**October/November: Initiating Potential Partnership**
- Nonprofit agency connects with school leadership about potential partnership. Determine if partnership is a good fit for both parties. If services are being proposed for multiple schools, contact appropriate District contact (either a network superintendent, or a department head).
- If nonprofit agency is planning to submit a grant in order to support services at an SLPS school, let the school and the Office of Institutional Advancement know (kate.stewart@slps.org). Grants should NOT be submitted to support partnerships at schools UNLESS an initial conversation with the school’s leadership has taken place and there is a general desire to engage in a partnership.

**January: Determine Details & Draft MOU**
- School leadership informs Network Superintendent of emerging partnership.
- Nonprofit agency works with school or district staff to determine details of partnerships, discuss “non-negotiables”, identify measurable performance metrics, and collaboratively fill out the MOU.

**February: Finalize MOU and Submit to District**
- Nonprofit agency and school leadership finalize the MOU.
- School leadership now takes the lead and shares the finalized MOU with the District.
- If additional edits are needed to the MOU, a District rep will contact the agency and school via email with proposed edits.

**March: Develop Board Resolution**
- A District rep creates a Board resolution regarding the MOU, and submits it for inclusion in the SLPS Board Agenda.

**April: Board Reads & Approves MOU**
- SLPS Board of Directors meets and provides first reading of MOU.
- Two weeks or 1 month later, SLPS Board of Directors meets and provides second reading and approves of MOU.

**May/June: Signatures & Planning for Implementation**
- A District rep will contact the agency to inform them of MOU approval and to secure signatures on the MOU.
- An authorized signer for the agency signs the MOU and returns it to the District for Dr. Adams’ signature.
- Partners and schools begin planning for next year.

**July 1: The MOU is fully executed, and services may begin!**

**December/January: Mid-Year Evaluation & Determine Renewal**
- School and agency contacts come together to discuss progress, whether performance targets are on track based on what was articulated in the MOU.
- School determines whether to renew the MOU for the following school year, assuming progress continues.