



OFFICE OF PARTNERSHIPS & DEVELOPMENT

Department Guide

OFFICE OF PARTNERSHIPS & DEVELOPMENT

DR. RODERICK F. RICHMOND, Ed.D.,
INTERIM SUPERINTENDENT



THE OFFICE OF PARTNERSHIPS & DEVELOPMENT



Our mission is to forge meaningful partnerships with organizations, businesses, and community leaders, maximizing resources and opportunities that support academic achievement, student engagement, and school improvement across our district.



Office of Partnerships & Development
160 Glenn Rogers Sr. Street Memphis,
TN 38112 Barnes Bldg. Rm 102
Contact Info: Tel: 901-416-3540
Email: partnerships@scsk12.org

Types Of Partnerships

Memphis-Shelby County Schools (MSCS) Office of Partnerships and Development is committed to creating impactful, lasting relationships that empower students, teachers, and our community. Our leaders, maximizing resources and opportunities that support academic achievement, student engagement, and school improvement across our district.

CAMPUS ADOPTER/ PARTNER

Business, Faith-Based Organization, Civic Group, or Nonprofit that forms and sustain a relationship with a specific school.

The support may include donations, volunteer engagement, staff professional development, and school improvement projects.

DISTRICT PARTNER

Organization that works system-wide with MSCS to align programming with district priorities and strategic goals. These partnerships often require coordination across multiple schools, departments, and/or grade levels.

Depending on the scope of work, funding may be provided by the partner, by the district, or shared collaboratively to ensure effective implementation and sustainability.

★ WANT TO BECOME A MSCS VOLUNTEER? ★
THE PROCESS CAN BE FOUND AT: [HTTPS://WWW.SCSK12.ORG/FACE25](https://www.scsk12.org/face25)

COMMUNITY/SCHOOL PARTNER

Organization or Agency that design, implement, and finance programs at a specific school site.

**THESE PROGRAMS CARRY NO
FINANCIAL OBLIGATION FOR THE
SCHOOL OR THE DISTRICT.**

SPONSOR / CONTRIBUTOR

External stakeholders (businesses, nonprofits, or individuals) that provide financial contributions or in-kind resources to support district initiatives, schools, events, or programs.

Sponsorship is often time-bound and project-specific.



Partnering for Educational Excellence



1.

Submit Partnership Interest Form

2.

Office of Partnerships and Development will connect with interested partner within 48 hours.

HOW TO PARTNER WITH MSCS

3.

The Office of Partnerships and Development will review your plan and proposal and supporting documents.

4.

The Office of Partnerships and Development will provide a timely response.

Onboarding of Partners

EDUCATE • INSPIRE • MENTOR • MOTIVATE • CONNECT

STEPS TO A SUCCESSFUL ADOPT-A-SCHOOL PARTNERSHIP

1



SCHOOL IDENTIFIES NEEDS

SCHOOLS WILL SUBMIT AN ADOPT-A-SCHOOL PARTNERSHIP PLAN WHICH IN TURN PROVIDES THE SCHOOL PARTNERSHIPS TEAM WITH THE NECESSARY INFORMATION TO INFORM PARTNER RECRUITMENT AND MATCHING.

2



POTENTIAL ADOPTER IDENTIFIES INTEREST

POTENTIAL ADOPTERS OR PARTNERS WILL SUBMIT A PARTNERSHIP INTEREST FORM AND IDENTIFY HOW THEY WANT TO PARTNER WITH US!

*UPON REVIEW, POTENTIAL ADOPTERS/PARTNERS WILL BE CONTACTED BY THE OFFICE OF PARTNERSHIPS & DEVELOPMENT FOR THE NEXT STEP.

3



PARTNERSHIP MEETING

SCHOOLS AND ADOPTER DEVELOP A PARTNERSHIP PLAN THAT OUTLINES THEIR COLLABORATION FOR THE SCHOOL YEAR AND COMPLETE A MEMORANDUM OF UNDERSTANDING (MOU).

