

APPENDIX A: SCOPE OF WORK

I. PROGRAM GOALS & OBJECTIVES

The overall program goal is to ensure that North Monterey County Unified School District (NMCUSD) students have an opportunity to pursue and succeed in post-secondary education. To support students in achieving this goal, our efforts will focus on the following areas:

Goal 1: Academic Enrichment: Active program participants will complete supplemental learning opportunities that advance their mastery of academic subjects and engage them in the intellectual life of the University of California.
Objective 1.1: 20% of active program participants will participate in one supplemental learning opportunity each year.
Goal 2: Entrance Exams: All active program participants will complete entrance examinations for eligibility to selective colleges/universities.
Objective 2.1: 70% of active program participants will have registered for and completed the ACT or SAT Reasoning Exam by the last December test date of 12th grade.
Goal 3: Academic Advising: All active program participants will complete the required UC minimum 15 subject matter course patterns.
Objective 3.1: 70% of program participants complete 11/15 ‘A-G’ units with a C or better by the end of 11th grade.
Objective 3.2: 100% of 9th-11th grade program participants have a current IAP.
Objective 3.3: 80% of active program participants will complete algebra by the 10 th grade.
Goal 4: College Knowledge: EAOP will provide all active program participants, their families, and participating school personnel with the appropriate information to prepare (or assist more students to prepare) for postsecondary education.
Objective 4.1: All active program participants will be offered a minimum of 2 contacts each year, with 75% participating in a minimum of 2 college knowledge activities/services.
Objective 4.2: 70% of accepted program participants will enroll into a post-secondary educational institution.

UC Santa Cruz’s obligations in furtherance of these goals and objectives are limited to those obligations specifically set forth in Sections IV and V below.

II. PROGRAM SUMMARY

The Early Academic Outreach program will serve approximately 400 students at North Monterey County High School. The program seeks to increase the number of students who achieve a postsecondary education. EAOP specializes in individual and group academic advising that helps students stay motivated and on-track to complete the ‘a-g’ college-preparatory courses unique to each high school and required for UC and CSU admission. Through academic enrichment services such as intensive workshops and summer courses, EAOP students improve basic skills, master advanced high school

curriculum, and have the opportunity to engage in the intellectual life of the university. EAOP provides test taking workshops to familiarize students with test formats, study strategies, and test-taking tips that will increase success with the SAT/ACT and the number of students who are competitively eligible for college admissions. Students and parents learn about financial aid and scholarships, how to fill out college applications and write an effective personal statement. Ultimately, students learn how to successfully navigate California's postsecondary education options.

III. PROGRAM COMPONENTS

A. Roles and Responsibilities:

- Executive Director, EPC, Maria Rocha-Ruiz: has contract oversight and is responsible for approving all budgetary commitments.
- South Zone Direct Services Director, EPC, Yesenia Cervantes: will be the main point of contact for UCSC EAOP. She is responsible for overseeing the implementation of the EAOP program.
- Program Coordinator, EPC, Christopher Mutshnick: supervises the EAOP staff at the high school.
- Superintendent, NMCUSD, Kari Yeater: will be the main point of contact between UCSC EAOP and NMCUSD.
- Career and College Planning Coordinator, NMCUSD, Felicia Nance: responsible for serving as North Monterey County High School's liaison with the EPC Directors and staff. Ms. Nance will ensure that EAOP staff has adequate space and resources to carry out their daily operations. She will identify opportunities for school staff and EPC direct service staff to collaborate together and impact student achievement and integrate EPC student and parent services to the central mission and operations of the school community.
- Assistant Principal, NMCUSD, Martin Enriquez: responsible for serving as North Monterey County High School's liaison with the Career and College Planning Coordinator, school staff, and EPC program staff to directly support and carry out all provisions associated with the academic guidance counseling program.
- Assistant Superintendent for Educational Services, NMCUSD, Lois Peterson: responsible for serving as NMCUSD's district liaison with the EPC Directors and staff. She will identify opportunities for school staff and EPC direct service staff to collaborate together and impact student achievement and integrate EPC student and parent services to the central mission and operations of the school community.
- Director, 21st Century Learning & Innovation, NMCUSD, Emily Tsai Brownfield: responsible for serving as NMCUSD's district liaison with the EPC Directors and staff. She will identify opportunities for school staff and EPC direct service staff to collaborate together and impact student achievement and integrate EPC student and parent services to the central mission and operations of the school community.

