



Ashtabula County Continued Education Support Services  
 1565 State Route 167 Edgewood, OH 44047  
 Phone (440) 576-3125 Fax (440) 576-5003

**July 3, 2023**

Buckeye Local Schools  
 Mr. Patrick Collucci, Superintendent

Upon receipt of payment, this agreement outlines the intent of ACCESS to provide services for the 2022-2023 school year and the details thereof. Your invoice for services is included and is based upon the Memorandum of Understanding. If any changes need to be made to service levels, and therefore the invoiced amount, please contact ACCESS as soon as possible.

The ACCESS services indicated below will be provided to Edgewood High School. A start-up meeting will be held in late August or early September with the necessary school staff to determine specific details and guidelines for advisory services.

**One Advisor for three (3) days per week advising services at Edgewood High School; Seven (7) hours per day; Thirty-two (32) weeks during August 2023 – June 2024.**

\*Primary focus will be seniors and juniors. Services for sophomores and freshmen are also included as time and circumstance allows.

Amount: **\$19,962.48** (See invoice for details)

Superintendent Printed Name: \_\_\_\_\_

Superintendent Signature/Date: \_\_\_\_\_

ACCESS Director Signature/Date: Erin Dobson 7.3.23

Please return a copy of this agreement and invoice along with payment to "ACCESS" at 1565 State Route 167, Jefferson, OH 44047 by August 1, 2023. If there will be any delays in processing payment, please notify ACCESS at 440-576-3125 or [cdobran@accessashtabula.org](mailto:cdobran@accessashtabula.org).



*Ashtabula County Continued Education Support Services*  
1565 State Route 167  
Jefferson, Ohio 44047  
(440) 576-3125

**July 3, 2023**

## INVOICE

Please complete, sign and return a copy of this invoice with payment by **August 1, 2023** to the ACCESS office at the address above. This invoice is for payment for ACCESS services during the 2023-2024 academic school year.

**Description:**

Implementation of ACCESS Services to high school students as determined by each building principal and guidance counselor(s) with the direction of the district superintendent. Services include group and individual sessions concerning higher education, careers, military options, workforce preparation, etc.

High School Receiving Services: **Edgewood High School**

Service Level: **Three days per week, 7 hours per day, 32 weeks**

Base Cost: \$6,274.40

Advisor Cost based on Service Level: **\$12,638.08**

Middle School Lesson Cost: \$1,050.00

**Invoice Total: \$19,962.48**

School District Representative (print): \_\_\_\_\_

School District Representative Signature/Date: \_\_\_\_\_

Thank you for your continued support,

Emily Dobran, Ph.D.  
Executive Director

## **Memorandum of Understanding between ACCESS and Edgewood Local School District**

### **I. Background**

The mission of ACCESS is to present Ashtabula County students with the information, strategies and resources that are essential for progression through an educational pathway that leads to a career. For more than 20 years, our goal has been to help students pursue educational opportunities that empower them to embark on rewarding careers and strengthen our community.

### **II. Purpose and Scope**

The purpose of this Memorandum of Understanding (MOU) is to clearly define the roles and responsibilities of each party as it relates to: (1) an Advising Plan for advising Edgewood High School students and their parents; (2) a plan for data exchange; (3) a plan to make Edgewood High School personnel aware of ACCESS' services; (4) a plan to provide space and resources for the on-site ACCESS Advisor; (5) a plan to evaluate the ACCESS Advisor and services provided.

This MOU is intended to provide a written acknowledgement of collaboration between the organizations.

### **III. Definitions**

For the purposes of this MOU,

- "SERVICEABLE STUDENT" shall refer to a student who is enrolled in Edgewood High School and is taking at least one class for credit.
- "ADVISING SERVICES" are any services selected and contracted to provide as part of the Advising Plan. These services will be discussed at the start up meeting with guidance staff and/or administration, the ACCESS Advisor, and ACCESS Executive Director.
- A typical "DAY OF SERVICE" equals 7 hours. In some districts, with pre-approval by the ACCESS Executive Director and District Administration, these hours may be spread over multiple days.
- "DATA" includes any student information such as demographic information, cumulative grade point averages, ACT/SAT scores, and expected year of graduation.

### **IV. ACCESS Responsibilities under this MOU**

1. ACCESS Advisor will be available to speak with staff on issues of the college and career going process. ACCESS will provide a trained advisor for the amount of time requested by Edgewood High School. Evening presentations must be approved by ACCESS prior to the event.
2. ACCESS Advisor will provide advising, financial aid, educational programming, and scholarship services as determined by service time, needs of students, and preferences of the district.
3. ACCESS will send a 30 day and mid-year evaluation to the designated Edgewood High School counselor asking for feedback about ACCESS services. The feedback from these evaluations is used for training, professional development, and performance evaluation purposes.
4. ACCESS will share a summary of services provided, students served, and intended career pathways with the guidance counselor.

### **V. School Responsibilities under this MOU**

1. Edgewood High School will, during or before the first week of school, provide Advisor access to DASL on a non-editing basis for your district.
2. Edgewood High School will provide working space, computer and internet access.
3. Edgewood High School will provide access to a copy machine to be used only in the servicing of students' needs.

4. Edgewood High School will publicize ACCESS services at the school and make all reasonable attempts to ensure access to students.

#### **VI. Personnel Background Check**

All ACCESS Advisors have undergone drug and background screenings.

#### **VII. Independent Contractor**

ACCESS and Edgewood High School acknowledge and agree that ACCESS is an independent contractor and has no authority to bind Edgewood High School or otherwise act as a representative of Edgewood High School. ACCESS shall retain the right to exercise full control and supervision over its employees, compensation and discharge, and agrees to be solely responsible for all matters relating to its employees, including, but not limited to, compliance with social security, withholding, workers' compensation, and all other regulations governing such employment matters.

#### **VIII. Confidentiality/Ownership**

ACCESS agrees that all financial, statistical, proprietary, or student information provided by Edgewood High School or any information that ACCESS may acquire, directly or indirectly which relates to Edgewood High School will be kept confidential and not used by or released to any third party or parties without the prior written consent of Edgewood High School. ACCESS further agrees that any written material (e.g., report, study, etc.) developed for Edgewood High School and all rights, title and interest therein shall belong exclusively to Edgewood High School. Edgewood High School shall be entitled to obtain copyright or any similar such protection for any deliverables furnished by ACCESS hereunder and that any such material is considered a "work-for-hire."

#### **IX. MOU Modification and Termination**

It is mutually understood and agreed by and between the parties that:

- This agreement may be modified by mutual agreement of ACCESS and Edgewood High School.
- This agreement will be revisited each fiscal year in preparation for the upcoming academic year.

#### **X. ACCESS and YOUR HIGH SCHOOL Contacts:**

**ACCESS Executive Director:** Emily Dobran

**Edgewood Principal:** Michael Notar

**School Counselor:** Sarah Izzi

#### **XI. Term and Payment**

This agreement takes effect on August 21, 2023 and ends on May 24, 2024.

ACCESS invoice is included. Checks should be made payable to ACCESS and mailed to ACCESS at **1565 State Route 167, Jefferson, OH 44047**.

#### **XII. Signatures**

This MOU shall be in effect upon the signatures of the organizations' authorized officials. Agreement is indicated by signatures and date below:

\_\_\_\_\_  
Patrick Colucci, Superintendent

\_\_\_\_\_  
Date



\_\_\_\_\_  
Emily Dobran, ACCESS Executive Director

7.3.23

\_\_\_\_\_  
Date