

"OUR CHILDREN – OUR FUTURE"

## ***Ravenswood City School District***

### **ADMINISTRATIVE OFFICE**

2120 Euclid Avenue, East Palo Alto, California 94303  
(650) 329-2800 Fax (650) 323-1072

#### *Board Members:*

Ana Maria Pulido, President  
Sharifa Wilson, Vice President  
Stephanie Fitch, Clerk  
Marielena Gaona- Mendoza, Member  
Tamara Sobomehin, Member

Gina Sudaria

Interim Superintendent

### **Memorandum of Understanding BETWEEN Ravenswood City School District AND Counseling and Support Services for Youth**

This Memorandum of Understanding (MOU) describes and confirms an agreement between the ***Ravenswood City School District (DISTRICT)*** and ***Counseling and Support Services for Youth (CASSY)***. The purpose of this agreement is to formalize and clarify any expectations of and the relationship between the parties involved, thereby ensuring an effective working relationship for the implementation of comprehensive mental health services at Belle Haven (2 full time therapist), Costano (1 full time therapists), Los Robles-Ronald McNair (1 full time therapist), and Ravenswood Middle School (3 full time therapists). The total cost of services is \$555,000 – Ravenswood Education Foundation will pay \$270,000, and CASSY will fundraise the remaining \$285,000.

#### **I. DESCRIPTION OF SERVICES and PURPOSE OF COLLABORATION**

CASSY therapists are registered with the Board of Behavioral Sciences (which includes a LiveScan background check) and maintain ethical boundaries per the California Association of Marriage and Family Therapists, and are therefore subject to all mandated reporting laws. Therapists cannot provide services to students, families, or staff who may pose a conflict of interest. Youth who cannot be seen due to caseload, appropriateness, or boundary constraints will be provided referrals to community providers.

CASSY therapists will provide the following suite of services as requested by the DISTRICT. Services will be provided within the therapist's regularly scheduled period of work. COVID concerns and County health requirements may require the DISTRICT and CASSY to include telehealth options in the services below.

For students:

- Individual and group counseling
- Crisis intervention and support

For Staff:

- Consultation
- Training

For Parents and Community

- Consultation
- Workshops

CASSY provides ongoing supervision and training which is mandatory for all staff to maintain their credentials. All therapists receive one hour of onsite individual clinical supervision weekly and two hours of offsite group supervision weekly. In addition, therapists attend offsite training for 8 hours annually. A schedule of these meetings will be provided to the school staff.

## **II. TERMS OF UNDERSTANDING**

This agreement is effective on July 1, 2020 and will remain in effect until June 30, 2021, unless terminated pursuant to Section IX. The MOU shall be reviewed quarterly to ensure that it is fulfilling its purpose and to make any necessary revisions.

Amendments to this MOU must be provided to all signing persons and will become effective upon the signed approval of all parties.

## **III. SCHOOL and DISTRICT OBLIGATIONS**

- A. The DISTRICT will ensure that an appropriate administrator will be designated for assistance in implementing comprehensive mental health services.
- B. The DISTRICT agrees to appoint District staff, as necessary, to act as the primary point of contact between CASSY and DISTRICT for the development of a strategic plan for serving Ravenswood students.
- C. The DISTRICT agrees that District staff will help facilitate the process to gain access to program needs such as appropriate space, student information, etc.
- D. The DISTRICT agrees that DISTRICT will act as primary reporting agency when a staff person informs school staff of reasonable suspicion of child abuse, child neglect, harm to self or harm to others of a student residing in the district.

DISTRICT agrees to the reporting process outlined in Appendix A.

## **IV. CASSY OBLIGATIONS**

- A. CASSY agrees to provide stated service in Section I to the schools. Activities outside those specified in the stated services (section I) will be determined jointly by representatives from DISTRICT and CASSY.
- B. CASSY agrees to collaborate with the Director of Student Services and/or District Summer Program Coordinator and other DISTRICT staff in providing timely attendance reports, programming updates, student reports, accountability reports, and other unspecified reporting. CASSY agrees to provide the DISTRICT with mental health counseling data that will be provided monthly to district staff (Data must be written on the DISTRICT format provided) and must include the number of students in counseling, counseling start and end dates, referral source, reason for referral, and the number of students referred to outside agencies.
- C. CASSY agrees that at least one representative participate in DISTRICT mental health monthly meetings focusing on data reports, progress and next steps, and that all counselors attend bi-monthly meetings/check-in with principals on campus.
- D. CASSY agrees to provide the DISTRICT with a schedule and calendar of monthly therapy sessions for individual and small groups. CASSY agrees to follow a 12-week brief therapy model for all students (individual and group counseling).
- E. CASSY agrees that services provided by CASSY pursuant to this MOU may be supervised and evaluated by staff from the DISTRICT as a supplement to CASSY primary oversight.
- F. CASSY staff will ensure that there is 20:1 student to supervisory staff ratio at all times.



- G. CASSY agrees to provide orientations/presentations to district representatives, program staff, school staff and parents for informative purposes.
- H. CASSY agrees to provide the DISTRICT with a schedule and calendar of daily activities and upcoming events and to coordinate with the Director of Curriculum & Instruction and/or other District Staff in the planning and coordination of these events.
- I. CASSY agrees that when its interns and volunteers are utilized, staff from CASSY will be responsible for their training, supervision, TB clearance, fingerprinting, federal criminal background check, and of ensuring that such person fulfills all district requirements for instructional aid status if this person is in a supervisory position within the 20:1 student to staff ratio.
- J. CASSY agrees to ensure that all of their staff who will be on school property or work with students has proof of a negative skin test or chest x-ray for Tuberculosis. CASSY will provide DISTRICT with written verification that program staff has been cleared.
- K. CASSY agrees to ensure that all program staff that will be on school property has proof of FBI and Department of Justice Child Abuse Index fingerprint clearance. CASSY will provide RCSD with written verification that program staff has been cleared.
- L. CASSY agrees that in every case where a program staff person has reasonable suspicion of child abuse, child neglect, harm to self or harm to others of a student residing in the district, the staff person will comply with the reporting process outlined in Appendix A.
- M. CASSY as in force, and during the term of this Agreement shall maintain in force, a Comprehensive General Liability Insurance policy with limits not less than \$1,000,000.00 (one million dollars) each occurrence combined Single Limit for Bodily Injury and Property Damage. The policy shall name as additional insured the Ravenswood City School District, its Board, officers and employees. The policy shall require the insurer to provide to the District a thirty-(30) day notice of any cancellation or reduction of such insurance.

**V. CONFLICT RESOLUTION**

The Parties agree that differences of opinion regarding personnel or service practices or Parties will be discussed. If resolution is not obtained then, decisions will be made after discussion between the Director of Student Services, Director of Curriculum & Instruction, and CASSY management representatives.

**VI. NON-DISCRIMINATION**

CASSY and the DISTRICT shall not discriminate against any person rendering or receiving services pursuant to this Memorandum, on the basis of race, color, age, marital status, national origin, sex, creed, sexual orientation, or physical or mental disability, including HIV disease, as provided by State and Federal Law.

**VII. HOLD HARMLESS**

Each party is an independent contractor responsible for its acts and the acts of its officers, agents, and employees. Each party agrees to indemnify, defend, and hold harmless the other party, its officers, agents, and employees from any and all loss, injury, liability, damages, claims, demands, suits, or judgments arising from the acts or omissions of its officers, agents, and employees in connection with the performance of this agreement.

**VIII. CONFIDENTIALITY**

The parties shall maintain the confidentiality of all records generated during the period of this agreement pursuant to applicable Federal and State laws.

**IX. TERMINATION**

This Agreement may be terminated by either party by giving a minimum of thirty (30) days advance written notice to all parties.

**X. NOTICES**

All notices of the parties shall be in writing and shall be addressed as set forth below:

***Counseling and Support Services for Youth***

Marico Sayoc  
Executive Director  
MSayoc@CASSYBayArea.org  
544 Valley Way  
Milpitas, CA 95035

TO SCHOOL DISTRICT:  
Superintendent  
Ravenswood City School District  
2120 Euclid Avenue  
East Palo Alto, CA 94303

Copy to:

Business Services  
Ravenswood City School District  
2110 Euclid Avenue  
East Palo Alto, CA 94303

## SIGNATURE PAGE

### XI. AUTHORIZATION

The signing of this MOU is not a formal undertaking. It implies that the signatories will strive to reach, to the best of their ability, the objectives stated in the MOU.

On behalf of the organization I represent, I wish to sign this MOU and contribute to its further development.

#### ***RAVENSWOOD CITY SCHOOL DISTRICT***

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Gina Sudaria, Superintendent

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Date

#### ***Counseling and Support Services for Youth***

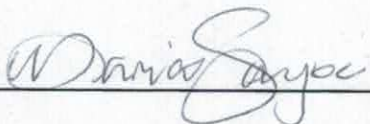
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Marico Sayoc, Executive Director

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Date

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June 16, 2020



## **APPENDIX A**

### **REPORTING PROCESS OF CHILD ABUSE, CHILD NEGLECT, HARM TO SELF OR HARM TO OTHERS**

#### **RAVENSWOOD CITY SCHOOL DISTRICT and CASSY**

The DISTRICT and the schools within the district and CASSY agree to the following process in the case of a student within the district reporting child abuse, child neglect, harm to self or harm to others:

1. In the case of harm to self, harm to others, or reporting of child abuse, CASSY staff will immediately contact and inform the appropriate program coordinator and/or school administrator to initiate the school's reporting process and CASSY staff-person will make a verbal and written report to that after school program site coordinator and/or school administrator.
2. The district's school sites shall carry out the reporting responsibilities (reports to law enforcement/child protective agencies) required by the Child Abuse and Neglect Reporting Act (Penal Code section 11164 et seq.) These include reports of the known or suspected instance of abuse to the child protective agency immediately, or as soon as practically possible, by telephone and by sending a written report within 36 hours of receipt of information by CASSY.
3. Within 24 hours, the school will send a facsimile transmission immediately, or as soon as practically possible, to CASSY confirming that the verbal report was made, as required by the Child Abuse and Neglect Reporting Act (Penal Code section 11164 et seq.), to the appropriate child protective agency.

The school will also send a facsimile transmission immediately, or as soon as practically possible, to CASSY confirming that a written report was made, as required by the Child Abuse and Neglect Reporting Act (Penal Code section 11164 et seq.), to the appropriate child protective agency within thirty-six (36) hours.

4. CASSY staff will send a letter concerning the incident within twenty-four (24) hours to the Director of Student Services. (Director should be notified immediately along with site coordinator- Director should be aware and will be consulted in the event that a report is made – probably move this up in your process...)