MEMORANDUM of UNDERSTANDING

BETWEEN

SAN LEANDRO UNIFIED SCHOOL DISTRICT

AND

FAMILY SERVICE COUNSELING CENTER

PURPOSE

This Memorandum of Understanding (MOU) is entered into by and between San Leandro Unified School District (SLUSD) and Family Service Counseling Center (FSCC) for the purpose of providing mental health services for SLUSD students during the 2013-2014 school-year. MOU is effective as of September 1, 2013.

SERVICES PROVIDED

FSCC will:

1. Provide district with 1 mental health intern who will provide direct clinical services to SL students on San Leandro High School main campus. FSCC will also provide weekly clinical supervision and training for the clinician assigned to each school. Note: If computer access on campus is not available to the clinician for clinical documentation, such documentation will need to occur at the FSCC office. Interns will provide individual mental health services to students and to their families as appropriate at SL High 8 hours per week.
2. Conduct outreach, in collaboration with school site coordinator, to inform school staff, students, and families about the services available and procedures for accessing services/making referrals. .
3. Routinely and frequently evaluate the amount of mental health 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.
4. Act as a mental health resource to school staff and to families of students at their respective sites. Deliver formal and informal mental health consultation services to school personnel.
5. Explore the possibility of providing mental health support groups for students and/or families on relevant topics as identified by FSCC mental health clinician, students, families, and school staff.
6. Maintain clinical records in accordance with professional standards.
7. Work collaboratively to share space and maintain client confidentiality.
8. Provide SLUSD Office of Student and Family Wellness (OSFW) with names and schedules of interns prior to their beginning services and update OSFW as changes in these schedules occur.
9. Ensure that mental health Interns providing services on the school site submit fingerprints in a manner authorized by the Department of Justice, together with the requisite fees as set forth in Education Code Section 45125.1
10. Not permit any Intern 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.

SCREENING REQUIREMENTS:

A. Screening: AGENT (DSFRC) will provide the DISTRICT with a list of employees that have cleared a fingerprint scan by the United States Department of Justice and the FBI. All pre-employment screening, including but not limited to NCLB testing, and tuberculosis testing for GEAR UP staff members will be conducted pursuant to the regulations already in use by the AGENT Personnel Policies and Practices. By execution of this MOU, the DISTRICT and AGENT acknowledge that Education Code Section 45125.1 applies to services under the ASSETS PROGRAM. Section 45125.1 requires that employees of entities providing such services to school districts must be fingerprinted by the California Department of Justice and the FBI for a criminal records check.

i. AGENT expressly acknowledges that:

1. AGENT and all of AGENT'S employees working on the school site must submit fingerprints in a manner authorized by the Department of Justice, together with the requisite fees as set forth in Education Code Section 45125.1;
2. AGENT shall not permit any employee or contractor to come in contact with students until the Department of Justice has ascertained that the employee or contractor has not been convicted of a serious or violent felony;
3. AGENT shall certify in writing to the DISTRICT that none of its employees or contractors who may come in contact with students have been convicted of a serious or violent felony;
4. AGENT shall provide to DISTRICT a list of names of its employees who may come in contact with students. The AGENT shall fulfill these requirements at its own expense.

San Leandro Unified School District/ School Sites will:

1. Conduct outreach to identify those students in need of mental health services.
2. Refer students to mental health services as appropriate and help to facilitate the receipt of referrals by school staff, families and the community through the COST process.
3. Ensure that a private, confidential space is made available for all regularly scheduled mental health service hours.
4. Ensure that the designated mental health space includes a telephone (or other reliable device or process for calling students from class).
5. Ensure that the FCSS clinician is provided with a current campus disaster/emergency plan and evacuation procedure protocols.
6. Obtain and distribute keys for FSCC intern as needed.
7. Direct concerns regarding FSCC mental health policies, procedures, and requests for modifications to agreed upon services to the FSCC Program Manager.

BILLING AND COLLECTIONS

FSCC will provide mental health services to SLUSD on a pro bono basis.

INSURANCE AND LIABILITY

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

FSCC will indemnify and hold harmless SLUSD against all liability, including liability for attorneys' fees and court costs arising out of, or in connection with, FSCC's performance of its duties under this agreement. SLUSD will indemnify and hold harmless FSCC 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 2013-2014 school year (June 30, 2014).

San Leandro Unified School District
14735 Juniper Street
San Leandro, CA 94579-1222

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Cindy M. Cathey, Superintendent
San Leandro Unified School District

May _____, 2013

Family Service Counseling Center
2208 San Leandro Blvd.
San Leandro, CA 94577

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Anne Gregan-Ver, Clinical Director
Family Service Counseling Center

May _____, 2013