

Collaborative Services Agreement TCU College Advising Corps & White Settlement ISD

The TCU College Advising Corps (formerly referred to as Advise TX) is housed in the Center for Public Education at the TCU College of Education. The program places its recent college graduates as college advisers in high schools. Advisers work in collaboration with school counselors, teachers, and administrators to increase college-going enrollment rates in schools that they serve. Advisers primarily provide admissions and financial aid advising to students and their families through one-on-one and group session that help students identify colleges that will serve them well; complete their admissions and financial aid applications; and enroll successfully at the schools they eventually choose. The College Advising Corps has three main aims: to increase the college-going rate at partner schools; to expand the range of colleges and universities to which students apply and in which they enroll; and to assist principals, counselors, and teachers foster a college-going culture.

To achieve the aims of the program, the TCU College Advising Corps seeks to foster strong and mutually rewarding partnerships with school districts, high schools, and their administrators, faculty, and staff. This Collaborative Services Agreement (“Agreement”) has been developed to foster such a partnership by clarifying the expectations and responsibility of the TCU College Advising Corps (“the Advising Corps”), **the White Settlement Independent School District** (“the District”), and the **following District High Schools** (“the School”):

Brewer High School

Collectively hereinafter the parties to this Agreement will be referred to as “Parties” or, individually, as “Party.”

The Advising Corps, the District, and the School agree to:

- Work collaboratively to develop and implement programs and services that (a) foster access to postsecondary education and (b) include all students who wish to participate and who work in good faith to do so.
- Work collaboratively to (a) outline current school-based efforts to foster access to postsecondary education; (b) review Advising Corps programs and services to ensure that they complement and do not duplicate these existing efforts; and (c) establish clear and mutually agreeable timelines for the implementation of Advising Corps programs and services.
- See the adviser as a professional, well-trained resource for students regarding college access.
- To meet with the adviser and project director before the 2026-2027 academic year to discuss the program expectations.

The Advising Corps agrees to:

- Identify, recruit, and hire a full-time adviser to serve the School for an average of 40 hours per week during the school year.
- Provide necessary and ongoing training, support, and professional development that will allow the adviser to fulfill his or her responsibilities to the School and its students including to ensure that the adviser complies with applicable laws and regulations governing the access to and sharing of protected information including but not limited to FERPA consistent with the terms of the Data Use Agreement attached as Exhibit X and incorporated herein by reference
- Provide assurance that all employees of the Advising Corps who have contact with students have passed a criminal history background check current within the last year. TCU also agrees that all participants who visit a district campus or interact with district students will have satisfactory completed a district volunteer application and background check in advance, which shall be processed through the DPS database using the Fast Pass System.
- Employ a program director who will (a) supervise the adviser, meeting with him or her regularly to discuss job performance and develop strategies for improvement; (b) work closely with the on-site liaison assigned by the School to ensure that the relationship between the adviser and the School remains strong and that the

adviser is effectively serving students and advancing the three main aims of the Advising Corps; (c) meet with school-level post-secondary leadership teams; (d) engage in frequent dialogue with school teams around strategic collaboration and to assess progress towards the goals; and (e) will remain open and available to address any issues or concerns that may arise.

- Share relevant data and research with the District and School officials.
- Manage the program's administration and pay the full salary and benefits of each adviser assigned to the District.
- Work in good faith to develop funding that will sustain the partnership between the Advising Corps and the District beyond the current term
- Require the participation of the adviser in Advising Corps activities (for example: ongoing training, the development of funding, or programming activities at other schools) for no more than 10 days that the School is in session during the term of service specified above.

The District and School agree to:

- Welcome the adviser, work actively to facilitate their entry into the school community by treating them as a professional member of the school and facilitate the collaboration among the Advising Corps and any other college access, admissions, or financial-aid advising already present at the School.
- Provide a comprehensive high school orientation, with introductions to key staff, teachers, and administrators.
- Establish and maintain clear lines of communication with the adviser and project director in regards to staff policies, procedures, and expectations with which the adviser is expected to comply.
- Designate a school administrator/staff member to serve as the adviser's onsite liaison who will (a) serves as the adviser's primary resource and advocate within the school, facilitating the adviser's integration into the life of the school and providing appropriate advice and counsel; (b) work closely with the project director to ensure that the relationship between the adviser and the school remains strong and that the adviser is effectively serving students and advancing the three main aims of the College Advising Corps; and (c) work with the project director to establish a mutually agreeable work schedule for the adviser; (d) participate in the adviser's evaluation process; (e) meet with and engage in frequent dialogue with the Advising Corps project director around strategic collaboration and to assess progress towards the goals; (f) re-evaluate the work plan and make adjustments as needed but at least annually; (g) serve as the main liaison between the principal of the School and the Advising Corps, meeting at least once per year to review the collaboration and ensure that its goals are being met; and (h) report all issues concerning the adviser's performance to the Advising Corps project director.
- Supply access (within a reasonable amount of time following the execution of the Data Use Agreement) to student-level data (name, date of birth, year of graduation) for the purposes of advising, grant reporting, and program evaluation.
- Provide access (within a reasonable amount of time) to student transcripts and schedules, either electronically or in hard copy, for the purposes of effectively advising students as consistent with FERPA regulations. Adviser access to the District or School's mainframe to retrieve such information is preferred.
- Provide access to student data from the College Board's K12 Educator portal (K12 score reporting portal) to adviser, for the purpose of targeted college and career planning inclusive of PSAT/SAT scores, exam registration history, and AP potential.
- Ensure that the adviser is not arbitrarily assigned duties unrelated to their work plan such as clerical or manual labor or expected to fill temporary voids in your school's workload or assume ad hoc assignments (such as hall or cafeteria monitoring, supervising classrooms, monitoring testing, etc).
- Ensure that the adviser does not serve as a facilitator or proctor of TSI or college-readiness testing.
- Provide the adviser with a reasonable working/meeting space with a computer, internet access, and daily access to phone and voicemail, including access to a photocopier/scanner, printer, and fax machine.
- Allow the adviser to disseminate and collect the annual College Advising Corps student surveys (if applicable).

