *University Connection* – Work together with Cal-SOAP, SDSU-IV, and other representatives to plan for implementation of events. Work together with principals/counselors of all high schools to select students and plan for use of those students on their return in the fall. Planning for use of these students will include how they can share the information learned with students at the high school, elementary and middle school levels (February – June).
 5. *University Admittance Reception* – Arrange for local alumni and college recruiters to be present. Contact/meet with counselors about students from their high school that are invited to the event when the list of admits has been provided by the university systems (March/April).
 6. *Parent Conference* – Work together with members of the Imperial County Partnership for Higher Education, to include meeting with elementary and middle school principals for their input, to plan the annual Parent Conference for parents in our k-12 school districts. Present or facilitate events at the conference as needed.
 7. *Family College Trips* – Work together with counselors to select dates and destinations of the trip, ensuring that the destination and time matches school needs. Arrange for Admissions officer presentations, student panels, and meal arrangements at the University. Secure transportation.
 8. *M.A.T.E. Conference* – Provide informational material about Mathematics Academy for Teacher Excellence conference to mathematics teachers at each Imperial County school that can benefit from the Algebraic focus of this training (specifically grades 6-9). Arrange for logistics and payment of stipends for those who participate. Coordinate with Principals to provide opportunities for MATE conference teachers to share knowledge and strategies they have gained and demonstrate usage of such knowledge and strategies in their own classrooms.
 9. *Kick-Off Conference* – Together with the Imperial Valley Counselors Round Table Association planning committee, plan (February – September) for this event and seek input from the P-16 Council and all principal groups (elementary, middle, and high school) as to their concerns in areas of counseling that might be addressed at the conference.
 10. *Principal Networks* – Support existing (Middle and High School networks) for Principals for the purpose of discussing their specific issues as they relate to the goals

of the P-16 Council to increase student achievement. Meet with each group on a regular basis, providing time for networking to identify and resolve issues relevant to them and to share with the group timely information about College-Going Initiative events. Plan with each group to address areas their concerns related to effective implementation of the College-Going Initiative at their schools.

11. *Look for Funding* – Aggressively seek out new funding opportunities for College-Going Initiative projects and coordination (e.g. grant opportunities, increased support from businesses) and research new opportunities/funding to promote the further expansion of the College-Going Initiative to the elementary and middle school levels.
12. *Articulation (Transition Grade Levels)* – Work with elementary, middle, and high school math departments on articulation between these grade levels to achieve the goal of documented agreements between all 9 middle schools with one or more of their 23 elementary feeder schools, and all 8 comprehensive high schools with one or more of their 18 feeder schools (middle or K-8).

All Agencies Represented on the P-16 Council (K-12 Districts, San Diego State University-Imperial Valley Campus, Imperial Valley College, preschool agencies, business partners, County Office of Education, Imperial County Partnership for Higher Education) **agree to the following:**

- Participate in appropriate College-Going Initiative activities
- Support the decisions of P-16 Council Representatives
- Provide input to their P-16 Council Representatives with regard to College-Going Initiative activities.

P-16 Council Members agree to the following:

- Represent their constituent groups through the P-16 Council as follows: 5 superintendents (representing an elementary district, two high school districts, and two unified districts), 2 representatives from the Imperial County Partnership for Higher Education (one Cal-SOAP), the Dean of San Diego State University – Imperial Valley Campus, the President of Imperial Valley College, 5 representatives from Imperial Valley’s business community, and the Superintendent of the Imperial County Office of Education as Chair.
- Attend scheduled P-16 Council meetings to make decisions regarding purposes, strategic plans, budget allocations, and evaluations.
- Communicate regularly with their constituents about the purpose, plans, and goals of the P-16 Council.
- Receive input from constituents with regard to purpose, plans, and goals of the P-16 Council.
- Actively seek out opportunities to improve the college-going culture in Imperial County and institutionalize efforts that will be important to our students and our community now and in the future.

Imperial County Office of Education (LEA P-16 Council’s College-Going Initiative) agrees to do the following:

- Invoice for annual contributions in September (50%) and May (50%) each year, due and payable within 30 days.
- Employ and directly supervise P-16 Council’s College-Going Initiative staff.
- Provide administrative oversight and record keeping for the P-16 Council’s College-Going Initiative budget, evaluation, and reporting.

- Provide regular income and expenditure reports to the P-16 Council and College-Going Initiative Partners.
- Provide office space, equipment, and business support for the coordinator and clerical assistant. (Value: \$13,211)
- Contribute \$20,000 to support the P-16 Council/College-going Initiative

Partner Agencies agree to the following:

- Support relevant P-16 Council/College-going Initiative activities in their districts and among the community and families.
- Provide data to monitor progress for improvement and to provide information for funding applications and reports.
- Implementation of StudentTracker (for districts with high schools only).
- Provide support and space for parent meetings with Promotores (districts with 6th and 7th grades and others as requested).
- Provide letters of support and other assistance to P-16 Council staff to procure additional external funding sources for planned activities to accomplish College-Going Initiative goals and annual strategies.
- Fund a basic infrastructure to provide leadership and support for the College-Going Initiative (P-16 staff salaries and benefits) and make annual contributions for the three-year term of this MOU, to be updated and approved annually.
- (Name) District intends to commit \$ (amount) for each calendar year: 2006-2007, 2007-2008 and will notify ICOE immediately, and before March 15 of the previous fiscal year, if this intention becomes impossible for reasons of economic hardship.

Terms:

- This MOU is effective July 1, 2006 through June 30, 2008.
- During the term of this MOU, COLLEGE-GOING INITIATIVE Partner Agencies shall notify the P-16 Council no later than March 15 if they anticipate inability to make their contribution for the next fiscal year.
- This MOU can be amended upon written agreement of the parties.
- The signing parties agree to carry out their program responsibilities as outlined herein.

Imperial County Office of Education (LEA)
Authorized Signature:

District Name, Partner Agency
Authorized Signature:

John D. Anderson, Superintendent

Date

Name, Superintendent

Date