“We Have to Do WHAT?!”

Navigating SFUSD’s MOU Procedures

September 15, 2016
It Takes a Community

• California still 46th in US for education funding

• City of San Francisco does help fund our schools...

• ... and hundreds of community groups serve our students free of charge to SFUSD

• Some agencies have been providing services at many different school sites, for years

➢ We can’t – and we don’t – do it on our own
Objectives for this Session

• Clarify overall purpose & goals for MOU’s

• Understand general process and procedures for completing MOU

• Provide help to fill out your MOU!
Who needs a Memorandum of Understanding?

MOU is Required

*for SFUSD or School

MOU is Required
Can we use our own MOU form?

**NO**

SFUSD’s template/resources for MOUs are online
MOUs Serve Two Purposes...

• **Legal function:** Address liability issues, to manage and reduce risk to SFUSD *(and to the organization or agency)*

• **Track services:** Gather information and build database, to better manage partnerships and align services with school & student needs
Navigating the MOU Process

• MOU forms **filled out online**

• May be for up to **two fiscal years**
  (SFUSD’s fy = July 1 – June 30)

• We provide info & instructions online, as well as “Office Hours” on phone & in person
Revised MOU forms for the 2016-17 school year are now available.

Be sure to use these new forms for programs that will begin with the new school year.

What Forms Do I Need?

Information about Completing a Memorandum of Understanding (MOU)

Please contact SFUSD's Real Estate office for a facility use permit:

http://www.sfisd.edu/rentingfacilities

For questions about SFUSD procedures, please contact SFUSD's Community Partnerships office:

Email: partnerships@sfisd.edu
Getting Started

<table>
<thead>
<tr>
<th>AGENCY INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Sample Agency - Sample</strong></td>
</tr>
<tr>
<td>Mailing Address (include suite, floor #, etc.)</td>
</tr>
<tr>
<td>220 Middlefield Drive</td>
</tr>
<tr>
<td><strong>City</strong></td>
</tr>
<tr>
<td>San Francisco</td>
</tr>
<tr>
<td><strong>State</strong></td>
</tr>
<tr>
<td>California</td>
</tr>
<tr>
<td><strong>Zip</strong></td>
</tr>
<tr>
<td>94132</td>
</tr>
<tr>
<td><strong>Primary Contact First Name</strong></td>
</tr>
<tr>
<td>Sharon</td>
</tr>
<tr>
<td><strong>Primary Contact Last Name</strong></td>
</tr>
<tr>
<td>Collins</td>
</tr>
</tbody>
</table>
**Who Signs the MOUs?**

<table>
<thead>
<tr>
<th>For One School</th>
<th>For Multiple Schools</th>
</tr>
</thead>
<tbody>
<tr>
<td>• <strong>Who:</strong> The Principal</td>
<td>• <strong>Who:</strong> Central Office Administrator</td>
</tr>
<tr>
<td></td>
<td>• FAQ includes recommended signers and contact info by program type</td>
</tr>
</tbody>
</table>
## SFUSD Contacts & Signers

**Notice to the District**

The school site or central district office you are in communication with regarding the services you're providing for this MOU.

**Head of Site/Department**
The school's principal, or head of the central district office, related to this MOU.

**Contact**
The name of your contact person for this MOU, if not the principal or department head.

<table>
<thead>
<tr>
<th>District Site/Department</th>
<th>Head of Site/Department</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>School Health Programs</td>
<td>Kim Coates</td>
<td>Executive Director</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Contact First Name</th>
<th>Contact Last Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kim</td>
<td>Levine</td>
</tr>
</tbody>
</table>

**Street Address**

1515 Quintara

<table>
<thead>
<tr>
<th>City</th>
<th>State</th>
<th>Zip</th>
</tr>
</thead>
<tbody>
<tr>
<td>San Francisco</td>
<td>CA</td>
<td>94116</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Phone</th>
<th>Fax</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>(415) 242-6215</td>
<td></td>
<td><a href="mailto:levinek@sfusd.edu">levinek@sfusd.edu</a></td>
</tr>
</tbody>
</table>
Program Description

• Do: Clearly describe the services you’ll provide the school or district department: what you will actually do with or for students/staff

• Do: Refer to coordinating with school staff for services that depend on preferences of schools, or change based on school needs

• Don’t: Dedicate much space on the goals, the research behind your program, or your prior success.
Program Description, part 2:

• **New:** If you provide or support curriculum during the school day

• Your program description needs to include:

• These services will be provided under the direct supervision of certificated SFUSD staff.
Access to Student Data

• Groups allowed access to student information necessary to provide services related to MOU.