B. Planned Activities: EAOP (Adjusted Per Annual Budget)

Academic Advising (cohort service)—meet with every cohort student once a year to create and/or update their high school 4-year plan detailing grades, credit recovery, GPA, test scores, and collegiate goals.

Fieldtrips (cohort service)—Plan, organize and conduct educational fieldtrips to local colleges/universities for cohort students.

College and Career Center—collaborate with school and outside service provider staff in the College and Career Center to offer drop in help to NMCHS students.

Tutoring—utilize undergraduate academic interns to provide lunch and after school tutoring (two-three times a week depending on interns' schedule).

Classroom Presentations—collaborate with counselors, teachers and outside service provider staff to conduct school wide presentations. Sample topics include college admissions requirements, college systems, personal statements, financial aid, SAT/ACT, test-taking strategies, importance of homework, GPA calculation, transcript analysis, etc.

College Application—provide college application drop in assistance for seniors during designated days of the week in the months of October and November for students applying to four-year universities and in Feb-April for those attending community college.

Financial Aid Application—provide financial aid and DREAM Act Application drop in assistance for seniors during designated days of the week in the months of October 2016 through March 2017.

Scholarships—provide scholarship workshops and information to students at NMCHS throughout the academic year.

Senior Odyssey (cohort service)—implement a summer residential program at UCSC for rising NMCHS seniors that prepares them for applying to college through workshops and activities such as financial aid, college admissions applications, personal statements, faculty lecture, etc.

College Entrance Exams Assistance (cohort service)—offer EAOP student waivers for the SAT and ACT, provide information and guidance on various exams required for admissions or academic placement, conduct test taking workshops and/or provide test taking strategies.

IV. PARTIES AND COMMITMENTS

The parties shall perform all obligations under this Agreement in accordance with all applicable laws, including without limitation to the Federal Educational Records Privacy Act and UC policies and in accordance with any terms and conditions applicable to **UC Santa Cruz Educational Partnership Center (EPC)-EAOP** funding (e.g. grant terms).

UC Santa Cruz Educational Partnership Center (EPC)-EAOP agrees to operate the program under the following parameters (at its sole costs and expense unless otherwise indicated):

a)	Upon receipt of signed agreement, EPC will issue an invoice to NMCUSD in the amount of \$23,000 for undergraduate academic intern salaries, benefits and programming expenses at North Monterey County High School.
b)	Utilize NMCUSD's contribution to augment EAOP offerings including but not limited to college knowledge, tutoring, advising, and academic preparation activities at NMCHS.
c)	Integrate services with school-wide efforts and align with the school objectives.
d)	Employ and assign one trained College Facilitator to provide direct services to EAOP students at NMCHS. The College Facilitator will work collaboratively with NMCUSD staff, specifically the guidance department to provide a comprehensive college awareness program to the high school students through multiple formats including but not limited to: 1. One-on-one advising; 2. Small group and large group workshops/presentations; 3. Classroom presentations; 4. After school and evening programs.
e)	Assign a College Facilitator to provide services at NMCHS during the academic year.
f)	EPC will assign supervision of the College Facilitator to the Program Coordinator, who will dedicate his/her time to supervising and supporting the staff. The Director and/or Program Coordinator will meet with school Principal and District personnel on an as needed basis to coordinate and evaluate services.
g)	EPC will employ and assign two trained undergraduate Academic Interns to provide direct services to NMCHS students including tutoring, mentoring, academic readiness services, and academic advising. The College Facilitator will supervise the undergraduate Academic Interns with support from the NMCUSD administration.

