

## **SPARC Council/U-CAN ADVISOR AGREEMENT OF SERVICES**

### **EXPLANATION OF SPARC Council/U-CAN AND SPARC Council/U-CAN SERVICES**

As part of the Ohio College Access Network (OCAN), the University and College Access Network (U-CAN) and Succeed and Prosper through Education: Ashland, Richland Crawford (SPARC) recognizes the importance of postsecondary education to the citizens, economy, and overall well-being of North Central Ohio. Both entities have worked to increase the number of local citizens who pursue advanced training or postsecondary degrees with the aim of increasing the level of educational attainment and economic success of the region.

Local stakeholders, OCAN, and the KnowledgeWorks Foundation, in collaboration with the Ohio Board of Regents, the Ohio Department of Education, and the Ohio Business Roundtable, founded U-CAN in 2002. U-CAN became a 501(c)(3) not-for-profit organization organized for charitable educational purposes. SPARC was born in 2008 as a P16 organization prioritizing increased educational levels of local citizens, but with a broader audience that ranges from pre-natal, early learner emphasis through college completion. In March 2011, U-CAN merged with SPARC creating the SPARC Council. SPARC Council realized the value of the U-CAN name, logo and recognition and has maintained the brand name of U-CAN as a part of its identity. SPARC Council assumed the 501(c)(3) status created by U-CAN.

A college access program supports and supplements the work of a school's guidance department. The workload of school guidance counselors has increased in both volume and complexity. Because of their demanding schedules, guidance counselors value the additional one-on-one postsecondary advising provided by college access advisors.

A college access advisor serves as an in-school resource to students and parents. They meet individually with high school seniors and provide group sessions to high school juniors. They assist students with career exploration, post-secondary planning and college selection, and they help students apply for admission and financial aid. College, as used in "college access", is any accredited educational institution beyond the high school level, including apprenticeships, certificate programs, and associate/ bachelor degree programs.

All SPARC Council/U-CAN college access advisors are licensed in either education or social services in the State of Ohio. All have undergone background checks and fingerprinting by the Mid-Ohio Educational Service Center. Each counselor has been informed of and agreed to standards of conduct as delineated by the State of Ohio, OCAN, and the SPARC Council/U-CAN Board of Directors.

### **SPARC Council/U-CAN ROLE AND RESPONSIBILITIES**

Unless otherwise indicated by the Superintendent, The SPARC Council/U-CAN College Access Advisor will perform the following core duties:

1. The advisor will report directly to the office of the high school.
2. The advisor will be responsible for reporting all activities to the guidance counselor and will maintain accurate records for all services that are provided to the students and parents. Confidentiality of these records will be strictly maintained.
3. The advisor will work with the school to introduce the SPARC Council/U-CAN program and its services to the students and parents.
4. The advisor will work with the guidance counselor in providing students with information and activities on career planning, college readiness, and postsecondary education opportunities.
5. The advisor will increase awareness of financial planning for postsecondary education and sources of assistance that will be available to make continuing an education attainable.
6. The advisor will assist the guidance counselor and participate as needed in career awareness programs, parent/teacher conferences, open houses, college fairs, and financial aid nights.
7. The advisor will be available to provide assistance to the guidance counselor on other projects related to education and training beyond high school.
8. The advisor, with the approval of the building principal, will be responsible for collecting and reporting annual, aggregate, comparative data for the high school.
9. Other duties as described by the principal.

### **SCHOOL ROLE AND RESPONSIBILITIES**

SPARC Council/U-CAN respectfully requests the school provide a space (room) for the advisor to meet confidentially with students. The space should have telephone and Internet accessibility. If possible, the schools should provide the

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advisor with access to a computer, printer, copier, limited office supplies and mailing materials including postage. All of these supplies will only be used only in the service the needs of the students who will be advised by the advisor.

Additionally, SPARC Council/U-CAN requests the opportunity for the advisor to meet other school staff members prior to the start of the school year. This would normally occur during a regularly scheduled staff meeting in August or September.

### **FUNDING:**

While SPARC Council/U-CAN currently receives corporate and philanthropic support, a financial commitment from the participating school is often required to sustain the work of the college access advisors. College access programs supported by the participating school best demonstrate the value of service.

**Total FY13 Cost of Access Advisor for Pioneer Career and Technology Center \$ 18,000**

**SPARC Council/U-CAN's Cost: \$ 9,500**

<b>Pioneer Career and Technology Center FY 13 Cost :</b>	<b>\$ 8,500</b>
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The project budget denotes the cost of placing one (1), part-time (three 5 hour days per week), advisor in the high school for the school year. One-half (1/2) of the cost of the project is to be provided by the participating school(s) unless otherwise jointly agreed to by SPARC Council/U-CAN and the participating school. SPARC Council/U-CAN will work with the Ashland community and/or grants to secure the remaining financial support. SPARC Council/U-CAN respectfully requests permission to perform fundraising activities on behalf of the participating school for the specific purpose of funding this advisor position. The school agrees SPARC Council/U-CAN and its fiscal agent, the Mid-Ohio Educational Service Center, hold funds received as part of SPARC Council/U-CAN's fund raising efforts.

