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LEAs are permitted to enter into agreements to provide joint programs, services, facilities and professional and other staff under the terms prescribed in 16 VSA § 267. The following guidance is intended to assist with that process.

### **Guidance for LEA – LEA agreements**

The following guidance can help LEAs make decisions about what to include in joint agreements when an LEA is providing services cooperatively, such as when:

- entering into a consortium with one or more LEA
- one LEA is being designated as a fiscal agent for joint LEA work under federal or state funds
- providing Equitable Services – pooling of funds at LEA level for delivery of service
- providing transportation services for foster and/or homeless students

### **Disclaimer:**

This guidance can serve as a checklist of minimum terms that should be included in a joint agreement but the Agency of Education advises LEAs to review §267 and seek advice from their legal counsel prior to finalizing an agreement. There is variability with what each agreement is designed to accomplish and there may be additional provisions that are desirable.

### **Purpose of Agreement:**

Explicitly state the reason and purpose for two or more SU/SDs to enter into this agreement. If the agreement is in response to a grant or funds, include the specific grant number.

### **Term of Agreement:**

State the length of time the agreement covers.

### **Members:**

List the members of the agreement, including the designated representative who will serve as contact for the agreement discussions. (i.e. Middle Vermont Supervisory Union, Anon Moues, Curriculum Director)

### **Fiscal Agreement:**

Include a description of the fiscal management of the agreement and identify which LEA will be the fiscal agent. Alternatively, if there will be a central treasury as outlined in 16 VSA § 267(e), identify the central treasury. Explicitly state the procedure for invoicing, procurement, subcontracting, method for allocation of joint expenditures, reimbursement and mitigation procedure for disallowed costs and other failure to follow procedure.

### **Services:**

Explicitly state services provided and activities covered by the agreement.

**Required Signatures/Approval:**

Must include the date of each of the LEAs Board's meetings where agreement was discussed and approved. Agreement must be signed by the Board chair or their designee.

**Resources:**

<http://legislature.vermont.gov/statutes/section/16/007/00267>