

## FNSBSD Guiding Principles for Grant Collaboration

The FNSBSD developed Guiding Principles for Grant Collaboration to provide current and potential collaborators and FNSBSD staff with an overview of the district's expectations for collaboration with community and educational entities.

The mission of the FNSBSD is to provide an excellent and equitable education in a safe, supportive environment so all students can become productive members of a diverse and changing society. Collaboration with community partners is necessary to help the district meet its mission. Our goal for collaboration is to work with community partners to achieve maximum, sustainable, educational benefits for students and teachers in the district.

Collaborations must be consistent with the following guidelines.

### Clear Link to FNSBSD Mission, Core Values, and Annual Priorities

Every two years the district updates priorities for the upcoming academic years. Before contacting the district, potential collaborators should review them to determine how their proposed project will assist the district in meeting its priorities. The district's collaboration with other entities must lead to a positive impact on academic achievement for students in the district.

FNSBSD's current year priorities can be located on the district's website at <http://www.k12northstar.org/doc/9827>.

### District Process for Grant Review

The district follows a grant review process designed to ensure proposed projects are consistent with district goals and priorities and they are within the district's capability to accomplish. All grants, including collaborative grants, MUST go through this process.

The district adheres to all state and federal guidelines and regulations, including FERPA, for the development of grant-funded projects. As such, the district must have sufficient time to review the request for proposals, grant applications, memorandums of agreements, etc. before a decision is made on collaboration. The district should be contacted as early in the process as possible. Two weeks is the minimum turn around time for decisions on collaboration.

FNSBSD regulations that govern grants can be located on the district's website at <http://www.k12northstar.org/doc/6780>.

### Clear Definition of Roles, Responsibilities, and Expectations

**First contacts for collaboration should be made through the Grants Department or Superintendent's office.**

Teachers and other district staff cannot make decisions for the district.

Before a grant application is submitted in which the district is a collaborator, the relationship between the district and the collaborator must be clearly defined through appropriate written documents or agreements. These agreements must cover, at a minimum, the following information:

- ◆ The objectives for collaboration, the roles, responsibilities and commitments of each partner, and the expected outcomes.
- ◆ The accountability and performance milestones that will be used to ensure the goals of the collaboration are met.
- ◆ A clearly defined management and decision-making structure of the collaboration.
- ◆ A clearly stated process for monitoring, evaluating, and terminating the collaboration.

### Resources Within the District

Too many obligations for students and teachers during the regular school day reduce instructional time, which can negatively impact the district's core mission of educating students. Oftentimes, collaboration requests include professional development for teachers. While professional development is a valued resource for teachers, the district encourages collaborators to develop models that include embedded professional development and/or professional development outside the regular school day.