

**SCHOOL/TOWN INFORMATION TECHNOLOGY ORGANIZATION
MEMORANDUM OF UNDERSTANDING (MOU)**

This Agreement is entered into by and between the Select Board of the Town of Needham and the School Committee of the Town of Needham, collectively “the parties.”

WHEREAS, the Town’s Information Technology Center and the School Department’s Information Technology Department have operated as separate entities; and

WHEREAS, Town and School officials have been engaged in an evaluation of the concept of consolidating the Town and School Information Technology functions. The parties engaged a consultant, Plante Moran, LLC to conduct an Informational Technology (IT) Organizational Assessment. The assessment was completed in November, 2023 and was presented to a joint meeting of the Select Board, School Committee, and Finance Committee on December 5, 2023; and

WHEREAS, the Plante Moran report recommended that the Town and School technology departments be unified within a single structure under the direction of the School Department. The initiative is predicted to result in greater cohesion, efficiency, and collaboration; to better enable strategic planning; and to provide consistent implementation of policy, procedure, and training. Additionally, Plante Moran recommended that the Town strengthen its services by investing in its informational technology infrastructure, including cybersecurity resources; and

WHEREAS, The parties seek to consolidate the two departments,

NOW THEREFORE BE IT AGREED as follows:

Information Technology staff will be School Department employees and will report to the Director of Information Technology Services and ultimately to the Superintendent.

The School Department agrees to employ existing Town IT staff (2) in the appropriate employee group.

Funds appropriated for Municipal Information Technology will not be carried forward into a successor fiscal year.

Funds appropriated for Municipal Information Technology will not be reallocated to fund items unrelated to municipal information technology.

The parties agree to prepare and adopt Service-level agreements which set expectations between the service provider (NPS) and the customer (General Government) and describe the

products or services to be delivered, the point of contact for end-user problems, and metrics by which the effectiveness of the process is monitored and approved.

The Superintendent and Town Manager will facilitate regular meetings of School and Town stakeholders comprised of select School and Town employees who have an interest in setting goals for information technology initiatives and priorities (the "User Advisory Committee"). The Director of IT Services will serve as staff person to the User Advisory Committee.

The Superintendent and the Town Manager will meet at least annually to discuss the status of the initiative. The School Department Director of Information Technology Services will provide periodic reports to the Superintendent and Town Manager on the status of projects, staffing, and finance.

In the case of any disagreement about the terms of this MOU, the Town Manager and School Superintendent will meet to discuss and resolve any issues. In extraordinary circumstances, the School Committee and Select Board will meet in a joint session to discuss any concerns.

The Parties agree to review the Agreement on a biennial basis. Termination of the Agreement may be achieved by vote of the Select Board or School Committee and will become effective on the July 1st, which occurs at least eighteen months after such vote-

Witness our hands and seals this 30th day of April, 2024.

Town of Needham

Select Board vote of Approval: April 30, 2024

School Committee vote of Approval: April 23, 2024