



Attachment A:
Site Agreement

NOTE: We have added some new questions to help our community partners learn more about SFUSD’s new strategic plan and accountability approach. All new questions are highlighted in yellow. If you have any questions, please contact Rayna Coats at 522-6738 ext. 3318.

Scope of Duties for Service Provider at School Site

This attachment to the “Memorandum of Understanding for Service Provider Offering Services to SFUSD” (MOU) identifies specific responsibilities of the Service Provider and the School Site, as described below. For the purpose of this document, Service Provider is defined as an agency providing services to students individually or in small groups on the school site. The School Site is a school of the San Francisco Unified School District.

Name of School Site: _____

Name of Service Provider (aka CBO): _____

Name(s) of CBO Staff Member(s): _____
(list all Service Provider employees, volunteers or agents providing services)

Description of Services That Will Be Provided to Students:

Description of How Services Will Address the Goals and Objectives of the SFUSD Balanced Scorecard and/or the School Site’s Scorecard;

(Background: The Balanced Scorecard (BSC) is a new tool SFUSD introduced in fall 2008 to help ensure the district and school sites are focused on a few common goals designed to improve student achievement. The BSC offers schools and the community an opportunity to design multiple ways to assess the performance of students and schools.

For 2009-10, each school site was asked to address the following three goals and three non-negotiable objectives in their school site BSC:

Goal 1: Access and Equity – Make Social Justice A Reality
Objective 1.1: Diminish the historic power of demographics.

Goal 2: Student Achievement – Engage High Achieving and Joyful Learners
Objective 2.1: Ensure authentic learning for every student.

Goal 3: Accountability – Keep Our Promises to Students & Families
Objective 3.2: Create the culture of service and support.

For more information, please refer to:

- One page summary of BSC (link to summary at: <http://www.beyondthetalk.org/overview/strategic-plan-summary/Strategic-Plan-Summary.pdf>)
- A letter to CBOs and Principals about Community Partners' Roles in the BSC Process (link to the final version of Kevin Truitt's letter)
- SFUSD's complete strategic plan, *Beyond the Talk* (link to <http://www.beyondthetalk.org/overview/strategic-plan-summary>).

Describe space/facility needs, if any: _____

Minimum/Maximum # of Students for Program: _____

Types of students/referrals you are seeking:

Service Schedule (Day(s)/Time on School Site):

Monday:	From _____	to _____
Tuesday:	From _____	to _____
Wednesday:	From _____	to _____
Thursday:	From _____	to _____
Friday:	From _____	to _____

A. SCHOOL SITE RESPONSIBILITIES

1. Provide a designated staff person responsible for implementing and maintaining communication with the Service Provider **in a timely and regular manner.**
2. Provide an orientation for Service Provider and staff who will be on site, **including an overview and discussion of the School Site's Scorecard goals and objectives.**
 1. Provide orientation materials on the school: map, bell schedule, teacher/room list, identification badges, etc.
 2. Provide school policies and procedures, including but not limited to consent and confidentiality policies.
 3. Provide reasonable space, as agreed upon by school and Service Provider, to facilitate services to students. Service Provider shall complete necessary SFUSD procedures to use school space.
 4. Provide the use of reasonable resources, i.e. telephone, copiers, computers to facilitate services to students.
 5. Facilitate the completion of all required paperwork necessary for on-site service provision.
 6. Notify Service Provider, as soon as known, of any schedule change that will interfere with the provision of services.
 7. Provide on going support as needed to facilitate the provision of services.
 8. **Provide monitoring and evaluation in collaboration with the Service Provider, including opportunities for the Service Provider to contribute to the school site's scorecard development process and related dialogue.**
 - 9.

10. Collaborate with Service Provider to determine student referral process and criteria for student referral.
11. Meet with Service Provider to communicate about the effectiveness of services at least once per semester.

B. SERVICE PROVIDER (CBO) RESPONSIBILITIES

1. Participate in an orientation meeting with School Site staff which shall include an overview and discussion of the School Site’s Scorecard goals and objectives.
2. Submit emergency contact information to School Site staff.
3. Designate someone from Service Provider agency to act as liaison to the School Site and ensure that person communicates with the School Site liaison in a timely and regular manner.
4. Confirm the commitment to provide services for the entire semester or school year as determined by the Service Provider and School Site.
5. Notify School Site of staff changes.
6. Provide services that do not interfere with classroom work or disrupt the normal activities of the school site.
7. Obtain approval from the Site Administrator to provide or coordinate any activities outside the scope of the agreed upon services.
8. Comply with District and school site regulations regarding field trips.
9. Maintain a standard of professionalism and behavior consistent with the expectations of San Francisco Unified School District.
10. Submit documentation of all students seen.
11. Follow all school site procedures. Service Provider shall obtain parent/guardian release prior to obtaining access to any student records/information from school site.
12. Service Provider shall complete necessary SFUSD procedures to use school space. Communicate with SFUSD when needs for school space change. Understand the need for flexibility when working with schools, specifically related to scheduling of services and allocation of space and other school resources.
13. Notify the School Site staff if the Service Provider staff will be late or absent on assigned day.
14. As mandated reporters, submit reports to Child Protective Services (CPS) as necessary. The Service Provider must maintain copies of these reports. As a courtesy to the school and in the spirit of collaboration, the Service Provider is requested to notify the School Site Administrator when a CPS report has been filed.
15. Agree to meet with School Site staff to monitor and evaluate services being provided at least once per semester, and contribute to the school site’s scorecard development process and related dialogue.
16. Agree to align the services described in Question # 4 with the School Site’s Scorecard goals and objectives, as appropriate.
17. Other:

C. ASSURANCES, INSURANCE, INDEMNIFICATION, CRIMINAL BACKGROUND CHECKS AND TUBERCULOSIS TESTING

The Service Provider shall comply with all provisions of the MOU. This Site Agreement shall be incorporated into the MOU upon approval by the required parties below.

Check here to certify that the Service Provider Staff have reviewed and are familiar with the Balanced Scorecard of the School Site referred to in Question #1. (Note: Each school site's Balanced Scorecard can be downloaded at this website: <http://www.beyondthetalk.org/download>.)

[INSERT SERVICE PROVIDER NAME]

SAN FRANCISCO UNIFIED SCHOOL DISTRICT

Authorized Signature

School Site Principal

Date: _____

Print Name and Title of Signatory

Date: _____

CUSTOMER SERVICE SURVEY (Optional)

SFUSD is committed to high-quality customer service. Please take a moment to provide the district with some feedback on this MOU/Site Agreement process and your organization's experience partnering with the district in general. We appreciate your feedback.

1) How user-friendly is this online CBO registration form?
Very user-friendly Moderately user-friendly Somewhat user-friendly Not user-friendly

Comments/Suggestions:

2) How user-friendly is the overall the MOU/Site Agreement process?
Very user-friendly Moderately user-friendly Somewhat user-friendly Not user-friendly

Comments/Suggestions:

3) What questions do you have about this MOU/Site Agreement process (if any)?

4) Do you have any questions/concerns about the remaining requirements/steps you need to take to partner with the district or a school site? If so, what are your questions/concerns?

5) Other comments, suggestions, or feedback: