MEMORANDUM of UNDERSTANDING

BETWEEN

SAN LEANDRO UNIFIED SCHOOL DISTRICT

AND

PROJECT EDEN, A PROGRAM OF HORIZON SERVICES, INC.

PURPOSE

This Memorandum of Understanding (MOU) is entered into by and between San Leandro Unified School District (SLUSD) and Project Eden, A Program of Horizon Services, Inc. for the purpose of providing Alcohol, Tobacco, and Other Drug (ATOD) services for SLUSD students during the 2012-2013 school-year. MOU is effective as of September 1, 2012.

SERVICES PROVIDED

Project Eden will:

1. Provide district with 1 counselor who will provide group and individual ATOD services to San Leandro students. Project Eden will also provide weekly supervision and training for the counselor assigned to each school. The counselor will provide ATOD services to students at the following schools:
    - SL High Main Campus: 4 hours per week
    - FTK Campus: 4 hours per week
2. Routinely and frequently evaluate the amount of counseling service utilization and delivery hours at the school sites through collaboration with Coordination of Services Team (COST) members and participation in COST meetings as schedules permit.
3. Work collaboratively to share space and maintain client confidentiality.
4. Provide SLUSD Office of Student and Family Wellness (OSFW) with names and schedules of counselors prior to their beginning services and update OSFW as changes in these schedules occur.
5. Ensure that counselor providing services on the school site submits fingerprints in a manner authorized by the Department of Justice, together with the requisite fees as set forth in Education Code Section 45125.1
6. Not permit any counselor to come in contact with students until the Department of Justice has ascertained that the mental health I*ntern* has not been convicted of a serious or violent felony.
7. The counselor will have a caseload of between eight to teen designated students at each campus, and will be available for drop-in, individual, and group counseling.
8. Project Eden counselor(s) will be covered under all personnel and insurance policies of Project Eden, and will have TB test and Livescan security clearance prior to commencement of services at the school site.
9. Maintain a database of students, keep records, and provide aggregate data as requested by the San Leandro High School or San Leandro Unified District for program evaluation purposes.
10. Collaborate with other providers on-site, if any, to prevent duplication and ensure the delivery of timely and well-coordinated ATOD counseling services for the students.

San Leandro Unified School District/ School Sites will:

1. Collaborate with Project Eden counselor to determine student referral process and criteria for student referral.
2. Refer students to Project Eden services as appropriate through the Coordination of Services Team (COST) process.
3. Ensure that a private, confidential space is made available for all regularly scheduled counseling hours.

4. Ensure that the designated counseling space includes a telephone (or other reliable device or process for calling students from class).
5. Ensure that the Project Eden counselor is provided with a current campus disaster/emergency plan and evacuation procedure protocols.
6. Obtain and distribute keys for Project Eden counselor as needed.
7. Direct concerns regarding Project Eden policies, procedures, and requests for modifications to agreed upon services to the Project Eden Program Director.

BILLING AND COLLECTIONS

SLUSD will have no financial obligation for the services provided by Project Eden.

INSURANCE AND LIABILITY

Project Eden will be responsible for liability and malpractice insurance for all Project Eden staff. Upon request by SLUSD, Project Eden will furnish copies of its Certificate of Insurance which specifies levels of relevant insurance coverage.

Project Eden will indemnify and hold harmless SLUSD against all liability, including liability for attorneys' fees and court costs arising out of, or in connection with, Project Eden's performance of its duties under this agreement. SLUSD will indemnify and hold harmless Project Eden against all liability, including liability for attorneys' fees and court costs arising out of, or in connection with, SLUSD's performance of its duties under this agreement. Each partner will give the other prompt notice of any demand, claim, or suit against it.

DURATION

This agreement shall commence on September 1, 2012 and shall continue for the remainder of the 2012-2013 school year (June 30, 2013).

San Leandro Unified School District	Project Eden
_____	_____
Cindy M. Cathey, Superintendant San Leandro Unified School District	Rochelle U. Collins, Program Director Project Eden
Date: _____	Date: _____
14735 Juniper Street San Leandro, CA 94579	22646 Second Street Hayward, CA 94541