**University of California, Berkeley**
**Center for Educational Partnerships (CEP)**
**Destination College Advising Corps (DCAC)**
**Partnership Agreement**
**With**
**San Leandro Unified School District (Name of District)**

This agreement is entered into by and between the UC Berkeley Center for Educational Partnerships (CEP) on behalf of CEP's Destination College Advising Corps, hereinafter referred to as "DCAC" and San Leandro Unified School District, referred to as "Name of School/District."

The Center for Educational Partnerships, working in partnership with local schools, school districts and communities, improves academic achievement and expands post-secondary educational opportunities for students who face significant barriers to college through research and evidence of best practices.

Its diverse programs help young people overcome educational and financial barriers to prepare for and be accepted at four-year, two-year and technical colleges and universities. Eleven programs provide services free-of-charge to well over 60,000 students annually including summer programs that give hundreds of students academic enrichment while they experience campus life at Berkeley. More than 24,500 $6^{th}$-$12^{th}$ grade and community college students benefit from intensive cohort programs; about 90% of these high school seniors immediately attend higher education and over 80% of these community college students successfully transfer to UCB – and they are often the first in their family to do so.

In addition, over 36,500 students are served through CEP's school-wide and systemic change programs, which build and strengthen college-going cultures in schools and districts by serving teachers, counselors, administrators and families. CEP, within UCB's Division of Equity & Inclusion, provides services free of charge at 125 schools and 68 California community colleges each year.

Described herein is a Partnership Agreement between San Leandro Unified School District and DCAC for the 2014-2015 academic-year. The period of performance of this agreement shall commence on August 2014 and continue through May 2015. Either DCAC or San Leandro Unified School District may terminate this agreement at any time, without cause, by giving the other thirty days written notice of such action.

## CONTACT INFORMATION

UC Berkeley, Center for Educational Partnerships
Deputy Director: Gail Kaufman
Director K-12 Programs (DCAC): Jose Rivas
DCAC Regional Manager: Theresa Vidaurri
DCAC Adviser Fellow: Angelie Salas

## Scope of Agreement – DCAC ADVISER FELLOWS

The vision of the Center for Educational Partnerships is to make college a viable option for all students. CEP looks to achieve this by working collaboratively with target schools and partner programs focused on research-based best practices that enable low-income and first generation to college students to access post-secondary education.

The goal of UC Berkeley through DCAC is to increase the college-going rate of students at San Leandro Unified School District and provide comprehensive college awareness, mentorship, resources, preparation, advising and information through the efforts of a dedicated Adviser Fellow. This Adviser Fellow will

participate in the local and national research and data collection as specified by state and Federal agreements, including the provision of intensive program activities by using evidence-based best practices of highly successful college access programs and strategies that build college going culture through one-to-one, small group, classroom, and whole school efforts. DCAC is partially funded through the Early Academic Outreach Program with additional funding from the College Advising Corps and the Center for Educational Partnerships.

**RESPONSIBILITIES OF THE PROGRAM**

The Program will provide the following: *See Attachment A for a detailed description of Adviser Fellows services.*

A. Train, assign and mentor a recent 4-year university graduate Angelie Salas to San Leandro High School to offer program services to be guided by the Regional Manager, driven by data-based assessment and funded as described above.

B. The Adviser Fellow will be placed on-site at San Leandro High School during the operational hours of the school site beginning late- August 2014 through May 31, 2015.

C. The Adviser Fellow will attend DCAC meetings, trainings and conferences that may be held at non-School site locations.

D. Adviser Fellows and DCAC Regional Manager will exercise the strictest confidentiality and all information obtained will only be used for program purposes. Adviser Fellows will sign confidentiality agreements with the school sites, as appropriate.

E. DCAC will work in partnership with San Leandro Unified School District to promote college and career going culture through providing guidance and training using best practices based on data and analysis of school culture and student's college knowledge and awareness.

F. DCAC will implement an Evaluation Plan for continuous improvement and for determining sustainability and scale-up opportunities.

DCAC/CEP Regional Manager will provide services as follows:

A. Train and mentor the Adviser Fellow and serve as the liaison between the Adviser Fellow and San Leandro Unified.

B. Provide San Leandro High staff with information about DCAC and its associated research participation, its Adviser Fellow and general information about admissions to institutions of higher education; and share data and analysis regarding school's college culture and student's college knowledge gathered through the administration of pre and post surveys.

C. Coordinate events or visits for further advancement of DCAC's mission.

D. Provide resources and training as appropriate on college going culture.

E. Work with district and/or site parent services to integrate college-going information.

**RESPONSIBILITIES OF San Leandro Unified School District**

A. A designated space for the Adviser Fellow with access to a computer (Internet, appropriate listserv and school data network), printer, telephone, supplies, and access to copy machine(s).

B. Access to data to implement Evaluation Plan and participate in related national research project, see below.

C. Access to school staff meetings.

D. Access to approximately 100-150 $9^{th}$-$12^{th}$ graders, with a focus on those facing the greatest barriers to college going, who Adviser Fellow will provide intensive mentorship, college awareness and preparation services.

E. Ability to pull students from non-core subjects for one-on-one and small group advising.

F. Dates, times and space to conduct meetings and/or workshops.

G. Access to one "Adopted" class per grade level where the Adviser Fellow will provide on-going college knowledge workshops (number of workshops per semester could vary by school, but no less than 2 per semester). The Adviser Fellow will administer a pre-survey prior to beginning the workshops, complete a gap analysis to plan workshops and then administer a post survey at the end of the school year to ascertain increases in college knowledge by students.

H. Regional and Program Partner Expectations (to be defined by Regional Manager and other partners)

I. General access to student records to include: class schedules, academic transcripts (electronically if possible), college/university application information/data.

J. School will provide an environment free from unwelcome behavior by adults, students or visitors, and if such behavior occurs, the school will work with UCB to ensure that the unwelcome behavior stops, and that the Adviser Fellow is made whole. (For full University of California Sexual Harassment policy go to: http:ophd.berkeley.edu/policies-procedures/sexual-harassment). Regional Manager will review specific procedures related to Sexual Harassment for DCAC College Adviser Fellows with school/district staff.

K. A School site administrator or staff person to serve as the contact that will assist and provide support to the Adviser Fellow in the facilitation of the above listed items.

L. School will support the Adviser Fellow in implementing school-wide events that promote and increase college-going culture for example, Decision Day.

School site administrators/staff and program administrators/staff shall collaborate to plan the implementation of the previously described activities. All DCAC efforts are motivational and supplementary and should enhance activities already provided at the School.

## EVALUATION OF PROGRAM

In addition to the pre- and post-survey data analyzed by the Adviser Fellow to assess school college culture and student's college knowledge, DCAC will implement an Evaluation Plan that will be designed to minimize the time required by students or teachers, utilize as much as possible present San Leandro High School surveys and annual data collection (e.g., Senior Survey, National Student Clearinghouse, a-g reporting), and analysis of publicly available data repositories. The information will be gathered for purposes of reporting to the various Funders named in the document and the College Advising Corps and will be shared with San Leandro High for internal reporting goals. *(See attachment "B" for further information about evaluation.)*

## FINGERPRINTING

The program will cover the costs for fingerprinting clearances. The Adviser Fellow(s) will be fingerprinted and cleared through the DOJ and FBI database prior to hiring.

**SIGNATURE**

*As collaborators in this initiative, we have read the Partnership Agreement and agree to participate in services rendered by CEP/ DCAC and agree to responsibilities required by this agreement during the 2014-2015 academic school year.*

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| Theresa Vidaurri, EAOP Regional Manager<br>UC Berkeley, Center for Educational Partnerships | Date |
| Rosanna Mucetti, Ed.D., Deputy Superintendent<br>San Leandro Unified School District | Date |

**ATTACHMENT A: ADVISER FELLOW MINIMUM STANDARD REQUIREMENTS**

DCAC College Adviser Fellows will be placed at a partner high school in Alameda, Contra Costa, Santa Clara, Solano or San Bernardino counties and participate in data collection / analysis and college going activities under the advisement and purview of Regional Mangaer who are full time staff employees of UC Berkeley and recognized as experts in college access programming. The Regional Manager will provide Adviser Fellow(s) with training and guidance in meeting requirements of the program, professional development and overseeing day-to-day program efforts and activities. Adviser Fellows in Northern California may be placed in partnership with another CEP program. DCAC partners include the Early Academic Outreach Program (EAOP), School/University Partnerships (SUP) and the Solano County Educational Consortium (SCEC).

DCAC staff and Adviser Fellows work in collaboration with partner schools and college access programs to support, assist and supplement the college access and preparation efforts for all students using research-based best practices of college access programs and therefore, DCAC staff and Adviser Fellows do not supplant existing staff, services or activities.

With guidance from their Regional Manager, Adviser Fellows will be expected to implement the following best practice program efforts and activities. Adviser Fellows' plans and goals may differ from site to site and may include activities beyond those indicated below in order to meet partner and regional needs or the needs of the national research initiative. Specific Adviser Fellow activities and goals will be determined together with individual Regional Manager to meet specific partner and school site needs.

**Program Efforts Directed at Students and Families** *(70%-80% of time during academic year)*

***Activities***

- Adviser Fellow will recruit and mentor a cohort of high school students and provide them with college access and preparation assistance to include (for example): academic advising, college planning, college admissions applications, financial aid applications, scholarship applications, SAT/ACT preparation and registration.
- Adviser Fellow will provide college access and preparation advising to any student requesting time and mentorship.
- Adviser Fellow will support their partner school by collaborating with school site staff to provide college and financial aid information, classroom presentations, and parent information as well as helping to develop a college-going culture in the target school site.
- Adviser Fellow will collect and analyze data from pre and post surveys of students to determine school culture and college knowledge, identify gaps and design plan based on this information in consultation with the Regional Manager and the partner school.

