

LEAD AGENCY MEMORANDUM OF UNDERSTANDING

The Memorandum of Understanding (MOU) describes and confirms an Agreement between Lincoln Public Schools / Lincoln Community Learning Centers (CLC) and _____. The purpose of this Agreement is to clarify and outline roles and responsibilities related to CLC development and implementation at _____. The MOU is considered an addendum to the Consultant / Service Provider Agreement that is effective July 1, 20XX through June 30, 20XX.

LPS District / CLC Responsibility

District Responsibility

- ❑ Employ Lincoln Community Learning Centers Coordinator to support partnership development and initiative oversight.
- ❑ Partner with Foundation for Lincoln Public Schools in fiscal support and hiring of CLC consultant and CLC curriculum coach.
- ❑ Coordinators staff CLC Leadership Council, Executive Committee and CLC Action Teams.
- ❑ Integrate CLC Coordinators into LPS management structure (Director's Council, Federal Programs, Title I principal meetings).
- ❑ Partner with community based organizations in the design and delivery of full service community schools. Coordinators will facilitate quarterly stakeholder meetings to assist in implementation of services that meet best practice standards.
- ❑ Superintendent and Associate Superintendent of Instruction serve on CLC Leadership Council. Superintendent serves as member of Executive Committee.
- ❑ Serve as fiscal agent for identified grants (21st Century).
- ❑ Complete all reporting requirements for grant.
- ❑ Reimburse Lead Agency for services delivered as outlined in contract and CLC Annual Plan.
- ❑ Notify partners of key personnel changes in CLC initiative.
- ❑ Support and facilitate collaborative grant writing opportunities that enhance CLC activities.
- ❑ Provide technical assistance and support to CLC Site Supervisors through regular meetings and other professional development opportunities.
- ❑ CLC Coordinators will participate in the hiring and performance review process of CLC Site Supervisors.
- ❑ CLC Coordinators will assist in the orientation of new CLC Site Supervisors.

School Principal Responsibility

- ❑ Integrate CLC Site Supervisor into school management teams.

- ❑ Provide leadership which supports integration of community services into culture of school.
- ❑ Participate in hiring, support and performance evaluation of CLC Site Supervisor.
- ❑ Ensure student assistance process reflects full integration of CLC service providers and develop a clear communication process and confidentiality process.
- ❑ Participate actively in CLC stakeholder meetings and activities.
- ❑ Support integration of CLC activities through use of identified school resources (i.e. phones computers, copiers, staffing, and appropriate curriculum support).
- ❑ Provide reasonable space for the CLC Site Supervisor and program activities that support the goals of a full service community school.
- ❑ Assist with provision of data when needed.
- ❑ Agree to share appropriate information with agency personnel to maximize student success. (Ensure proper releases are secured.)
- ❑ Participate in collaborative grant writing opportunities that enhance program activities. Notify CLC Coordinators and partners of grants that impact the CLC model.

Lead Agency Responsibility

- ❑ Employ CLC Site Supervisor for designated sites.
- ❑ Involve principals and CLC Coordinators in hiring and annual performance evaluation of the CLC Site Supervisor.
- ❑ Participate in CLC Leadership Council and other CLC Action Teams as identified.
- ❑ Participate in CLC stakeholder meetings and activities.
- ❑ Meet at minimum quarterly with CLC Site Supervisor, principal and CLC Coordinators.
- ❑ Ensure a range of community partners are involved at CLC site that meets the CLC goals and annual work plan activities.
- ❑ Ensure CLC Site Supervisor attends twice monthly site supervisor meetings.
- ❑ Support participation of CLC program in professional staff development opportunities.
- ❑ Keep all CLC service providers informed of CLC schedule of activities and any changes that may impact service delivery.
- ❑ Facilitate regular communication with all service providers to ensure services are reflective of best practices, meeting licensing standards and are meeting the needs of students and adults utilizing service through the CLC.
- ❑ Provide support, supervision and coaching of the CLC Site Supervisor.
- ❑ Agree to share information with appropriate school personnel to maximize student success. (Ensure proper releases are secured.)
- ❑ Participate in collaborative grant writing opportunities that enhance program activities at CLC sites. Inform CLC Coordinators of potential grants that will include CLC sites.
- ❑ Complete all data required for CLC evaluation purposes and grant reporting requirements in a timely manner.

- ❑ Ensure CLC Site Supervisor and program staff maintain a standard of professionalism and behavior consistent with agency and LPS expectations.
- ❑ Ensure proper background checks have been completed on CLC Site Supervisor and other program staff delivering services through CLC.
- ❑ Integrate CLC services into agency mission and communicate CLC activities through agency board meetings, newsletters and other related outreach.
- ❑ Provide current financial audit upon request. Share management letter if issued.

Program Services Provider Responsibility

- ❑ Work with CLC Site Supervisor to ensure program staff receive orientation to CLC mission, goals and philosophy.
- ❑ Ensure before and after school program staff participate in CLC professional development opportunities.
- ❑ Provide descriptor of services to be provided at the CLC that includes:
 - A. Service being delivered and how it aligns with goals of CLC results framework
 - B. Personnel assigned to deliver program
 - C. Days and hours of service
- ❑ Submit required service provider information to meet best practice standards and licensing regulations.
- ❑ Provide proper documentation and tracking of all program activities as outlined by CLC Site Supervisor.
- ❑ Agree to share information with appropriate school personnel and CLC Site Supervisor to ensure student success. (Ensure appropriate releases are secured.)
- ❑ Notify CLC Site Supervisor if program staff will be late or unable to fulfill their responsibility of service provision. The agency is responsible for the providing a substitute.

CLC Coordinator

Date

School Principal

Date

Lead Agency

Date

SERVICE PROVIDER MEMORANDUM OF UNDERSTANDING

The Memorandum of Understanding (MOU) describes and confirms an Agreement between Lincoln Community Learning Centers (CLC) / _____ and _____. The purpose of this Agreement is to clarify and outline roles and responsibilities related to CLC before and after school programs at _____ Elementary. The MOU is effective July 1, 20XX through June 30, 20XX.

CLC Responsibility

Lead Agency Responsibility

- ❑ Employ CLC Site Supervisor at the school who coordinates all before and after school program activities at the school CLC.
- ❑ Meet at minimum monthly with all CLC program service partners to ensure program quality and integration within CLC mission and goals.
- ❑ Ensure a range of community partners are involved at CLC site that meets the CLC goals and annual work plan activities.
- ❑ Support participation of CLC program service partners in professional staff development opportunities.
- ❑ Keep all CLC program service providers informed of CLC schedule of activities and any changes that may impact service delivery.
- ❑ Facilitate regular communication with all program service providers to ensure services are reflective of best practices, meeting licensing standards and are meeting the needs of students and adults utilizing service through the CLC.
- ❑ Provide support, technical assistance and problem solving with all program service partners for the purpose of effective collaboration and integration of program delivery.
- ❑ Agree to share information with appropriate program service provider personnel to maximize student success. (Ensure proper releases are secured.)
- ❑ Complete facility use application form to ensure program service partners have adequate program space.
- ❑ Complete all data required for CLC evaluation purposes and grant reporting requirements in a timely manner.
- ❑ Ensure CLC Site Supervisor and program partners maintain a standard of professionalism and behavior consistent with agency and LPS expectations.

Program Services Provider Responsibility

- ❑ Work with CLC Site Supervisor to ensure program services staff receive orientation to CLC mission, goals and philosophy.
- ❑ Ensure Service Provider staff participates in CLC professional development opportunities as appropriate.
- ❑ Provide descriptor of program services to be provided at the CLC that includes:
 - A. Service being delivered and how it aligns with goals of CLC results framework
 - B. Personnel assigned to deliver program
 - C. Days and hours of service

- ❑ Submit required service provider information to meet best practice standards and licensing regulations. Ensure proper background checks have been completed on all program staff and volunteers.
- ❑ Provide proper documentation and tracking of all program activities as outlined by CLC Site Supervisor.
- ❑ Agree to share information with appropriate school personnel and CLC Site Supervisor to ensure student success. (Ensure appropriate releases are secured.)
- ❑ Notify CLC Site Supervisor if program staff or volunteers will be late or unable to fulfill their responsibility of service provision. Service Provider is responsible for the provision of substitutes.
- ❑ Ensure Service Provider program staff and volunteers maintain a standard of professionalism and behavior consistent with CLC and LPS expectations.
- ❑ Ensure program coordinator meets monthly with CLC Site Supervisor for purpose of planning, problem solving and continuous program improvements.

Service Provider Representative		Date
Lead Agency Representative		Date
		Date