# Virginia Department of Education

# Developing A Memorandum of Understanding (MOU)

## Sample Memorandum of Understanding (MOU) between Grove City Public Schools and Forest Community Services Board

### Introduction

The Parties of this Memorandum of Understanding (MOU) are Grove City Public Schools and the Forest Community Services Board (CSB) hereinafter collectively referred to as the Parties. Grove City Public Schools (GCPS) serves 22,000 students in five schools in the western region of Virginia. Over the past two years, the school community has experienced an increased number of behavioral health concerns. Division data from the 2021-2022 school year indicates that the percentage of students who have "seriously thought about suicide" was 29 percent for high school students, 12 percent for middle school students, and 6 percent for elementary students. Additionally, the division has lost four students to suicide over the past 18 months. GCPS is a racially diverse school community with 34 percent Black, 24 percent Hispanic, 8 percent Asian, and 28 percent White students. 70 percent of students receive free or reduced lunch.

GCPS currently employs eight school counselors, one school psychologist, and a part-time school social worker. There are unfilled positions for one Full-Time Employed (FTE) school psychologist and one FTE school social worker. Because of the high ratios for school-based mental health (SBMH) providers, there is limited capacity to meet the complex behavioral health needs of the students. Forest CSB serves the western corridor of Virginia, which includes GCPS. They offer behavioral health services to children and families.

### Purpose

The purpose of this agreement is to establish roles and responsibilities of the Parties to develop a plan to implement behavioral health services in the schools. Forest CSB will provide behavioral health providers to all GCPS schools. These providers will function within the structure of the division's Multi-Tiered Systems of Support (MTSS). Forest CSB providers will collaborate with the division SBMH providers to determine how services will be delivered. School and community providers will complete the Virginia Department of Education (VDOE) school-community behavioral health training modules as part of the integration process.

### Roles and Responsibilities: The Parties agree to the following roles and responsibilities.

**Forest Community Services Board (FCSB)**

* Will provide a clinical supervisor to actively participate on the Division Behavioral Health (DBH) Leadership Team and to supervise FCSB clinicians.
* Will provide three clinicians who will serve the five GCPS schools, four days per week.
* Will provide clinical supervision and professional development to clinicians one day per week.

**FCSB Clinicians**

* Will participate on school teams; including MTSS teams, crisis teams, and others as assigned to support effective school-community collaboration.
* Will collaborate with SBMH providers to determine coverage across the five schools and to provide mental health screening, assessment, and services as determined by the MTSS team.
* Will utilize evidence-based services and supports, as available. When evidence-based interventions are not available for intended the population, selected interventions should be based on promising/best practices and should be evaluated for program impact.
* Will complete VDOE school-community behavioral health training modules to understand relevant school policies and regulations.

**Grove City Public Schools**

* Will provide a confidential office space in each school for clinician use that will include space to meet with students and/or families, a phone, and computer with internet access.
* Will provide an on-site point of contact to facilitate successful integration of the community provider into school(s) and to address any concerns.

**Communication: School and Community providers**

* Will complete the VDOE school-community behavioral health training modules to better understand each other’s unique contributions, as well as their shared purpose in the collaboration.
* Will maintain communication through participation on MTSS, crisis, and any other teams.
* Will ensure the complete confidentiality of all identifying student and family information gathered in the performance of this agreement. The information gathered, used, and developed shall not be provided to any other party without the express written approval of individual(s) authorized to give consent for release of information.
* Will collaborate to provide mental health screening, assessment, and behavioral health services.

**Workplace Logistics**

FCSB clinicians will have access to a confidential office space in each school building to meet with students and families. Each office will be equipped with at least one desk, a table, three chairs, a telephone, and computer with internet access. Office supplies (e.g., paper, pens, folders) can be obtained through each school office. As part of the onboarding process, community providers will complete requirements to receive a GCPS identification card that will allow access to school buildings.

**Supervision and Professional Development**

Forest Community Services Board will provide clinical supervision and professional development to community providers. On-site supervision will be determined at each school.

**Data Collection**

Community providers will collect data in accordance with the policies of FCBS. FCSB will report findings of data collection to GCPS on a quarterly basis and as part of the MOU review process.

**Confidentiality**

As part of the onboarding process, school and community providers will review Federal and State laws relevant to sharing of information (HIPPA and FERPA). Except in the case of an emergency, school and community providers will have parents sign a release of information when student specific information is shared between providers. An emergency is defined as a student expressing threats to self or others; in such a case, parental permission is not required to share pertinent information.

**Funding**

GCPS will pay FCSB the total sum of $200,000 for the 2023-2024 school year for FCPS to provide the services outlined above. Payments will be made in a monthly invoice reconciliation, beginning September 1, 2023.

**Disclaimers and Terms**

This Agreement is for the 2023-2024 school year, beginning August 14, 2023, and ending June 7, 2024. Both parties will meet quarterly to review the components of the MOU, data collected, and outcomes and revise the MOU, if needed. Either party may terminate this Agreement for non-performance after first giving written notice of breach to the other party and an opportunity for the other party to cure the non-performance within fifteen (15) days of the receipt of written notice. Notice shall be deemed effective when delivered via certified mail to the following:

Grove City Public Schools

112 Yellow Road

Grove City, Virginia 23185

Forest Community Services Board

400 Mountain Road

Grove City, Virginia 23666

**Final Authorization**

This MOU contains the entire agreement between the parties with respect to the subject matter set forth herein but may be modified with the written consent of both parties.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by their authorized representatives.

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Superintendent Executive Director

Grove City Public Schools Forest Community Services Board