***Numerical Goals for Activities with Individual Students***

- *Cohort Enrollment:* 140 - 160 students (~45 seniors, ~40 juniors, ~35 sophomores, ~30 freshmen)
- *Individual Students:* ~300 students provided with an individual service
- *Individual Services:* ~400-450 individual service sessions

***Numerical Goals for Activities with Seniors***

- *College Admissions:* 95% of all cohort seniors will submit a college admissions application. 90% of all cohort seniors will gain admissions to at least one college (including two-year and four-year options)
- *Financial Aid:* 95% of all cohort seniors will submit a FAFSA. 95% of all cohort seniors will submit

a Cal Grant GPA.

***Group/Whole-School Program Goals***

- *School-Wide Events:* Fellow will support at least one FAFSA event and a Decision Day-event at their site.
- *Classroom/Group Workshops:* Fellow will conduct 60 classroom/group workshops at their site.

**Training and Development** *(100% of contribution in August; 10% - 20% of contribution during academic year)*

***Training Activities***

- Adviser Fellow will take part in a 4-week College Advising "Boot Camp" prior to placement.
- Adviser Fellow will take part in the National Leadership Institute in October, 2014.
- Adviser Fellow and will receive continued hands-on training and field guidance which may include individual meetings with Regional Managers, group/region meetings, meetings with school site partners, and/or college access workshops/conferences.
- Adviser Fellow will receive professional development for "life after DCAC" which will include resume review, interviewing, graduate school support, and/or public speaking.

***Training Goals:***

- *Knowledge and Skills:* Adviser Fellow will acquire the necessary college access, data analysis and preparation knowledge and skills from the "Boot Camp" and Regional training.
- *Application:* With Regional Manager's feedback and guidance, Adviser Fellow will be able to implement the knowledge and skills gained in order to carry out the DCAC program and activity plan.

**Research/Assessment:** *(10% - 15% of time during academic year)*

***Activities***

- Adviser Fellow will collect, enter and maintain student and program activity data.
- Adviser Fellow will administer pre and post College-Knowledge Surveys, National surveys, and other partner specific surveys.
- Adviser Fellow will analyze data and create reports from the program enrollment, program activities and pre and post College-Knowledge Survey data collected.

***Goals:***

- *Cohort Applications:* 100% of cohort students will complete a program application.
- *Student Program and Demographic Data:* Adviser Fellow will enter required student program information and demographic data on a weekly basis.
- *Principal Report:* Adviser Fellow will complete a Pre/Post Principal's Report using student and program activity information and survey data collected.

**Professionalism** *(expected at all times)*

Professional behavior, communication and actions are expected at all times. Adviser Fellow is expected to adhere to all policies as indicated in the Adviser Fellows Manual and the College Adviser Fellow Code of Conduct reviewed at the DCAC Orientation or with their Regional Manager**.**

**Regional and Program Partner Expectations** *(as reviewed and approved by Regional Manager)*

Each Regional Manager will review and approve all additional requests, program activities and/or goals in

order to meet the specific site, region and/or partner and research program needs. These may include facilitating activities such as fiscal literacy workshops, classroom lesson plans, community outreach events, etc. Additionally, numerical and program goals may be adapted to meet the partner and/or site need.

**ATTACHMENT B: RESEARCH AND EVALUATION PLAN**

The evaluation plan will collect and analyze data to provide DCAC and San Leandro Unified School District with information on the effectiveness of the Advising Corps on the following goals.

- Increase students' college knowledge and aspirations;
- Increase parent/family college awareness, knowledge and expectations for students;
- Increase student preparation for college admissions;
- Increase percent of high school graduates going to college.

In consultation with the Principal DCAC will:

- Administer Pre/Post (Fall 2014/Spring 2015) student surveys in adopted classes;
- Administer College Advising Corps Surveys in April/May, 2015 as per both CAC and DCAC requirements
- Schools can choose to administer the College Advising Corps Survey to additional students and CAC will provide the surveys and the analysis
- Access data collected on school-wide surveys such as a Senior and Satisfaction Surveys, and surveys as to test taking, application, acceptance, enrollment and financial aid information, data from tracking systems;
- Analyze information presently collected by the school *(e.g. National Student Clearinghouse and PSAT, SAT/ACT testing data)* for enrollment information and test taking;
- Utilize the publicly available data repositories for data such as: a-g analysis, Cal Grant applications;
- If the school/district does not collect college enrollment data from the National Student Clearinghouse, DCAC may require student level data on graduates to send to the National Student Clearinghouse in order to retrieve college enrollment, retention and/or graduation data. There will be no cost to the school for this service.
- Other evaluations/assessments from College Advising Corps, African American Male Achievement Initiative, EAOP, SCEC and/or other DCAC partners on a case-by-case basis.

The DCAC Regional Managers and Adviser Fellows will be responsible to collect and track information as they work with students and will work with CEP staff on implementing the evaluation plan. **All data and analysis will be shared with the school/district.**