

## MEMORANDUM OF UNDERSTANDING

This MEMORANDUM OF UNDERSTANDING (MOU) is made and entered into this \_\_\_\_ day of \_\_\_\_\_, 2010 by and between Gadsden Middle School (GMS) and Community Action Agency of Southern New Mexico (CAASNМ).

Purpose: This MOU describes the collaboration of GMS and CAASNМ regarding the design, implementation, promotion and evaluation of the CAASNМ Family Economic Success and Key Supports Center for students and working families as a key element of the ELEV8 Initiative of the New Mexico Community Foundation. Under this MOU, GMS and CAASNМ agree to work together to address poverty issues among students and their families.

The Parties hereby agree as follows:

- A. GMS and CAASNМ agree to collaborate on the prioritization of services and information/referral for students and their families based on demographic information and information from school social workers and others serving this population. All referrals provided to CAA by school and district personnel will follow the processes and protocols in place and strictly adhere to all data privacy protections of the individual student under Gadsden Independent School District policies.
- B. GMS and CAASNМ agree to collaborate on the development and implementation of promotional materials (Spanish and English), events, and presentations to school and community groups. This includes reasonable access to GMS facilities for presentations and participation by GMS representatives in community presentations. GMS agrees to waive any fees for usage of space for scheduled presentations and meetings for the purposes contained herein.
- C. GMS agrees to distribute promotion and information materials to students and families about the CAASNМ center and services through normal school information channels, including on-line, print, and others as agreed upon.
- D. GMS agrees to provide information about the center and its services to students and referral for those students and their families who might benefit from the services and information/referral available. All school counselors, social workers and related staff will attend a CAASNМ orientation and receive an information booklet about the services, key contacts, hours of operation, etc.

- E. GMS and CAASNM agree to hold a monthly review meeting to track the implementation plan, clients served, problem-solving needs, data collected and analysis, and proposed enhancements.
- F. GMS agrees to provide CAASNM contact information and assist in recruiting local organizations, companies, and individuals who might contribute in-kind information, workforce opportunities, and other supports for students and families utilizing the center and its services.
- G. GMS and CAASNM agree to share performance data from time to time and collaborate on lessons learned, successes, areas of improvement and enhancement in interim report(s) every six months and an annual report. Report(s) will include recommendations for follow up action and designate the lead for follow up.
- H. CAASNM agrees to adhere to all GMS and Gadsden Independent School District policies and procedures related to the implementation of this collaboration. GMS will provide to CAASNM at least three (3) copies of appropriate manuals, guidelines and forms and/or on-line access to GISD website as needed.

IN WITNESS THEREOF, the parties hereto have caused this Memorandum of Understanding to be executed with full consideration and in multiple originals by the authorized officers, all as of the date first above written. Each party shall have the right to cancel and terminate this Memorandum of Understanding by giving the other party written notice of cancellation of at least thirty days prior to the desired date of cancellation

**GADSDEN MIDDLE SCHOOL**

By:  
Name:  
Title:

**COMMUNITY ACTION AGENCY OF SOUTHERN NEW MEXICO**

By:  
Name:  
Title: