



Letters of Agreement (LOA)



Acknowledgements

- Midwest PBIS Network
- Advancing Education Effectiveness: Interconnecting School Mental Health and School-wide Positive Behavior Support (monograph)
- ISF Implementation Workbook (August 2017)

Activity 1

Small Group Discussion:

- Based on what you have heard so far today, why might a Letter of Agreement be important as you move forward with community partnerships?
- Can you think of an experience in your schools in which an agreement helped define roles or expectations?
- Can you think of an experience in your schools in which the lack of a formal agreement impeded the work?

Letter of Agreement (LOA)

Another term for:

- Memorandum of Understanding
- Memorandum of Agreement

What is an LOA?

- An agreement between the school district and a community partner organization that:
 - Clearly articulates the roles and responsibilities of each group
 - Provides an opportunity to have meaningful dialogue regarding key aspects of the partnership

Involving Stakeholders

- Need key decision makers at the table
- How do we engage stakeholders to work differently?

Activity 2

Brainstorm with a partner:

- What information or topics should be included in any kind of Letter of Agreement?
- Who would need to be involved in these discussions?

LOA Core Features

- Purpose of the agreement
 - This section states the big picture of why and how the parties came together and includes
 - Name of the parties involved
 - Brief description of the scope of the work

LOA Core Features (cont.)

- Detailed description of roles and responsibilities
 - This section identifies the mutual and joint responsibilities (collaborative tasks) and the expected result (outcome) of those joint efforts.
 - In addition, it lists the specific roles and responsibilities of each entity and clarifies the purpose of the LOA

LOA Core Features (cont)

- Billing, payment schedule, and employee expectations (who they will be evaluated by, etc.) (if applicable)
- Duration of the agreement
 - This segment identifies the effective date of the agreement, its term (if there is one), and how the agreement can be modified or terminated
- Signatures of stakeholders

Additional LOA Topics

- Logistics such as space, supplies, expectations of use of school building and hours, etc.
- Philosophy and approach of teaming model – strength based, child and family focused, culturally sensitive
- Expectations for professional behavior of staff such as communication, collaboration, respect for boundaries, confidentiality, etc.
- Data system for tracking interventions and progress monitoring, use of all tools for screening, PBIS fidelity, etc.
- Clear language about expectations for confidentiality (HIPAA, FERPA)

Activity 3

- Review your assigned LOA with your group
- Using the core features identified on the previous slides, determine if your LOA includes all of them
 - What are some strengths of this LOA?
 - What are some improvements you would like to see made?
- Be ready to share

Activity 4

- With a partner, begin discussing the questions on the handout provided at the back of your packet regarding next steps for LOA and community partnerships
 - Does your district have any current LOAs in place?
 - Who would need to be involved in the development of an LOA in your district/ISD?
 - Who would need to approve this type of document?
 - Does your district currently have an identified need for an LOA in your work with other agencies?