
Division of Administration

MOU Process Update

To: All Staff

From: Jahantab Siddiqui
Chief Administrative Officer

This circular is to provide staff with an update regarding the process for managing Memorandums of Understanding (MOUs) since the retirement of Mary Schiller, Partnerships Manager. The vacant position is proposed to be eliminated as part of the overall budget reductions, which requires us to rethink the way MOUs are handled across the school system. The Division of Administration has prepared resources for content and program leaders to use as they develop MOUs or work on renewing MOUs. These resources include a MOU template, sample completed MOUs, a supervisor intent form, and a process flowchart. Resources can be found on the [Partnerships Canvas Community](#). While we know some program areas have relied on the Partnerships Office to provide facilitation support in the past, unfortunately, this level of support will no longer be available.

In an effort to streamline the MOU process, we've also engaged with the Offices of the General Counsel and Purchasing. HCPSS will continue using Bonfire as a central repository for all MOUs.

Moving forward, all content/program areas will need to take responsibility for the development and processing of their own MOUs. All staff should seek approval from their Chief or division leader prior to beginning this process and prior to entering into any formal agreement. If school-based MOUs involve central office program areas, schools should coordinate with the appropriate program area/office within Central Office and their Community Superintendent/School Director.

The recommended process is detailed below. A flowchart of the process has also been provided.

- Confirm that a MOU is the correct course of action based on the [MOU Guidance Document](#).
- Submit the [Intent Form](#) to the division leader to seek approval to proceed with the development or renewal of the MOU.
- Draft the MOU using the template provided on the [Partnerships Canvas Community](#). Ensure alignment with applicable BOE policies/HCPSS procedures based on the roles and responsibilities identified.
 - Note: If the MOU involves data sharing that has financial implications, there will be requirements for Board approval per [Policy 3060: Student Data Governance and Privacy](#) and [Policy 4050: Procurement of Goods and/or Services](#).
- Share the MOU with all parties involved for their review and edits.
- Share the draft MOU with the Offices of Safety and Risk Management, Procurement, and Strategy and Data Privacy for review/input (as applicable).
- Facilitate negotiations as needed while adhering to HCPSS policies and procedures.

Once the MOU has been drafted, reviewed, and edited by all necessary parties, the content/ program area should email the final draft MOU to Ms. Amanda Kennison, Executive Assistant in the Office of the General Counsel, for review and approval. Once approved by legal counsel, it will be returned to the program area so that the signatures of all parties can be obtained. Content/program area leaders should ensure the MOU is signed by outside partners prior to requesting the signature of the HCPSS Superintendent. Once the MOU is fully signed by all parties, it should be returned to the Office of the General Counsel to be uploaded and stored in Bonfire.



For MOUs involving grants, please refer to the processes outlined in Circular 17.

Thank you for your partnership during this process. Please share this memorandum with all staff who serve as program/content leaders for MOUs. You may contact Dr. Sandra G. Vecera, Project Support Manager, or Ms. Anna Rungfarsangaroon, Assistant General Counsel, if you have any questions.

JS/bh