



MEMORANDUM

To: Chiefs and General Counsel

From: Karalee Turner-Little, Deputy Superintendent
Jahantab Siddiqui, Chief Communication, Community/Workforce Engagement Officer

Date: February 27, 2019

Re: HCPSS Memoranda of Understanding and Memoranda of Agreement (MOU/A)
Required Administrative Procedures

The purpose of this memo is to establish administrative system-wide procedures to track and maintain HCPSS Memoranda of Understanding/Agreement. The procedures will include the following:

- Partnerships Office will
 - By March 4, 2019, send a *Report of All Active MOUs/As* to the Deputy Superintendent, General Counsel and Division Chiefs.
 - Collaborate with the responsible HCPSS staff to negotiate, draft, and/or update MOUs/As, as resources allow, including:
 - Reviewing any new and/or updated MOU/A with HCPSS General Counsel and the Offices of Data Governance and Privacy Office; Safety, Environment, and Risk Management; and Purchasing (if the MOU/A has a financial obligation).
 - Submitting the MOU/A to Superintendent for signature if MOU/A commits HCPSS to less than \$25,000 and does not require the processing and/or sharing of HCPSS student data.
 - Submitting the MOU/A for Board of Education and Superintendent approval/signature if required. Board approval is required when the MOU/A:
 - Commits HCPSS to \$25,000 or more, per BOE Policy 4050 Procurement of Goods and/or Services.
 - Requires the processing and/or sharing of HCPSS student data, notwithstanding those that are required by state and federal regulations, per Policy 3060 Student Data Governance and Privacy.
 - Maintain copies of current HCPSS MOUs/As, and archive MOUs/As when they expire.
 - Send a list quarterly to the Deputy Superintendent, General Counsel and Division Chiefs of the MOUs/As due to expire within 6 months.

- The Deputy Superintendent, General Counsel and Division Chiefs will be responsible for
 - Reviewing the *Report of All Active MOUs/As* received from the Partnerships Office and by March 15, 2019
 - informing the Partnership Office of any corrections, deletions or additions
 - sending the Partnership Office an electronic copy of any active MOUs/As that they do not currently have as noted on the *Report of All Active MOUs/As*
 - Alerting the Partnerships Office regarding the development of any new MOU/A and/or update of any existing MOU/A.
- Board of Education Office will post on Board Docs copies of all MOU/As submitted to the Board for approval.

Copy to: Mary Schiller, Manager, Community Partnerships