# Guidance for Memoranda of Understanding

**Chapter 74 Partnership Project**

#### A memorandum of understanding (MOU) must be established between the school committee of the district that operates the Chapter 74 program that will be utilized (the “Receiving District”) and the district that is partnering with the Receiving District for the purpose of enrolling their students in one or more identified Chapter 74 programs (the “Sending District”). A final signed copy of the MOU is required in the application submission for Chapter 74 Partnership Project approval.

The purpose of the memorandum of understanding is to ensure that the Sending District and the Receiving District have articulated and agree to their respective and collective responsibilities relative to the proposed Chapter 74 Partnership Project.

Memoranda of understanding between Sending and Receiving school districts **must** include the following elements:

**A. General**

* Provide the effective date and duration of the MOU.
* Outline the procedures to be utilized for dispute resolution.
* Articulate the process for amending the MOU.
* Clarify the severability clauses, if any.
* Articulate the structure for official communication between the Sending school district and the Receiving school district.
* Be approved by each school district’s school committee.
* Be signed by the chairperson of each school committee.

B. Operational Considerations

* Describe the structure of students’ school day, including hours/times of academic instruction at the Sending District school and hours/times of technical instruction at the Receiving District school.
* Specify the plan or protocol for addressing non-typical school days, including standardized testing or other special event days; early release or late start professional development days; weather-related cancellations, delayed starts, or early dismissals.
* Specify the process by which important student information known to the Sending District school is shared with the Receiving District school (*e.g.,* what adults are authorized to dismiss a student; what health considerations or accommodations, if any, exist for students).
* Specify the process by which relevant school information shared by either school with students and/or families (*e.g.,* a Career Fair sponsored by the Sending District school; a cooperative education opportunity offered to a student by the Receiving District school) is also shared between schools.

C. Other Services

Provide specific information on the following areas:

* + ***Instruction:*** Specify the instructional responsibilities of each of the partners, including the responsibility of teaching, assessing, documenting, and sharing with student and parents/guardians the knowledge, skills, and competencies delineated in the Chapter 74 Framework for the program(s) being proposed;
	+ ***Guidance Services:*** Specify the respective responsibilities of each of the partners in providing program students with career guidance and placement services, including career assessments and the development of a four-year career plan;
	+ ***Transportation:*** Specify the arrangement, if any, between the Sending District and the Receiving District for the provision of transportation of students to the site where technical education will occur and to their homes.
	+ ***Special education; English language learners:*** Specify how the needs of students with disabilities and English language learners will be supported in their technical education studies. Explain how communication will occur between educators providing support in the Sending District school and in the Receiving District school. Specify how individualized education program (IEP) information will be shared with appropriate educators in the Receiving District school.

**D. Staffing**

1. Specify the process by which the Sending District and the Receiving District will determine technical program staffing levels, including any support or other ancillary staff needed to operate the Partnership Project program effectively and in compliance with law and regulation.
2. Specify the processes by which staffing for the proposed program will be hired, evaluated, and paid.

**E. Enrollment & Data**

1. Specify the policy under which students become eligible for participation in the proposed Chapter 74 Partnership Project program and the process (including criteria, if applicable) by which students are selected should eligible applicants exceed available seats.
2. Specify whether student enrollment in the proposed program in any way affects students’ eligibility or standing with respect to admission to the Receiving District school as a fulltime students.
3. Specify which entity is responsible for submission of required data to the Department (*e.g.,* SIMS, Graduate Follow-Up) and how data for those submissions will be shared.
4. Specify the protocol by which program administrators from both the Sending and Receiving Districts will collect, disaggregate by subpopulations, and analyze enrollment, completion, credential attainment, and graduate follow-up data annually for evidence of disproportionate outcomes.

F. Budget/Funding/Budget Development & Management

* Specify the criteria to be used for determining the proposed program’s annual budget, any formulas, financial reporting, enrollment and/or other data required to determine the amount, and the process for negotiating budget disagreements.
* Specify the mechanism by which costs incurred in operation of the proposed program are allocated across the partnering school districts and how any exchange of funds from one entity to the other will be handled. Provide specific dates for fiscal reconciliation across school districts (*e.g.,* “twice per annum, occurring no later than December 31 and June 30 of any year.”)
* Specify how efforts to procure additional funding for the proposed Partnership Project program will be shared across school districts.

G. Financial Management

Indicate which party is responsible for the following:

* Procurement of consumable technical program materials;
* Provision to students of limited financial resources necessary personal protective equipment (PPE) or other technical program clothing or materials typically purchased by participant students;
* Administration of payroll and fringe benefits for program staff;
* General financial management: accounts receivable, payable, etc.