



**Memorandum of Understanding
between**

**Santa Clara County Office of Education and
Mountain View - Whisman School District - Mariano Castro Elementary School**

This is a Memorandum of Understanding (MOU) between the Santa Clara County Office of Education (hereinafter referred to as the SCCOE) and (Mountain View - Whisman School District- Mariano Castro Elementary School) (hereinafter referred to as the Agency).

1. Overview

This MOU is intended to define terms and responsibilities of each party regarding the participation in School Based Wellness Centers.

SCCOE and the Agency agree to the stated roles and responsibilities as it relates to the Wellness Center being established on the Mariano Castro Elementary School campus. This project will implement a Wellness Center to provide students timely and accessible prevention and early intervention mental health services, preventing mental health issues from exacerbating in intensity or impact. The implementation of the Wellness Centers will be in partnership with school and district staff to be a best fit for the site. The wellness centers will work within the MTSS model supporting universal prevention for all students (Tier 1), targeted prevention for some students (Tier 2), and individualized prevention for few students (Tier 3). The services provided will reflect the needs of individual schools and school districts, services will be culturally appropriate and will include coordination of services and linkages to community based organizations.

2. Goals

- X Improve access to inclusive, equitable, high-quality education.
- X Provide quality support to districts, schools, students, and communities.
- X Be a premier service organization.

The Wellness Centers support all of SCCOE goals and will provide students with inclusive and equitable wellness support that will lead to positive school outcomes for students. SCCOE will provide countywide leadership in establishing the wellness center model in Santa Clara County schools.

3. Responsibilities

3.1. The Agency Responsibilities:

- Actively partner with SCCOE staff to implement a successful pilot program and continue to run the Wellness Center, contingent on funding.

Santa Clara County  Office of Education

- Provide co-investment into the Wellness Center including appropriate space, furniture, supplies, internet connectivity and phone for the duration of the grant period.
- Integrate the Wellness Center Specialist into existing school site student support teams (MTSS, COST, PBIS, etc.), School Link Services work, and relevant school activities involving teachers and administrative staff that relate to student services.
- Provide regular (at minimum monthly) meetings between site Principal or designee and Wellness Center Specialist
- Plan and advocate for sustainability of the Wellness Center after the grant period in partnership with SCCOE and Behavioral Health Services Department
- Establish a site base Youth Advisory Group (YAG) and provide opportunities to develop youth leadership and awareness around mental health and wellness and peer supported activities.
- The YAG feedback and leadership informs the activities and services provided in the Wellness Center .
- The agency shall provide documentation related to how the youth voice created opportunities to support fellow youth within the wellness center.
- The agency shall provide YAG an opportunity to help develop messaging and collateral around wellness centers.
- The agency shall provide opportunities for youth led groups and activities.
- Allow faculty meeting, grade level/department meeting, and other meeting time for ongoing Social Emotional Learning (SEL) professional development to staff
- Ensure Wellness Center staff receive all school communication including but not limited to staff weekly memos, newsletters, school wide communication, invitations to staff meetings etc.
- Have access to areas of school to complete clerical work (make copies, printers, etc.)
- Grant permission to SCCOE to have access to data collected for the Wellness Centers evaluation. Access and reports will be provided to SCCOE at the district and school levels.
- Agency agrees to administer, on a yearly basis, feedback surveys developed by SCCOE evaluation staff to students, parents/guardians, and teachers/administrators via hard forms or electronically (i.e., through the Agency's established e-communication channels such as listservs).
- Agency will provide permission for SCCOE evaluation staff to have personally identifiable student data stored in the SCCOE Data Warehouse. The data of interest and terms of data use will be stipulated in the SCCOE's Data Request Permission form.



- Agency agrees to SCCOE sharing data collected for state reporting pursuant to the CCSPP grant data collection requirements. State reported data will not include personal identifiers.
- Agency agrees to administer a Social Emotional Learning (SEL) survey to all students in grades 3 and up a minimum of one time annually and share an aggregate summary of survey findings with the SCCOE. If the agency is not currently administering an SEL survey, agency agrees to administer the SCCOE's online SEL survey. Prior to administration, agency agrees to collect passive consent from parents/guardians for their child to complete the survey. Agency agrees to dedicate instructional time and resources (e.g., lab, tablets) to administer the SCCOE's online SEL survey to students.

3.2. The SCCOE Responsibilities:

- *Professional Learning:* Grant funding will be utilized to support professional learning for school staff around issues of mental health and social and emotional learning.
- *Personnel:* The SCCOE shall staff the position(s)- Wellness Center Specialist and Wellness Center Liaison. SCCOE will provide supervision, evaluation, professional learning, and monthly team meetings to Wellness Center Specialist and Wellness Center Liaison.
- Ensure Wellness Center Specialist and Wellness Center Liaison:
 - Maintain professionalism with students, families, and staff at all times
 - Maintain confidentiality of student issues
 - Adhere to legal and ethical data sharing practices
 - Provide leadership to coordinate and collaborate with other partners and service providers on the school campus and off site service providers.
- Conduct an evaluation of program effectiveness that utilizes program data (i.e., formative and summative data collected via surveys and assessment, referral, case management, and direct service data) in addition to personally identifiable student data defined in the Data Request Permission Form.
- Share aggregate evaluation findings, including those related to Social Emotional Learning if administering the SCCOE's online Social Emotional Learning survey, in summary reports with the Agency on a yearly basis.

4. Articulation of Monies/Compensation

- a. The Agency will fund wellness center space, a telephone, internet connectivity, and startup costs including supplies, furniture, etc.



5. Other Terms

- 5.1. Amendments: Either party may request changes to this MOU. Any changes, modifications, revisions, or amendments to this MOU which are mutually agreed upon by and between the parties to this MOU shall be incorporated by written instrument, and effective when executed and signed by all parties to this MOU.
- 5.2. Delivery of Services and Use of Resources:
 - a. Wellness Center will remain open during school hours, Monday to Friday, at a minimum
 - b. Wellness Center will open on first day of school and remain open until the last day of school
 - c. Wellness Centers will have an established location on the Mariano Castro Elementary School Campus
 - d. Tier 1 and 2 interventions, professional learning, coordination, and resource referral will happen in person or virtually depending on continued impact of pandemic.
 - e. School site will provide and use existing mental health supports in partnership with services provided by SCCOE

6. Insurance/Hold Harmless

- a. Insurance: The SCCOE and the Agency shall maintain a certificate of insurance in the Business Office of each respective office.
- b. Indemnification: The SCCOE and the Agency shall be held harmless from and against any and all claims arising from a default in the performance of any obligation of the MOU.

7. Duration of MOU

This MOU begins August 1, 2021 and ends June 30, 2022.

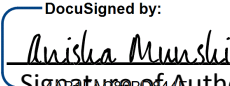
8. Termination

Either the Agency or the SCCOE may terminate this MOU with or without cause upon thirty (30) days advance written notice to either party.

9. Approvals

This MOU shall become effective upon its approval and signature by the authorized officers:

SCCOE:

By: 
 Signature of Authorized SCCOE Official

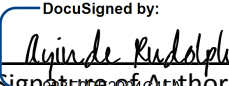
Name: Anisha Munshi, Ed.D.

Title: Asst. Supt., PLIS Division

Date: 7/7/2021 | 1:14 PM PDT

Address: 1290 Ridder Park Drive

Mountain View-Whisman School District:

By: 
 Signature of Authorized Agency Official

Name: Ayinde Rudolph

Title: Superintendent

Date: 7/7/2021 | 12:35 PM PDT

Address: 1400 Montecito Ave.

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Risk Management: 7/7/2021 | 1:16 PM PDT
DocuSigned by:

Reviewer: *Ingrid Campbell*

RM #: 22-0218-D363DE3C3A5045E...