

Grand Isle Supervisory Union

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Memorandums of Understanding

STANDARD OPERATING PROCEDURE

Anticipate 5 to 15 business days to complete MOU process.

1. Identify a need for the service:
 - a. Is this Local or SU?
 - b. Is this a budgeted Item?
 - c. Do appropriate people know (ie principal, SPED Director)
 - d. Identify funding source
2. Notify Superintendent and Business Manager of need for MOU.
3. Use the MOU Form:
 - a. What exactly is to be completed?
 - b. When is it to be completed (start date, end date, which days, under who's permission/oversight)?
 - c. How much is the cost per hour/per day/per service?
 - d. What is the maximum number of hours/days/services?
 - e. What is the maximum cost?
 - f. What is the "proof" of completion?
 - g. When will payment occur (ie. Timesheet vs invoice)?
 - h. What is the separation clause?
4. Send to Superintendent for approval.
5. Place on BOE agenda (if appropriate).
6. Finalize MOU (by obtaining all signatures).
7. Provide copies to Business Manager and other parties as needed (ie principal, Director of Student Support Services).
8. Notify service provider that services may begin.

NOTES:

- Services may not begin until fully-executed MOUs are completed.
- Use general language when possible (ie "up to 10 hours" or "a maximum of \$3000")

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