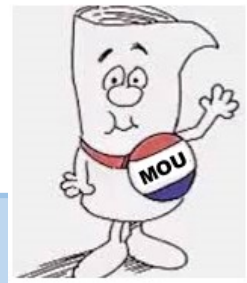


THE STEPS OF THE MOU PROCESS FOR NONPROFIT PARTNERSHIPS WITH SAINT LOUIS PUBLIC SCHOOLS



Bolded items require action from the nonprofit agency.

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.

MOUs must be renewed each year. Stick to this schedule to avoid an interruption in services.