

SETTING THE STAGE THROUGH THE MOU PROCESS

What's an MOU?

MOU stands for Memorandum of Understanding. MOUs are meant to clarify and define the parameters of a working relationship between (in this case) a School Site and a Community Based Organization (CBO) and/or other partners that may bring services and resources to your site.

Why would our Site want an MOU?

The best working relationships are characterized by clarity of purpose and communication. When beginning a partnership, there are many questions to answer: What *exactly* is your partner going to provide your site? What is your site going to provide to the partner? Who will be doing what? When? For how long? What can both parties reasonably expect from their partnership? These are but a few queries an MOU can help sort out.

How do we go about constructing our own MOU?

Developing a basic MOU is not difficult. In fact, once it's developed it may be used as a template for future partnerships. The following sections are given as an example for designing your own MOU.

<p><i>The Basic Memorandum of Understanding Developing A MOU That Works For Your Site</i></p>

Open your MOU with a short descriptor. Something along these lines would work:

<p>Memorandum of Understanding between <u>Site Name/SFUSD</u> and <u>Name of Community Partner (Agency/CBO)</u></p>
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<p>This Memorandum of Understanding (MOU) describes and confirms an agreement between <u>Site Name/SFUSD</u> and the above named Agency/Organization. The purpose of this agreement is to formalize and clarify expectations and relationships between all parties. For the purpose of this MOU, Service Provider is defined as an agency representative providing services to students on a school site.</p>

The main body of the MOU will define roles and responsibilities. Consider including some (or all) of the following:

SCHOOL SITE RESPONSIBILITIES

- ◆ Provide a Designated Administrator (DA) and/or Point Person responsible for supporting and maintaining the Community Partner/Service Provider at the school site.
- ◆ Provide site-specific orientation for Community Partner/Service Provider (CP/SP).
- ◆ Provide site-specific orientation materials (as appropriate): map, bell schedule, list of teacher room numbers, staff schedule, identification badges, etc.
- ◆ Provide reasonable space, as agreed upon by site and CP/SP, to facilitate services to students.
- ◆ Provide reasonable resources (e.g., telephones, computers, copiers, and communication mechanisms like Daily Bulletin, bulletin boards, etc.) to facilitate services to students.
- ◆ Notify Service Providers, as soon as known, of any schedule change that will interfere with the provision of services.
- ◆ Notify Community Partners of any staff (e.g., Administrators, contacts, etc.) changes.
- ◆ Complete end-of-semester and end-of-year evaluation in collaboration with Service Provider.

- ◆ Facilitate a joint meeting of all CP/SP at the beginning and end of each school year.
- ◆ Meet at least quarterly with CP/SP to communicate about the effectiveness of services.
- ◆ Invite Community Partners to school wide events.

AGENCY/COMMUNITY PARTNER RESPONSIBILITIES

- ◆ Participate in District and/or Site orientation as administration, staff, and/or policy changes dictate.
- ◆ Submit a descriptor on letterhead, including: 1) mission of agency, 2) services provided, 3) target population, and 4) eligibility requirements.

- ◆ Submit a descriptor of Services to be provided to the Site:
 - 1) Actual services being delivered to Site (be specific). **This is a must!**
 - 2) Personnel assigned to site (real names, if possible).
 - 3) Days and hours of services being provided (be specific).
 - 4) Timeline for services (start date, end date, etc.) confirming the commitment to provide services for the entire semester or school year as determined by the agency and school site.

- ◆ Submit required Service Provider Information and Responsibilities Checklist to Site. Check list sign-offs include:
 - 1) Fingerprint Check
 - 2) Negative TB Test or Chest X-ray results within past 12 months of start of services
 - 3) Sign off on Child Abuse reporting requirements.
 - 4) Proof of Liability Insurance (*see attached*)
- ◆ Familiarity and compliance with SFUSD Parent/Student Handbook.
- ◆ Designate person in the agency to act as liaison to school sites.
- ◆ Notify school site of staff changes.
- ◆ Update Service Provider Information and Checklist as necessary.
- ◆ Maintain a standard of professionalism and behavior consistent with school site expectations.
- ◆ Complete evaluation in collaboration with school site at end of service/year.
- ◆ At the end of each day of providing services, provide the Designated Administrator with an attendance list of students seen and a student status report, as necessary.
- ◆ Agree to share information on students with appropriate school staff to maximize student success, per signed parent/student permission.
- ◆ Participate in District & School Site orientations and follow all site-specific procedures.
- ◆ Notify school site if service provider staff will be late or unable to come on assigned day.
- ◆ As mandated reporters, report to Child Protective Services as necessary.

And last but not least, your MOU will need a sign-off:

Agency Representative	Date
SFUSD – Designated Administrator	Date

MOU shall be in effect for two years from date of signature

(Any party has the right to terminate MOU for their convenience)