SPARC Council/U-CAN will make every effort to secure additional program funding via corporate, foundation and other community support..

The district will be invoiced for college access advisor services in August of each year.

### **SIGNATURES OF KEY PERSONNEL:**

**Please complete, copy, and distribute as appropriate. Return original to SPARC Council/U-CAN, 890 W. 4<sup>th</sup> Street, Suite 100, Mansfield, OH 44906**

**School District: Pioneer Career and Technology Center**

**School term: August 1, 2012 to June 30, 2013**

### **School District**

Superintendent: \_\_\_\_\_

Date: \_\_\_\_\_

Treasurer: \_\_\_\_\_

Date: \_\_\_\_\_

### **SPARC Council/U-CAN**

Executive Director: \_\_\_\_\_

Date: \_\_\_\_\_

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**If an advisor is returning to your building/district, this information is not necessary.**

### **LOGISTICS/DETAILS:**

The following details should be determined and made available to SPARC Council/U-CAN and the college access advisor prior to the start of the program. (Please complete no later than staff meeting date)

*Service Details:*

**School:** Pioneer Career and Technology Center

**School term:** August 1, 2012 to June 30, 2013

Date/time/location of staff meeting: \_\_\_\_\_

1. Room to meet with students: \_\_\_\_\_  
(Location)

2. Internet Access: \_\_\_\_\_  
(If assigned by school-username/password)

3. Telephone: \_\_\_\_\_  
(School telephone + extension, or other)

4. Mailbox: \_\_\_\_\_  
(Location)

5. Communications plan for messages, announcements, and attendance: \_\_\_\_\_  
\_\_\_\_\_

6. Keys: \_\_\_\_\_  
(Contact person/telephone #)

7. Parking Pass: \_\_\_\_\_  
(Contact person/telephone #)

8. Procedure for retrieving students: \_\_\_\_\_  
\_\_\_\_\_

9. Hall passes: \_\_\_\_\_  
(Contact person/telephone #)

10. Labels/postage: \_\_\_\_\_  
(contact person/telephone #)

11. Other important information the advisor should know:

## SPARC Council/U-CAN ADVISOR AGREEMENT OF SERVICES

### Personal Information and Confidentiality Agreement

This agreement is between the Pioneer Career and Technology Center (the School District) and the SPARC Council/U-CAN (the Recipient) for school year August 1, 2012 to June 30, 2013.

#### **1. Purpose of the Agreement**

School District and Recipient have determined that it is to the benefit of the students (the Students) enrolled in School District that Recipient be provided with certain personal information (the Information) maintained within School District's records regarding certain Students and that the transfer of the Information to Recipient will enable Recipient to better advise and assist the students regarding the pursuit of postsecondary education.

In recognition of the responsibility of the School District to safeguard the confidentiality of the Information, the parties wish to enter this agreement regarding the use of the Information provided by School District to Recipient. Recipient will use the Information only for purposes of documenting and tracking of participation in services provided by Recipient, confirming college readiness planning, career planning, high school academic planning and for purposes of institutional research.

#### **2. School District Responsibilities**

The School District will provide the Information to the Recipient, which shall include all Information about Students, including grades, academic assessment scores, enrollment data and other Information present in the student records, so long as the School District determines that the Recipient is authorized to receive such Information.

#### **3. Recipient Responsibilities**

The Recipient understands the information provided by the School District is confidential. Any information obtained by the Recipient may not be shared with any other person or entity except as expressly authorized by the School District.

The Recipient further agrees that it will take steps to ensure confidentiality of the information. The confidentiality and privacy of the data submitted by the School Districts and college access programs will be protected in the design of access to the student-tracking database. Only authorized and password-identified college access program staff (directors, managers, advisors), Ohio College Access Network (OCAN) staff and Ohio Board of Regents (OBR) staff will be able to input and retrieve individual student data from the system. Access to detailed student information will be further restricted at the college access program level to only staff of the particular Recipient program in which the student has participated.

All other information based upon the statistical compilation and aggregation of individual student records will be devoid of student identification, and used for research and evaluation purposes. There will be no provision for release of individual student information to any party other than those from OCAN, its member programs and the Ohio Board of Regents.

#### **4. Certification:**

The individuals executing this Agreement certify by their signatures that they are authorized to sign on behalf of their respective agencies.

#### **Pioneer Career and Technology Center**

By: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_

#### **SPARC Council/U-CAN**

By: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_