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**Memorandum of Understanding**

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Between

The Fund for The School District of Philadelphia (The Fund)

And

General George A. McCall School (Mccall)

This Memorandum of Understanding (MOU) sets forth the terms and understanding between The Fund and McCall to administer the donation from the McCall HSA as well as other sources of funding yet to be determined, and the associated work for the McCall School. This MOU will outline the responsibilities of The Fund and the **McCall HSA** as they pertain to the aforementioned donation.

**The Fund's responsibilities will be as follows:**

1) Fund agrees to notify **the McCall HSA** in writing within 10 business days of Fund becoming aware of a significant change in program or organizational direction or leadership, including the transition of key staff members working on the McCall HSA bathroom renovation project.

2) Fund agrees to keep complete and accurate records of revenues and expenditures relating to this donation in accordance with legal requirements.

3) Fund agrees to submit Financial Reports to **the McCall HSA** electronically in PDF form. Reports should reflect the past one year of the donation period, periodic updates and project the future spending of the donation. Final financial reports should reflect entire donation period.

4) Fund agrees to contact **the McCall HSA** before end of donation period, and prior to any additional requests for funding, if more time is needed to complete the work under the donation. Any such request for a no-cost extension of the donation must be submitted in writing.

5) Fund agrees to return any funds remaining at the conclusion of the project in excess of \$100.00. Refund checks should be accompanied by a brief description of the donation and reason for the refund.

6) The Fund will administer a 5% fee for the initial donation and subsequent donations that present a similar volume of work for a 12-month period. After 12-months, or if a donation requires an increase in work for the Fund, the administration fee can be renegotiated.

**The McCall HSA responsibilities will be as follows:**

- 1) Through the duration of expenditures associated with this donation and future donations, **the McCall HSA working with the Office of Capital Programs** agrees to monitor all workflow with contractors and vendors. The McCall HSA designates Tim Miller as HSA Liaison. The HSA Liaison will be the primary point of contact with The Fund and will be responsible for making any necessary decisions with respect to this project. Additionally, **The McCall HSA** agrees to notify The Fund in writing within 2 business days of **the McCall HSA** becoming aware of a significant change in program or organizational direction or leadership, including the transition of key staff members working on the **the McCall HSA – bathroom renovation** project. However, to ensure continuity on this project, the McCall HSA may not change the HSA Liaison without the consent of The Fund.
- 2) **The McCall HSA** agrees to provide any records of revenues and expenditures relating to this donation in accordance with legal requirements.
- 3) **The McCall HSA** agrees to work with The Fund, if necessary, to submit Narrative and Financial Reports to current and other funding sources yet to be determined as needed. Reports should be presented to The Fund 10 business days prior to their due date. Reports should reflect the past one year of the donation period and project the next year of spending and associated work. Final narrative and financial reports should reflect entire donation period.
- 4) **The McCall HSA** agrees to contact The Fund 12 business days in advance of a report due date if more time is needed to complete the reports.
- 5) **The McCall HSA** agrees to contact The Fund before end of donation period, and prior to any additional requests for funding, if more time is needed to complete the work under the donation.
- 6), **The McCall HSA** agrees to consult with the Principal to ensure that work is done in accordance with her guidelines. By signing below, the Principal has confirmed that the bathroom renovation is her priority and that she supports this project.

**THE**  
**fund** FOR THE SCHOOL DISTRICT  
OF PHILADELPHIA

**The McCall HSA**

HSA President Signature: Laurel Landau Date: 5/21/18

Print Name: Laurel Landau

Principal Signature: Stephanie McKenna Date: 5-21-18

Print Name: Stephanie McKenna

**The Fund for The School District of Philadelphia**

CEO Signature: Donna Frisby-Greenwood Date: 5/18/18

Print Name: Donna Frisby-Greenwood