NMCUSD agrees to operate the program under the following parameters (at its sole costs and expense unless otherwise indicated):

a)	Sign and return both original copies of this agreement to the primary contact for the Educational Partnership Center.
b)	Issue a purchase order to UC Regents/EPC EAOP in the amount of \$23,000 to pay for undergraduate Academic Intern salaries, benefits and programming expenses at North Monterey County High School.

<p>c) NMCHS College and Career Coordinator, Felicia Nance, will serve as the liaison and point person for the partnership initiatives as well as to serve as a partnership champion and secure support and resources from partner schools. In accordance with California law, EAOP shall ensure that its employees, contractors, and subcontractors employed to provide any services to District students under this agreement have complied with the fingerprinting and criminal background investigation requirements set forth in Education Code, Section 45125.1 and 45125.2.</p> <p>Upon execution of this agreement, EAOP shall provide the District with a list of all employees, contractors, and subcontractors providing services at the school site identified herein, including each such person's address, telephone number, and email address, and shall provide written documentation indicating that each such person has undergone and complies with the fingerprinting and criminal background check requirements described above.</p> <p>During the term of this agreement, EAOP shall provide verification of compliance with fingerprinting and criminal background requirements to the District upon the hire or engagement of any new employee, contractor, or subcontractor prior to each such individual's initial entrance onto District grounds or participation in any activity or business thereon and prior to permitting the individual contract with District pupils.</p> <p>Further, EAOP shall, prior to commencement of any services to District students under this agreement, provide the District with proof further representing that by sending employees, contractors, or subcontractors to the District it is not aware of any criminal conviction or propensity making the employee and/or volunteer unsuitable for contact with youth.</p>
<p>d) Release relevant student and teacher data with the shared understanding that all parties will use data for the specific academic interventions and research purposes related to the partnership's goals to improve student academic achievement and transition to college or university. Data will include but is not limited to demographic and contact information (name, school, date of birth, grade, graduation date if senior, district ID, CSIS ID (statewide identifier), gender, ethnicity, free/reduced lunch eligibility, ELL status, primary language, IEP status, address, city, zip, phone number, email address), promotion, attendance, PSAT/SAT/ACT/CAHSEE test results, academic records, and full counselor level permissions / access to student information systems. Qualified personnel who use personally identifiable student data shall be proficient and experienced in managing secure confidential data and will manage the data with procedures that meet industry standards.</p>
<p>e) Provide adequate office and working space for the College Facilitator and the undergraduate Academic Interns, including use of computer labs, classrooms, the library and the college/career center to provide EAOP services. NMCHS will provide a landline phone for local calls and a data line for access to email and Internet resources.</p>
<p>f) Ensure a collaborative working relationship between the College Facilitator and NMCHS' Assistant Principal and College and Career Planning Coordinator, grade level coordinators/counselors, resource teachers and any other relevant school staff is established.</p>
<p>g) Integrate EPC direct services into the central mission and operations of the NMCHS school community.</p>
<p>h) Support direct services workshops and events by providing facility space at no cost to the EPC both during and after school hours, including weekends.</p>
<p>i) Support college awareness activities by allowing students to participate in relevant college awareness, academic and professional development activities.</p>

V. AGREEMENT FOR DATA SHARING

In order to conduct program effectiveness evaluations, and to consistently monitor students on the “A-G” pathway, North Monterey County Unified School District (NMCUSD) agrees to provide student information (also referred to as student records or data) to the UC Santa Cruz Educational Partnership Center under the terms and conditions stated in this agreement. This information will be used to plan, implement, operate, evaluate, and report progress on the UC Santa Cruz Educational Partnership Center (EPC)-EAOP program, and will be disseminated to our partner district on a regular basis.

The EPC will adhere to all legal requirements regarding protection of confidential information contained in the federal Family Educational Rights and Privacy Act (FERPA, 20 USC 1232g), and the California Education Code (Section 49060 et seq). The EPC has devised a data collection and storage process to protect the confidentiality of all student data in perpetuity. Furthermore, the EPC agrees to keep confidential records protected at all times to prevent the unauthorized or inadvertent release of any individually-identifiable information. No information that could identify any individual student or parent will be released in any reports, publications, research, marketing materials, or other documents produced by the EPC or UC Santa Cruz Educational Partnership Center (EPC)-EAOP that are created from data exchanged under this agreement. North Monterey County Unified School District (NMCUSD) will identify and disclose to the EPC “other” information that they regard as confidential so that the same confidential standards are followed. The parties will maintain a log of all staff members who receive confidential information, including a description of the types of data they have received and their permissible uses. These staff members will receive regular and periodic training to review procedures for protecting confidential information. These staff will also be asked to sign a statement acknowledging their legal responsibility to protect confidential information. Usernames and Passwords will be used to protect confidential information when it is stored electronically.

The specific requests for data will occur twice per year and will include the specific fields and units of data that are needed along with instructions for secure transmission of data. The data requested by EPC will be used for the following purposes:

1. *To complete District and/or the University of California Office of the President (UCOP) annual reports.* A copy of such reports will be provided to NMCUSD Superintendent. These reports require EPC to report data such as student demographic summaries, course completions and marks, grade point average, college entrance exam results, and attendance totals.
2. *To evaluate program performance on a regular basis.* UCOP requires EPC to conduct periodic evaluations to assess the program’s progress in meeting its stated objectives. These evaluations will be used to make improvements to the program and will be shared with stakeholders from the district and UC Santa Cruz as appropriate.

3. *To assist program staff in the delivery of services.* Program staff will use student transcript data, demographics and contact information to plan and tailor services as well as to manage student caseloads in the student database.

The information requested under this agreement consists of four types of data, including:

1. Student demographics and contact information (name, school, date of birth, grade, graduation date if senior, district ID, CSIS ID (statewide identifier), gender, ethnicity, free/reduced lunch eligibility, ELL status, primary language, IEP status, address, city, zip, phone number, email address).
2. Student transcripts (course history, including credits and marks).
3. Student scores on standardized tests (CST, CAHSEE, CELDT, PSAT, SAT, ACT, Advanced Placement).
4. Attendance records or “Average daily attendance” (contingent on how the Annual Performance Report requires the data to be reported).

Because North Monterey County Unified School District (NMCUSD) is based on a cohort model, the students for which data will be requested will change annually. Therefore, EAOP will generate a letter to cohort parents to obtain their permission to release their child’s specified data for research to EAOP.

UCSC EAOP will be requesting data for all 9th -12th grade students enrolled in NMCUSD of those students who don’t have a signed EAOP application on file and therefore are considered “non-cohort” students. The data request for all 9th-12th grade non cohort students enrolled in the school includes only (Local ID, State ID, Name, DOB, Gender, Ethnicity, and Grade Level). NMCUSD will be entering into a third party agreement with the National Student Clearinghouse for research and data sharing purposes to include sharing data between EAOP/The Regents of the University of California on behalf of UC Santa-Cruz Educational Partnership Center (EPC).

UCSC EAOP will provide NMCUSD with the following data points:

1. Number and percentage of graduating class enrolling in a post-secondary institution.
2. Number and percentage of graduating class enrolling in a post-secondary institution by type of institution (4 year/2 year and public/private).
3. Number and percentage of graduating class enrolling in a post-secondary institution by type of public CA institution (UC, CSU, CCC).

The EPC will submit formal written data requests to North Monterey County Unified School District (NMCUSD) asking that specific data be provided within 30 days to respond. Timeline of data request are agreed upon as outlined in the agreement and are depended upon when new data is available. The requests will explain how the data should be prepared and transmitted to the EPC. The EPC will create a secure FTP (file transfer

protocol) site with a password-protected account for the district officer in charge of handling the data request. The person who submits the data to the EPC will be able to log into the site and upload the data at any time. These data will be retained by EPC for a minimum of five years. All confidential records will be destroyed when they are no longer needed for the purposes described above.