- Ensure that the adviser has access to and can utilize the program's web-based data collection tool, email, and a wireless internet connection on the adviser's laptop (if necessary).
- Provide the adviser with a comprehensive orientation to the School, with introductions to key administrators, teachers, and staff, an overview of the mission and culture of the School, and assist the adviser with obtaining a parking pass and School/District badge/identification.
- Maintain the existing staffing level of the guidance/counseling department and not make any staffing modifications suggesting the replacement of a counselor or counseling position with a college adviser.
- Ensure that the adviser does not serve as the liaison to and/or provide direct supervision to other external partner college-access programs on behalf of the District or School.

Local Match

- The District agrees to provide matching funds, in the amount of \$15,000, to support the costs associated with providing one (1) full-time Advising Corps college adviser at each of the following District High Schools: Brewer High School during the term of this agreement.
- The District agrees to submit payment in full to Texas Christian University, on behalf of the TCU College Advising Corps, by September 1, 2026.

Program Evaluation

- External funding for the TCU College Advising Corps provided by the National College Advising Corps (CAC) and Texas Higher Education Coordinating Board (THECB). As a condition of external funding, the program will be evaluated on an ongoing basis.
- Data will be collected and managed through an evaluation team affiliated with Stanford University and contracted by the CAC. The District/School is expected to provide all necessary data requested by the evaluation team and CAC. Data will be used for program evaluation and educational purposes only and treated as confidential, except as may be required by law. All results of data analysis will be reported in aggregate and no individual student will be identified.
- Data to be collected will include, but not necessarily be limited to: baseline information on the school, including college matriculation rates and student attainment of intermediary college enrollment goals (such as percent taking college entrance exams and FAFSA applications); information on enrolled students during program implementation, including identifying information, intermediary goals, and college enrollment; and information on services provided to students. At the school level, the adviser will collect data to help target and track services and evaluate the program's success.

Performance Period of Agreement

- This agreement applies exclusively to the 2026-2027 academic school year and shall commence on August 1, 2026, and shall terminate on July 31, 2027, unless earlier termination shall occur pursuant to any provision hereof.

Applicable Law

The Parties agree that this Agreement shall be governed by the laws of the State of Texas. The exclusive venue of any suit brought concerning the Contract and any incorporated documents shall be in any Court of competent jurisdiction in Tarrant County, Texas..

Dispute Resolution

The Parties shall work together in good faith and in a timely manner to resolve disputes that might develop pursuant to the program under this Agreement.

Amendments

- Modifications to the Agreement shall only be made by prior written amendment and executed by the Advising Corps and the District.

Termination

- This Agreement will terminate at the end of the agreement on July 31, 2027, unless extended by prior, written mutual agreement of the Parties.
- Any party may terminate this Agreement by giving ninety days' written notice to the other party.
- The Advising Corps may also terminate this Agreement if project funding should become reduced, depleted, or otherwise unavailable during the entirety of the term of the Agreement and to the extent that the Advising Corps is unable to obtain additional funds for such purpose. In the event the Advising Corps terminates this Agreement prior to July 31, 2027, the District shall be entitled to a pro rata refund of all monies the District has paid under this Agreement with the exception of those funds that constitute non-cancellable expenses.

By signing, I certify that I have read and agree with the terms of the Agreement and its Exhibits and agree to be bound by them by signature below. Each Party warrants they are officially authorized to sign and execute on behalf of my institution:

Independent School District

Signature

Date

Print Name and Title

Signature

Date

Print Name and Title

Texas Christian University

Signature

Date

Dr. Reuben Burch, Vice Provost for Research, Texas Christian University

Print Name and Title

DISTRICT CONTACTS:

School District Central Point of Contact (Superintendent, District Administrator, or Principal)

NAME: _____
TITLE: _____
ADDRESS: _____
PHONE: _____
E-MAIL: _____

Additional: School District Central Point of Contact (Superintendent, District Administrator, or Principal)

NAME: _____
TITLE: _____
ADDRESS: _____
PHONE: _____
E-MAIL: _____

Data Contact

NAME: _____
TITLE: _____
ADDRESS: _____
PHONE: _____
E-MAIL: _____

Human Resources Contact

NAME: _____
TITLE: _____
ADDRESS: _____
PHONE: _____
E-MAIL: _____

TCU COLLEGE ADVISING CORPS CONTACTS:

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