4



FINALIZATION OF PARTNERSHIP

CONCLUDE THE PARTNERSHIP PROCESS WITH INTENTIONAL, TRANSPARENT ENGAGEMENT THAT BRINGS OUR COLLABORATION TO FRUITION.

5



SHARE YOUR SUCCESS

SHARE THE SUCCESS OF YOUR PARTNERSHIP VIA SURVEYS, EMAILS, AND SOCIAL MEDIA PLATFORMS. WE WANT TO ENSURE YOUR GOOD WORK IS KNOWN AND CELEBRATED!

Questions for School Leaders...

1. Does the school have information such as a recent needs assessment or school improvement plan that may be useful to match services needed with the partner's resources?
2. Are you confident that the services offered by the partner will have the desired impact on the school? How will you measure?
3. How can we ensure that adopters are offered purposeful volunteer experiences?
4. What is the process to share timely and meaningful feedback?
5. Will this adopter partnership help support the requirements of the district?
6. What opportunities are there for this partnership to directly impact student achievement such as chronic absenteeism, literacy rates, etc.?



All partners

Must Recommit Annually.
partnerships@scsk12.org

Must be
accessed from
MSCS Network
(Ethernet/WIFI)



SAMPLE



Office of Partnerships and Development
Partner Agreement Letter (PAL)

Purpose:

This Partner Agreement Letter (PAL) is to outline terms of a partnership between (name of partner) and (name of school/dept.) within the Memphis-Shelby County Schools District for academic year.

As a partner (name of partner) will provide

(target population what services will be provided, when will the services be provided, where will the services be provided.)

These services align with MSCS priority for (Academics, Attendance, Attitude, Arts, & Athletics) and is expected to achieve the following outcomes:

It is mutually understood and agreed upon and between the parties that:

- The District reserves the right to conduct fingerprint and background checks on employees, representatives, and volunteers of (name of partner) who will come in contact or close proximity to MSCS students on MSCS school grounds and/or MSCS facilities during the course of business. Results of fingerprint and background checks must be approved by MSCS prior to providing services.
This Partnership Agreement Letter does not serve as a legally binding document. However, to cultivate a trusted and sustainable partnership, modifications to this agreement shall be requested in writing and a new agreement shall be executed upon mutual agreement.
This agreement in no way restricts the Memphis-Shelby County Schools District or (name of partner) from participating in similar activities with other public or private agencies, organizations, and/or individuals.
(name of school/dept.) agrees to provide appropriate support to facilitate and/or foster the goals and objectives outlined in this document.

District Partner's Signature & Date

School/Dept. Rep. Signature & Date

OPD Representative Signature & Date

Partner Attestation

School Team's/Department Responsibilities

- ★ Schools will ensure that any organization requesting or currently providing a service in the school will be routed to the Office of Partnerships and Development for onboarding or renewal.
- ★ School should specify the type of service and if it is paid or at no cost.
- ★ School should specify if the organization is a district placed program in the school.
- ★ Annually, the administrator should submit names of each individual working under the umbrella of the organization (new partners must be before allowing them to provide services).
- ★ Administrator signs off on the form and submits to partnerships@scsk12.org
- ★ Please await an email from service approval of the OP&D team approving partners to provide service or to notify school teams of any concerns that need to be addressed.

OP&D's Responsibilities

- ★ OP&D will send an email within 48 hours of receipt acknowledging that the information is received.
- ★ OP&D will send a link to all partners to complete.
- ★ OP&D will vet the information received and identify school teams and/or partners with any organizations that warrant a Level 2 or Level 3 Volunteer Status for background checks.
- ★ OP&D will initiate the volunteer process for partners as they will be in schools (will be handheld through the process)
- ★ OP&D will notify both, the approved partner and school or organization and the school administrator of approvals, holds, or denials via email.
- ★ Approved partners will be added to the District Partnership list on the MSCS District page and school webpage.

Other Notes

- ★ All schools are expected to have at least one school facing partner.
- ★ ALL partners MUST sign in and out using Raptor. If the Raptor system is unavailable or offline, a paper sign-in form may be used and filed on site.
- ★ Any programs or partners that charge a fee to students may be required to go through Facilitron. A member of the OP&D or Facilities team will reach out to the organization for next steps.
- ★ If the department identifies any red flags, we will make contact immediately with the school administrator and partner. If there is a need to do further research, we may request an individual or a group to halt services until further notice (a notice will be sent to both principal and partner via email).
- ★ ALL schools MUST have an Attestation form on file, confirming level 1 and 2 partnerships. All District and School partners Must be approved and documented by the Office of Partnerships and Development.
- ★ If a school does not have an Attestation form on file, the school leader is liable for any mishaps that take place at their school location regarding unauthorized programming.

CONTRACTORS, VENDORS, ADOPTERS AND VOLUNTEERS
VISITING YOUR SCHOOL

Pursuant to federal and state laws and Memphis Shelby County Board of Education policies, all contractors, vendors, adopters, and volunteers visiting your school are required to apply for vendor status and have a criminal background check. Memphis Shelby County Board of Education Policies 4053 (Background Checks), 6059 (Registered Sex Offenders), 7010 (School Volunteers (Background Check Requirements)) and others establish these requirements. To protect our students, teachers and staff, the District is requesting you list all individuals and organizations that provide student facing services in your school. This information will allow the District to ensure that these individuals and organizations are properly vetted and that District policies are followed. Please provide the following information:

<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
Name of Person or Organization	Address	Telephone No.
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
Name of Person or Organization	Address	Telephone No.
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
Name of Person or Organization	Address	Telephone No.
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>

I attest that this is an accurate and complete list of individuals and organizations that provide student facing services in my school.

Name Date

Name of School

Please provide an additional sheet if you have additional information.



All updates will be in real time.
Please check to ensure accuracy.
For any changes email us at
partnerships@scsk12.org



**CONTRACTORS, VENDORS, SCHOOL PARTNERS,
ADOPTERS, AND VOLUNTEERS VISITING YOUR SCHOOL**

Pursuant to federal and state laws and Memphis Shelby County Board of Education policies, all contractors, vendors, partners, adopters and volunteers visiting your school are required to apply for vendor status and have a criminal background check. Memphis Shelby County Board of Education Policies 4053 (Background Checks), 6059 (Registered Sex Offenders), 7010 (School Volunteers (Background Check Requirements)) and others establish these requirements. **To protect our students, teachers and staff, the District is requesting you list all individuals and organizations that provide student-facing services in your school.** This information will allow the District to ensure that these individuals and organizations are properly vetted and that District policies are followed. Please provide the following information:

Name of Organization (Required)

Name of Contact Person (Required*)

Address, City, State, and Zip

Telephone No.

Services to be provided: _____

Name of Organization (Required)

Name of Contact Person (Required*)

Address, City, State, and Zip

Telephone No.

Services to be provided: _____

I attest that this is an accurate and complete list of individuals and organizations that provide student facing services in my school.

Printed Name

Signature

Date

Name of School

Please provide an additional sheet(s) if you have additional individuals and/or organizations. If the contact person is affiliated with an organization providing services, please include the name of the organization.

Policies that Guide Our Work



- ★ 4053 Background Checks
- ★ 6063 Gifts
- ★ 7010 School Volunteers
- ★ 7011 Visitors to Schools and District Locations

For more information, visit:

<https://go.boarddocs.com/tn/scsk12/board.nsf/public?open&id=politics>

Accepting Donations for Your School

2023-2024 MSCS AOSS MANUAL

School Compliance

8.1 Donations/Grants Approval Process

Goods and services given to a school by a donor/grantee shall be considered a donation, gift, grant, or sponsorship except when the school is required to meet conditional provisions or provide specific returns. Any donation, gift, grant, or sponsorship must be received in the best interest of the school system.

By acceptance of the donation, gift, grant, or sponsorship, the Board of Education makes no commitment to assume financial responsibility for continuation, if the donation, gift, grant, or sponsorship becomes exhausted.

Donations/grants from \$1 to \$499.99 may be accepted upon approval by the principal.

Donations/grants between \$500 and \$14,999.99 may be accepted upon approval of Academic Operations and School Support Compliance. Please log into Professional Learning Zone (PLZ); click on the Field Trip tab and select Donation form. You will be required to complete the form in its entirety and attach a copy of the usage letter from the donor and/or a copy of the check showing the donation amount.

Donations/grants of \$15,000.00 and higher may be accepted upon approval from the Board of Education.

Any approved donations/grants must meet all the following qualifications:

- 1) Have a purpose consistent with the beliefs/philosophy of the school system.
- 2) Have no undesirable or hidden costs to the school system.
- 3) Place no undesirable restrictions on the Board.
- 4) Be appropriate or beneficial to the best education of students.
- 5) Does not endorse any business or product or belief.
- 6) Align with all Board policies or state laws.

All donation/grant notifications are to be submitted through the Professional Learning Zone (PLZ). Click on the Field Trip tab and select Donation form. You will be required to complete the form in its entirety and attach a copy of the usage letter from the donor and/or a copy of the check showing the donation amount. The request will automatically be submitted to Shawn Page, Assistant Superintendent of Academic Operations and School Support for approval.

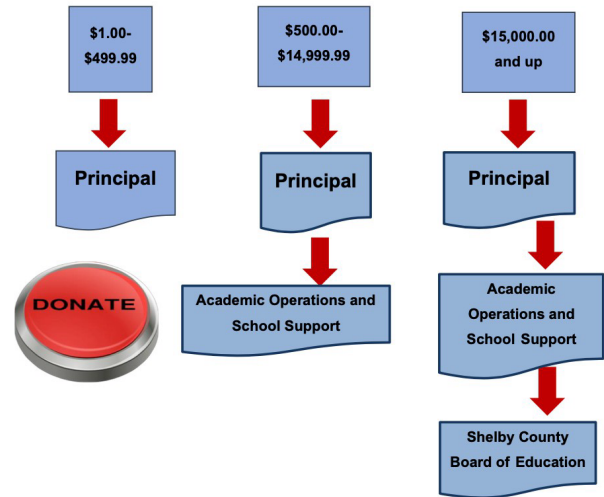
The Assistant Superintendent of Academic Operations or designee must approve all donations/grants. All donations/grants of \$15,000.00 or more will be accepted upon approval of the Board of Education.

2023-2024 MSCS AOSS MANUAL

Upon approval of the Assistant Superintendent (designee), it shall be permissible for businesses to sponsor departmental and district-wide, non-instructional functions that may include employee picnics, assemblies, and professional development.

Note: Academic Operations and School Support Compliance reserves the right to deny any donation/grant for any cause.

8.2 Donations/Grants Approval Process Chart



STEPS

1. **Review MSCS Policy 2019 Grants, Gifts, Donations, and Sponsorships**
2. **Contact Chasity Rogers or the Office of Partnerships and Development for inquiries about donations.**
3. **Allow for next steps to be provided (i.e. completion of Board Documents)**
4. **Donations (in-kind or monetary) above \$15,000 must be accepted at Board Meeting**

EXAMPLES OF DONATIONS

- ★ Monetary Donations (e.g., checks, gift cards)
- ★ Necessity Items (e.g., sanitizer, wipes, deodorant)
- ★ School Supplies
- ★ Uniforms and Clothing
- ★ School Gardens
- ★ Technology Items
- ★ Books





BECOME A SPONSOR

ADOPT-A-SCHOOL

Office of Partnerships & Development
WE THANK YOU!

PARTNERSHIPS@SCSK12.ORG

E-mail!

CREATE A PARTNERSHIP

WWW.SCSK12.ORG/OPD

COME AND COLLAB WITH MSCS

Get in...
Good Trouble
Necessar: Trouble
John Lewis