• Must comply with Family Educational Records Privacy Act (FERPA) and have written parental consent.

• To use data for own evaluation or research, must have prior written approval by SFUSD’s Office of Research, Planning, and Assessments (RPA).
What’s (Still) Not New

- Need to **print three hard copies** of the form
- Need original signatures **in blue ink** in **two places** on each copy of the MOU
MOU Approval Process

• Community Partnerships office:
  – **Review MOU** to ensure it’s filled out correctly
  – Obtain additional signatures, if needed
  – **Submit MOU to Board of Education (“B Reso”)**

• Contracts & Legal offices:
  – **Review MOU** to ensure services comply with regulations
  – Obtain additional required signatures

• Normally takes 3-4 weeks

• There’s no such thing as “Expediting an MOU”
Top Five Reasons for MOU Delays

1. Inadequate Program Description
2. Missing or incorrect insurance certificates
3. Missing signatures of the agency's authorized signer or SFUSD administrator
4. Agency name on MOU doesn't match the agency name on the insurance certificates
5. TB clearance for staff/volunteers has expired
 Updating an Existing MOU

• Amend an MOU to add new staff, update CBC/TB information or add new schools

• Check with SFUSD contact if you want to add or change schools to serve

• Unlock the original MOU (probably 2015-16 tab)

• Update/amend the information

• Print – sign – send to us
What We Want to Do with MOU Data

• Produce reports on services being provided

• Use this data for service mapping

• Align services with student & school needs

• Develop mechanisms to evaluate and support program quality

• Make all this info readily available to people who need it!
What About Facility Permits?

• Any program or event using facility outside the regular school day needs a permit

• Permits also filled out online
Easy to Find Forms, FAQs & Resources

Get there fast:  www.sfusd.edu/mou

www.sfusd.edu

under the Community tab

and Partnering with SFUSD pages

in the left-hand menu
Click the Community tab...
www.sfusd.edu/mou

...under Partnering with SFUSD

Applying for a Memorandum of Understanding (MOU)

Before an organization or agency can provide services to students in any public school—even though you provide services free of charge to SFUSD—you need to have a formal agreement with SFUSD that describes your program services in detail, and ensures your agency fulfills legal requirements that protect our students, your organization, and the district as a whole. This agreement is called a "Memorandum of Understanding," or MOU, and must be approved by the Board of Education as well as district staff.

Most community organizations or agencies interested in providing services free of charge to SFUSD students, families or staff, will use our online process for filling out your MOU form. (A very few MOUs for partnerships initiated by SFUSD staff are developed outside of this process. Please see the FAQ below and contact the Partnerships office if you have questions about these kinds of MOUs.)

Please note that SFUSD has an updated MOU form for 2015-16. New MOUs for services beginning in the new school year should be developed on this new form. Be sure to click on the 2015-16 tab when creating a new MOU.

Agencies still need to print out your MOU and obtain original signatures for approval, but the online forms are easier to fill out and will allow us to build a database of all the services that community partners are providing to support SFUSD students.

Weekly Office Hours and MOU Assistance

Tuesdays: 1 to 3 p.m.
Wednesdays: 9 to 11 a.m.
Thursdays: 3 to 5 p.m.
(Other times by appointment)

Office of Family & Community Engagement
555 Franklin Street, Room 104a
415-241-6185
partnerships@sfusd.edu

Vision 2025
Re-imagining public education

Spotlight
Twenty-five years of school-based support services for LGBTQ youth
SFUSD is commemorating 25 years
Getting Help

Office of Community Partnerships:
  – Partnerships@sfusd.edu or call (415) 241-6185

• Weekly office hours at 555 Franklin St.:
  – Tuesdays: 1-3pm
  – Wednesdays: 9-11am
  – Thursdays: 3-5pm
  – Other times by appointment