

**Memorandum of Understanding Between
Boone County School District and
Gateway Community and Technical College**
Memorandum of Understanding

The Boone County School District/Ignite Institute (herein called "the District") and Gateway Community and Technical College/GCTC (herein called "the College") hereby enter into this Memorandum of Understanding (MOU) for the provision of services in accordance with the following terms:

1. Purpose: The purpose of this agreement is to facilitate cooperation between the College and the District in meeting the educational needs of the students of the District. The dual credit advisor (DCA) will provide advising enrollment services to the dual credit students at Ignite.
2. Dual Credit Advisor: The Dual Credit Advisor (DCA) is responsible for providing services to support students enrolled in Gateway dual credit courses. The DCA will be primarily assigned to work with students in the District, but not exclusively. The DCA initiates, develops and maintains strong relationships with students to ensure student success. The DCA supports the District personnel in developing student course schedules and maintaining student files and records.
3. Duties of Dual Credit Advisor:
 - Recruit students for Early College programs- work collaboratively with the high school counselors
 - Review and interpret student transcripts and placement test scores
 - Assist students to develop academic goals and plans based on high school completion requirements, dual credit opportunities, and career aspirations
 - Advise and assist students in understanding academic requirements and in selecting and registering for courses
 - Support students to understand and navigate academic and college systems, policies and procedures
 - Keep current with local, state, and federal academic requirements, including knowledge of financial aid
 - Enroll and advise students into college courses as dual credit
 - Work with graduating seniors to matriculate them to degree programs at Gateway
4. DCA Outreach Responsibilities:
 - Develop strong, positive, professional partnerships with a variety of people and organizations
 - Develop and deliver engaging outreach and informational presentations with school district and college personnel, students, families, and community agencies
 - Support in the development of marketing materials
 - Regularly interface and collaborate with school district partners on referrals, approvals and records for students
5. Salary and Benefits: The DCA will be an employee of the College, subject to all College policies and procedures. The College shall be solely responsible for the hiring, management, and all decisions regarding the employment of the DCA. The College will invoice the District \$9,000 in fiscal year 2021-2022, benefit rate of 8.62% included, for advising and collaborative program coordination at the beginning of the fiscal year.

This MOU is in effect from August 15, 2021 thru June 30, 2022 and will be renewed upon review of the program yearly in March.

Signatures

Dr. Maria Brown
Chair
Boone County Board of Education

Fernando Figueroa, Ph.D.
President/CEO
Gateway Community and Technical College

Date

Date