



MEMORANDUM OF AGREEMENT

PROJECT NAME/TITLE

This Memorandum of Agreement (the "Agreement") is between Gateway Community and Technical College and Boone County School District regarding Services for Ignite Institute.

AGREEMENT TERM

This Agreement is effective from 08/15/2023 to 06/30/2024. Either party may cancel this Agreement at any time for cause or may cancel without cause on a 30 day written notice.

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.

DUTIES/RESPONSIBILITIES OF KCTCS

KCTCS shall assume the following responsibilities:

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.

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

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

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.

DUTIES/RESPONSIBILITIES OF Boone County School District

Boone County School District shall assume the following responsibilities:

The District will be invoiced for advising and collaborative program coordination at the beginning of the fiscal year.

FINANCIAL DATA AND TERMS

The College will invoice the District \$9000 in fiscal year 2023-2024, benefit rate of 8.62% included, for advising and collaborative program coordination at the beginning of the fiscal year.

SEVERABILITY

The breach, disagreement concerning, and/or illegality of any single provision of this Agreement shall not nullify the entire agreement.

CHOICE OF LAW AND VENUE

Both parties hereby agree that KCTCS, as a public agency, enjoys sovereign and/or governmental immunity. Per KRS 45A.245, any litigation arising from the alleged breach of this contract and/or interpretation of the terms of this Agreement shall be brought in the Franklin Circuit Court. Any negligence claims against KCTCS shall be brought before the Kentucky Claims Commission pursuant to KRS Chapter 49. Furthermore, all terms and conditions in this Agreement to the contrary notwithstanding, the parties understand and agree that state and federal laws governing KCTCS as a public agency shall prevail.

For Boone County School District:

**For KCTCS: Gateway Community and
Technical College**

Name (Signature):

Name (Signature):

Name (Print):

Name (Print):

Title:

Title: