

**MEMORANDUM OF UNDERSTANDING  
BETWEEN  
LOS ANGELES COUNTY OFFICE OF EDUCATION  
AND  
SANTA MONICA/MALIBU UNIFIED SCHOOL DISTRICT  
FOR PARTICIPATION IN COMMUNITY SCHOOLS INITIATIVE**

This Memorandum of Understanding, herein referred to as “MOU”, is entered into by and between the Los Angeles County Office of Education (“LACOE”) and the Santa Monica/Malibu Unified School District (“District”). LACOE and District may be referred to collectively as the “Parties.”

**RECITALS**

**WHEREAS**, LACOE has entered with an MOU with the Department of Mental Health (DMH) through which LACOE will operate the Community Schools Initiative (CSI), included as Exhibit 1, attached hereto and made a part hereof; and

**WHEREAS**, the purpose of the Community Schools Initiative is to build equity for students by highlighting areas of need and leveraging community resources so that students are healthy, prepared for college, and career and civic ready; and

**WHEREAS**, using public schools as hubs, the CSI shall offer a range of supports and opportunities to children, youth, families, and communities to improve student outcomes, support trauma and resiliency-informed practices, and strengthen community partnerships by building new alliances and networks; and

**WHEREAS**, the purpose of this MOU is for District to participate in the CSI, to provide the CSI’s supports and opportunities to the District’s community; and

**WHEREAS**, the Parties acknowledge and agree that without District’s commitment to the terms and conditions set forth herein, LACOE will not include the District in the CSI.

**NOW, THEREFORE**, in consideration of the terms, conditions and mutual covenants contained herein, the sufficiency of which are hereby acknowledged, the Parties agree as follows:

1. Basis of Agreement

This MOU sets forth the District’s rights and responsibilities as a participating member of the CSI, including the facilities and services made available by the District in support of the CSI and data sharing necessary for implementation of the CSI. The District and LACOE agree to work collaboratively to ensure the effective implementation of the CSI. The facilities to be utilized by

LACOE are indicated on Exhibit 2, attached hereto and made a part hereof. These facilities are to be used only during the pendency of the CSI and solely for those purposes.

## 2. Term of MOU.

Subject to the availability of funds, this MOU is effective from July 1, 2019 and shall remain in effect through June 30, 2022 and may be amended only by mutual written consent of the parties.

- a. If LACOE receives written notice from DMH that DMH will not be renewing its agreement (Exhibit 1) for the next fiscal year, or if the agreement between DMH and LACOE is terminated upon a date prior to the end of a fiscal year, LACOE shall provide written notice to the District of such non-renewal or termination, within fifteen (15) days of LACOE receiving notice of the termination/non-renewal.
- b. District shall notify LACOE in writing at least one hundred and twenty (120) days in advance of the end of the fiscal year if District will not renew the MOU for the next fiscal year.
- c. LACOE shall notify District in writing at least one hundred and twenty (120) days in advance if LACOE will not renew the MOU for the next fiscal year, if the non-renewal is for reasons other than unavailability of funds or other than as set forth in Section 2(a).

## 3. No Cost to Either Party

The services provided by LACOE to District under this MOU shall be without cost to the District. The facilities and services provided by District to LACOE under this MOU shall be without cost to LACOE.

## 4. Facilities

District shall provide the following at the facilities indicated on Exhibit 2:

- a. Custodial Services – District shall provide custodial service at the same level as the District provides to regular office space not occupied by LACOE or CSI staff.
- b. Normal Building Maintenance – District shall be responsible for maintaining the facilities provided under this MOU in a manner generally accepted for office use. District shall immediately correct any and all deficiencies noted by LACOE, or shall provide suitable, acceptable alternative facilities.
- c. Utilities – In addition to customary utilities, District shall provide telephone service and internet access, including Wi-Fi, at the same level as the District provides to regular office space not occupied by LACOE or CSI staff.

d. Other expenses inherent in the rental of office space.

5. Use of Facilities by Community Based Organizations

LACOE's CSI staff shall be permitted to allow District-approved Community Based Organizations (CBOs) to provide and deliver appropriate services at the District school site, as identified by school needs assessments. District, in its sole discretion, shall determine which CBOs shall be permitted to provide and deliver services to District students. In accordance with Education Code § 45125.1, District shall determine whether a CBO's employees will have more than limited contact with District pupils in the performance of work under the CSI. District shall fingerprint in compliance with Education Code section 45125.1 any CBO employees who are determined to have more than limited contact with District pupils.

6. Indemnification

a. LACOE's Indemnification

LACOE agrees to defend, indemnify, and hold harmless District from and against any and all demands, debts, liens, claims, losses, damages, liability, cost, expenses (including, but not by way of limitation, attorneys fees and costs actually incurred, whether or not litigation has commenced), judgments or obligations, actions, or causes of action whatsoever, for or in connection with injury or damage (including, but not limited to death) to any person or property to the extent that such injury or damage results from negligent acts by LACOE or LACOE's officers, employees, contractors or agents. LACOE shall have no obligations under this section for any acts of CBOs on District property, and such CBOs shall not be considered officers, employees, contractors or agents of LACOE.

b. District's Indemnification

District agrees to defend, indemnify, and hold harmless LACOE from and against any and all demands, debts, liens, claims, losses, damages, liability, cost, expenses (including, but not by way of limitation, attorneys fees and costs actually incurred, whether or not litigation has commenced), judgments or obligations, actions, or causes of action whatsoever, for or in connection with injury or damage (including, but not limited to death) to any person or property to the extent that such injury or damage results from negligent acts by District or District's officers, employees, contractors, agents or District-approved CBOs.

7. Insurance

Both LACOE and District shall maintain programs of insurance including general liability, property damage, workers' compensation, and automobile protection in amounts adequate to protect LACOE and District as their interests may appear. Insurance may be by a self-insurance

program. District's insurance policy under this section shall name LACOE as additional insured, and LACOE's insurance policy under this section shall name District as additional insured.

#### 8. Data Sharing

District agrees to provide LACOE with personally identifiable information from student education records. For purposes of implementing the CSI, LACOE shall be considered a school official with legitimate educational interests performing an institutional service or function for which the District would otherwise use employees, allowing the District to disclose personally identifiable information from education records of students without the consent required by 34 C.F.R. § 99.30 and Education Code § 49076(a). Data will be shared between District and LACOE via the Educational Passport System (EPS), in addition to other mutually agreed upon methods. An amendment to the EPS is attached as Exhibit 3.

#### 9. Sharing of Student Data by LACOE with Third Parties

LACOE shall provide DMH with de-identified information and shall assign unique identification numbers to participating students to allow program monitoring. LACOE shall only share District-provided student data with other third-party entities if LACOE first determines that such disclosure is permissible under state and federal law, or a specific release form from the educational rights holder is presented via EPS.

#### 10. District to Obtain Parental Consent

District shall obtain written consent from the parent or education rights holder of each student who shall participate in the CSI program. Such consent shall authorize the disclosure of data as provided in this MOU.

#### 11. Confidentiality of Student Data

Other than as otherwise specified in this MOU, the Parties will maintain the confidentiality of any and all student data exchanged by each as a part of this MOU. The confidentiality requirements under this paragraph shall survive the termination or expiration of this MOU or any subsequent agreement intended to supersede this MOU. To ensure the continued confidentiality and security of the student data processed, stored, or transmitted under this MOU, the Parties shall establish a system of safeguards that will at minimum include the following:

- a. Procedures and systems that ensure all student records are kept in secured facilities and access to such records is limited to personnel who are authorized to have access to said data under this section of the MOU.

- b. All designated staff at the educational institutions involved in the handling, transmittal, and/or processing of data as part of this MOU are bound under this MOU to maintain the confidentiality of all student related personally identifiable information.
- c. Assurances that each Party shall comply with the access log requirements of Education Code section 49064.
- d. Procedures and systems shall require the use of secured passwords to access computer databases used to process, store, or transmit data provided under this MOU.
- e. Procedures and systems, such as good practices for assigning passwords, shall be developed and implemented to maintain the integrity of the systems used to secure computer databases used to process, store, or transmit data provided under this MOU.
- f. Procedures and systems that ensure that all confidential student data processed, stored, and/or transmitted under the provisions of this MOU shall be maintained in a secure manner that is reasonably designed to prevent the interception, diversion, or other unauthorized access to said data.
- g. The right of access granted shall not include the right to add, delete, or alter data without the written permission of the agency holding the data.
- h. The procedures and systems developed and implemented to process, store, or transmit data provided under this MOU shall ensure that any and all disclosures of confidential student data comply with all provisions of the “Family Educational Rights and Privacy Act” and California law relating to the privacy rights of students, such as but not limited to, the Information Practices Act and the California Public Records Act insofar as such laws are applicable to the parties to this MOU.

#### 12. Independent Contractor Status of LACOE

LACOE is an independent entity and not an agent or representative of the District. LACOE and its staff performing work under this MOU shall not at any time or in any manner represent that LACOE or any of its officers, employees, or agents are employees of the District. LACOE shall have sole responsibility for supervising and assigning work to LACOE employees performing work under this MOU, and for complying with all applicable labor laws. LACOE may, at its own expense, employ consultants or additional support staff as LACOE deems necessary to perform the services required by this agreement.

#### 13. Independent Contractor Status of District

District is an independent entity and not an agent or representative of LACOE. District and its staff performing work under this MOU shall not at any time or in any manner represent that District or any of its officers, employees, or agents are employees of LACOE. District shall have

sole responsibility for supervising and assigning work to District employees performing work under this MOU, and for complying with all applicable labor laws.

#### 14. District Assistance in Hiring Local CSI Staff

LACOE and the District agree that CSI staff must have a unique understanding and knowledge of each participating District's local community. As such, District feedback shall be sought and provided in the evaluation of each CSI candidate's local knowledge, but all CSI staff shall be employees of LACOE, LACOE shall be solely responsible for determining whether to hire a specific candidate, and District shall not be considered a joint employer of CSI staff. Prior to LACOE hiring, District shall inform LACOE of non-private information regarding any previous or existing employment relationship between a candidate and District.

#### 15. Role of CSI Staff in Developing and Implementing District CSI Model

CSI staff assigned to support the CSI shall support the District's development and implementation of the CSI model. CSI staff shall be supervised by LACOE's Director of Community Schools, and the primary duty of CSI staff is to perform CSI-related work. District shall have no authority to assign other duties to CSI staff or to direct the performance of CSI staff.

#### 16. Local Trainings

As described in LACOE's master agreement with DMH, CSI staff shall support District in developing staff training that is applicable to each District host school site based on the needs of the school community and awareness around the community schools framework.

#### 17. Local Services

A variety of services may be delivered at the community school site, which shall be identified through a needs-based assessment and subject to approval by the District Superintendent or designee. Examples of services that may be provided include, but are not limited to:

- Transcendental Meditation
- Crisis Prevention
- Family Therapy
- Family Counseling
- Family Engagement
- Arts Education
- Mental Health

#### 18. District Notification of CSI Staff Absence

All LACOE staff assigned to this initiative will participate in professional development trainings and meetings. LACOE may also require CSI staff to attend and/or present at trainings, meetings,

or other events. LACOE will, in a timely manner, notify the District school site administrator of dates that CSI staff will be absent from the District site to participate in such trainings, meetings, or other events.

#### 19. Outcome Measuring Tools

Ongoing assessment and monitoring of the CSI project is essential to determine the impact of its services in reducing risk factors and increasing protective factors for participating children and families. CSI staff will review information collected from teachers, students, and parents/guardians, as well as LACOE reports to evaluate and track program outcomes. District input shall be sought and provided for purposes of evaluating the local CSI program, including outcomes, and CSI staff.

#### 20. District Cooperation with CSI Reporting

District acknowledges that per the master agreement between LACOE and DMH, LACOE must submit reports and data to meet specific DMH deadlines. When applicable, District shall provide LACOE with information and assistance to allow LACOE to meet those deadlines.

#### 21. Communication Regarding CSI

It is expected that participating schools and Districts will support LACOE in communication around the CSI. District support may be requested, such as by adding links to a school's website, displaying banners associated with the CSI, and providing support with the use of established school communication systems. LACOE shall submit any such requests to the school site administrator for review in accordance with District policy.

#### 22. School Climate Survey

To measure school climate change, LACOE will utilize a Climate Survey that allows the District to document, track, and advance District quality and sustainability improvement goals, and assess trauma responsiveness. Any surveys administered will comply with all legal obligations under state and federal law. The survey will be administered at both the beginning and end of the school year to educators, students, and parents.

#### 23. Community School Advisory Boards

Each community school site will create a Community School Advisory Board that will meet at least bi-monthly. The Advisory Board will support the work and the integration of the community school practices. The Advisory Board will collaborate, by being actively involved in the work and vision of the school community. Membership will include but not be limited to the following: host school site administrator (or designee), CSI staff, parents, school staff and students, as well as members of the local community. The Advisory Board will work to contribute to the Initiative, in supporting and ensuring program messaging, program integration and program success, while advising on the needs of the school community. Ongoing program

data and outcomes will be provided to the Advisory Board on a regular basis to help the Advisory Board assess community school needs and review program implementation. LACOE's Community Schools Program, with the support of the school site administration, shall identify Community School Advisory Board Members.

#### 24. Dispute Resolution/Attorneys' Fees

The Parties agree to submit to binding arbitration to address any controversy or claim rising out of, or relating to this MOU. The arbitration award shall be binding upon the Parties and shall be enforceable in any court of competent jurisdiction. Both Parties shall share the cost of the dispute resolution process equally although attorneys and witnesses or specialists and their fees and expenses shall be the direct responsibility of each party who calls them and/or retains their services. Each party shall bear their own attorneys' fees. This MOU shall be governed by the laws of the State of California with venue in Los Angeles County.

#### 25. Entire Agreement

This document states the entire agreement between the Parties with respect to its subject matter and supersedes any previous and contemporaneous or oral representations, statements, negotiations, or agreements.

#### 26. Execution

Each of the persons signing this MOU on behalf of a party or entity other than a natural person represents that he or she has authority to sign on behalf and to bind such party. If governing board ratification is required to bind District, District shall provide evidence of such ratification to LACOE.

#### 27. Severability

If any provision of this MOU is held to be illegal, invalid, or unenforceable by a court of competent jurisdiction, or under present or future laws effective during the term of this MOU, such provision shall be fully severable. This MOU shall remain in full force and effect unaffected by such severance, provided that the severed provision(s) are not material to the overall purpose and operation of this MOU.

#### 28. Waiver

Waiver by any signatory to this MOU of any breach of any provision of this MOU or warranty of representation set forth herein shall not be construed as a waiver of any subsequent breach of the same or any other provision. The failure to exercise any right under this MOU shall not operate as a waiver of such right. All rights and remedies provided for in this MOU are cumulative.

29. Modification and Amendments

This MOU may be amended or modified at any time by written mutual agreement of the authorized representatives of the signatories to this MOU. LACOE and the District further agree to amend this MOU to the extent amendments are required by an applicable law or policy issued by an appropriate regulatory authority if the amendment does not materially affect the provisions of this MOU. However, if new laws, policies, or regulations applicable to the educational institutions are implemented which materially affect the intent of a provision of this MOU, the authorized representatives of the signatories to this MOU shall meet within a reasonable period of time, e.g. 20 business days from the date of notice of such change of law, policy, or regulations, to confer regarding how and/or if those laws, policies, or regulations will be applied or excepted.

LOS ANGELES COUNTY  
OFFICE OF EDUCATION

SANTA MONICA/MALIBU UNIFIED  
SCHOOL DISTRICT

By \_\_\_\_\_  
Patricia Smith  
Chief Financial Officer

By \_\_\_\_\_

\_\_\_\_\_  
Typed or Printed Name

Title \_\_\_\_\_

Date \_\_\_\_\_  
ab Revised 8/12  
Report - 5/6/19

Date \_\_\_\_\_

# CONTRACTS ADMINISTRATION

## MEMORANDUM OF AGREEMENT BETWEEN THE LOS ANGELES DEPARTMENT OF MENTAL HEALTH AND THE LOS ANGELES COUNTY OFFICE OF EDUCATION FOR COMMUNITY SCHOOLS INITIATIVE SERVICES

### I. OVERVIEW

On January 15, 2019 the Los Angeles County Board of Supervisors (Board) approved Motion No. 19-2422 instructing the Department of Mental Health (DMH) to provide funding to the Los Angeles Unified School District (LAUSD) to enhance mental health and wellbeing services among students, families, and staff. The Board approved a subsequent amendment to this motion instructing the Director of DMH, in partnership with the Los Angeles County Office of Education (LACOE), the Los Angeles County Chief Executive Office (CEO), and the Auditor-Controller (A-C), to develop a countywide plan for providing school based mental health services, including but not limited to, prevention services, education, support, and outreach.

DMH, in partnership with LACOE, CEO, and the A-C, will enhance school mental health services countywide by providing supportive services, training, and coordination at selected school sites. The proposed framework focuses on three key initiatives, including:

1. Develop trauma-informed schools
2. Implement the Community Schools Initiative (CSI) approach focused on developing community partnerships that reinforce mental health supports
3. DMH School Based Services Coordination Teams to develop and improve the infrastructure of school mental health services

These initiatives will ensure optimal coordination of services and leveraging of available resources.

### II. OBJECTIVE

DMH proposes the following framework, incorporating the development of trauma-informed schools and the implementation of Community Schools as a way to enhance mental health and wellbeing:

#### A. *Developing Trauma-Informed Schools*

Educating school staff and administrators on the impact of trauma and how to apply a trauma-informed lens in schools is essential to providing comprehensive school-based services. The goal of these trainings is to facilitate a discussion to help staff understand the impact of trauma on students and learn strategies to support mental wellbeing and resilience.

## B. *Implementing Community Schools*

The Community Schools (CS) Model is an evidence-based school improvement framework that recognizes the role of family and community as key stakeholders who can collaborate with educators to address external factors influencing student achievement, such as family circumstances, traumatic events (including adverse childhood experiences), poverty, and health concerns, while incorporating cultural differences, and student engagement. Additionally, Community Schools represent a site-based strategy of schools partnering with community agencies and allocating resources on campus to provide an accessible and integrated focus on academics, health and social services, youth and community development, and community engagement and development. The four pillars that appear in most Community Schools are:

1. Integrated student supports: address out-of-school barriers to learning through partnerships with social and health service agencies and providers.
2. Expanded learning time and opportunities: are thoughtfully selected additional enrichment supports and partnerships during and beyond the school day for students and their families; they are associated with positive academic and non-academic outcomes, including improvements in student attendance, behavior, and academic enrichment.
3. Family and community engagement: brings parents and other community members into the school as partners with shared decision-making power in their children's education.
4. Collaborative leadership and practice: build a culture of professional learning, collective trust, and shared responsibility.

Family involvement in children's learning, both at home and school, promotes strong student performance outcomes. The goal of Community Schools, as the centers of the community, is to engage and strengthen families and communities so that they can contribute more effectively to student learning and development (Community Schools: Engaging Parents and Families). The hope is that through deep engagement and collaboration, students, families, communities and schools become partners with mutually agreed upon strategies to help create a more nurturing, safe, and respectful school climate.

To promote family and community engagement and collaborative practices, LACOE CS staff plan to conduct ongoing needs assessments with students, families, and community members to identify services needed. In addition, CS will provide leadership, integrated health, social supports and opportunities for families to build their capacity to support themselves and their children. Effective engagement will increase family and community participation in school activities and decision making which in turn will build parent leadership in the school community.

Overall, trauma-informed schools and community schools are dedicated to building school capacity to increase protective factors and reduce risk factors for

children, youth, and families in jeopardy of developing serious emotional mental disturbances.

### **III. LACOE BACKGROUND**

LACOE is a state-funded public agency that promotes academic excellence and financial stability in the county's 80 K-12 public school districts. There are reportedly 1.5 million K-12 students enrolled in LACOE's school districts, approximately 84% are students of color, 4.7% are homeless, 1.3% are foster youth, and 67% receive free/reduced priced meals.

LACOE is uniquely situated to participate in the Community Schools Initiative as it oversees all other school districts in LA County that are outside of Los Angeles Unified School District. By partnering with LACOE, DMH can leverage LACOE's partnerships with all 80 public school districts to provide preventative mental health services countywide.

### **IV. SERVICES TO BE PROVIDED**

LACOE, in collaboration with DMH, intends to provide comprehensive, culturally sensitive, strengths-based services to increase protective factors and promote social-emotional wellbeing. Services will be tailored to meet the needs of each school district's Community School. Interventions will target the universal and selective prevention tiers. The CS project will focus on three priority improvement areas including:

1. Developing trauma-informed schools;
2. Developing community partnerships; and
3. Supporting strong student performance outcomes

The overall goal of CS is to improve the academic, emotional, and physical wellbeing of participating students to improve their educational outcomes. CS services will include school-based services for students and their families by providing:

1. Access to school-based mental health, including workshops on wellbeing
2. Access to concrete supports, education, counseling and referrals to appropriate services when needs are identified
3. Expanded peer-led wellness activities for the school community
4. Increased enrichment opportunities for families, such as parent education regarding teen mental health and health related topics
5. Increased school and community engagement and collaboration
6. Expanded learning times and engagement/participation

LACOE will partner with Margaret's Place to provide on-site mental health prevention services for the Community Schools sites that do not have a current DMH mental health provider on site. Margaret's Place utilizes the Youth Empowered to Speak (YES) curriculum which educates middle and high school aged youth about issues

related to violence and empower them to seek alternatives to violence. The topics are intended to educate, elicit personal responses and support students in engaging in reflection. Topics include:

- Understanding violence
- Impact of trauma
- Coping skills and safety strategies
- How to help a friend and be a responsible by stander
- Empowerment

## V. TARGET POPULATION

The target population to be served in the CS Initiative includes children, youth and families residing in school districts overseen by LACOE. A CS hub will be located at one identified school site per school district. LACOE has identified 15 school districts to implement the CS Project (refer to **Addendum A**).

LACOE will target at least one school in each of the five (5) Supervisorial Districts utilizing the analysis of data included in *Measure of America's Portrait of LA County and LACDPH's Education and Health in LA County Report*. This data includes the education index, underrepresented students, high school graduation rates, graduates with A-G<sup>1</sup> requirements, suspension rates, chronic absenteeism, and violent crimes. Santa Monica-Malibu Unified was selected based on a comparison with other school districts within its respective supervisorial district. Factors compared include attendance, chronic absenteeism, homelessness, poverty rates, and mental health needs.

The intended outcome is for selected schools to become a “hub in its neighborhood, uniting educators, community partners, and families to provide all students with top-quality academics, enrichment, health and social services, and opportunities to learn and thrive” (Coalition for Community Schools).

## VI. TRAININGS

Educating school staff and administrators on the impact of trauma and how to apply a trauma-informed lens in schools is essential to providing comprehensive school-based services. To achieve this goal, DMH has partnered with the UCLA Center of Excellence to develop a trauma-based curriculum to provide trauma- and resilience-informed trainings. Trauma-informed trainings will be available to educators, parents, and community partners to support an understanding of children’s behaviors utilizing a trauma-informed lens. The training plan includes on-line trainings for educators and school mental health professional and paraprofessional staff to support implementation of the CSI model. The plan integrates trauma-informed parent

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<sup>1</sup> To be eligible to enter a four-year public college, students must meet a series of course requirements called A through G.

engagement, early childhood supports, tiered prevention curriculum, and cross services training.

In addition, Transcendental Meditation (TM) Trainings through the David Lynch Foundation will be provided at selected school sites to teachers and other appropriate school staff (e.g. school counselors). School staff will be trained on how to set up opportunities in the school day for meditation sessions and to prepare them on potential issues that may arise when students begin TM. After the training, consultation services will be available to the trained staff. A certain number of students and parents/caregivers will also be trained.

LACOE will assess the training needs of each community school and evaluate for additional workforce development trainings needed to ensure that school communities are trauma-informed. LACOE shall, as part of their continued community developments, leverage their resources to continue to train staff in trauma- and resilience- informed practices. Educational engagement will also be delivered to parents/caregivers and others within the school community to cultivate a deeper understanding of trauma and the factors that shape young children's social emotional development.

## **VII. OUTCOME MEASURES**

The intention of Community Schools is to reduce risk factors and increase protective factors, which aligns with the MHSA Regulations. Community Schools will offer a range of supports and opportunities to achieve improvement from a baseline in the following five goals:

1. Students attending school consistently
2. Students succeeding academically
3. Students engaging in learning and participating in their communities
4. Families engaging with their children's education
5. Healthy students - physically, socially, and emotionally

### Deliverables

The Community Schools Program Specialist (CSPS), Educational Community Worker (ECW), and Coordinator I under the Director of Community Schools Development, will assist in the implementation of the Community Schools Initiative in school districts overseen by LACOE. A dedicated CSPS and ECW will be assigned to each of the identified school districts.

These school-based positions will liaise with multiple Los Angeles County offices and agencies to assist the school community in understanding the Community Schools' framework, navigate the process of developing a Community School, identify resources, and foster partnerships with county agencies and community-based organizations. The CSPS and ECW will engage in a professional learning community that will share, learn, and support one another.

### Outcome Measure Tools

Ongoing assessment and monitoring of the Community Schools project is essential to determine the impact of its services in reducing risk factors and increasing protective factors with participating children and families. Community Schools' staff will review the outcome measures collected from teachers, students, and parent/caregivers, as well as LACOE reports to evaluate and track the program outcomes. A battery of assessment and screening tools will be determined in collaboration with DMH and UCLA Center of Excellence (COE).

DMH and LACOE will collaborate on identifying data elements and developing data collection methods to evaluate wellbeing and educational outcomes that are consistent with MHSA regulations, demonstrating an increase in protective factors and decrease in risk factors for program participants.

### School Climate Survey

To measure climate change, LACOE CS will utilize an approved Climate Survey that allows the school district to document, track, and advance their quality and sustainability improvement goals, and assess trauma responsiveness. The survey will be completed at the beginning of the school year and at the end of the school year by educators, students, and parents and submitted to DMH at the end of each fiscal year, no later than July 15<sup>th</sup>. A survey assessing school climate through observation will be completed by the Community Schools Program Specialist (CSPS) or Educational Community Worker (ECW).

## **VIII. DATA COLLECTION**

LACOE will cooperate with DMH in the regularly scheduled monitoring of the Community Schools, including the review of the agency and program records, site visits, telephonic conferences, correspondences, and attendance at any meetings where LACOE adherence to the performance-based criteria will be assessed or evaluated as part of LACOE's performance of this Memorandum of Agreement (MOA). LACOE will partner with UCLA COE to develop a process for systematically collecting required service delivery evaluation data. LACOE/CSI staff will administer surveys to evaluate the CSI program and/or prepare linked student and school data to transmit to UCLA COE. UCLA will support the program evaluation design, survey collection platform, data analysis and evaluation reports on the CSI initiative as partners to LACOE. LACOE and each participating LACOE school district will develop a Data Use Agreement (DUA) with UCLA which will enable sharing of unidentified student level data including academic, attendance, climate, social emotional and well-being metrics outlined in this MOA that can be linked to analyze the impact of CSI services. LACOE will provide UCLA COE with the necessary fields to link across data sets or will link the data prior to delivery. Data will be provided to UCLA twice annually so that UCLA can work with LACOE to produce a semi-annual report during the 3-months following receipt of the data. This report will be transmitted to DMH to complete the reporting requirements of this funding.

UCLA COE will conduct qualitative interviews and/or focus groups with school personnel, parents and students as part of the qualitative evaluation of the CSI, analyze these data and develop reports for LACOE and DMH. Data will be analyzed by LACOE and UCLA COE no less than every six (6) months to complete the required semi-annual and annual reporting requirements of this funding. LACOE will prepare and submit an annual summative report to DMH; DMH will provide LACOE with the template.

**Development of Data Tracking Processes**

LACOE will collaborate with the UCLA COE to develop a process for systematically collecting required data elements. LACOE will share data with DMH to monitor and evaluate the required data elements, as well as evaluate the quality and performance indicators and outcomes at the program level. Should there be a change in federal, State, and/or County policies/regulations, DMH at its sole discretion, may amend these performance-based criteria via an amendment to this MOA.

**Socio-Demographic Data**

LACOE will gather and report client socio-demographic information in accordance with the reporting guidelines identified in the MHSA Regulations. LACOE will share socio-demographic information with UCLA COE as needed for data analysis and reporting. Data will be reported to DMH as outlined in the regulations.

**Data Report and Schedule**

Data will be gathered and reflected in the required semi-annual and annual reports submitted to DMH:

Data Required	Report Form	Submission Dates
Numbers Served: Students/Parents/Families Staff	Non-Identified Raw Data & Aggregate Summary	Semi-Annually January 15 & July 15
Numbers Linked to: Concrete supports Community resources	Non-Identified Raw Data & Aggregate Summary	Semi-Annually January 15 & July 15
Demographic Data	Non-Identified Raw Data & Aggregate Summary	Semi-Annually January 15 & July 15
Outcome Measures Data	Non-Identified Raw Data & Aggregate Summary	Semi-Annually January 15 & July 15

**Data Sharing**

Data will be collected with individual identifiers by LACOE. LACOE will link data elements and shared de-identified linked data (such as individual student universal screening outcomes, academic outcomes and service participation) with UCLA COE and DMH. Linking student level service participation and outcome data will be central to the evaluation. LACOE will share non-identified raw and aggregate data with DMH and UCLA COE. LACOE will provide data requested under section Performance-Based Criteria.

**IX. PERFORMANCED BASED CRITERIA**

The Community School model will allow the selected school districts to have hubs for community school programming that will improve the academic, emotional, and physical wellbeing of participating students so they improve their educational outcomes. The Community Schools Initiative will be measured by all of the following performance-based criteria:

<b>PERFORMANCE BASED CRITERIA</b>	<b>METHODS OF DATA COLLECTION</b>	<b>PERFORMANCE TARGETS</b>
Professional Development	Training Evaluation Surveys	Program and school staff will report increased knowledge about trauma-informed practices
Community Collaborative Development	LACOE Reports Collaborative meeting Sign-in sheets	Increase number of MOUs with community partners
Decrease Absenteeism	LACOE Reports School Site Attendance Reports California Longitudinal Pupil Achievement Data System (CALPADS)	Show a decrease in absenteeism at the school site and students who participate in CS services
Increase social connectedness	Number of events Sign-in sheets Evaluation Surveys Climate Surveys LACOE reports	Parents/Caregivers and community partners will report increased knowledge about trauma-informed care; Increased involvement in the school site council, advisory committee, and community forums
Referral and Linkage	LACOE Reports Educational Passport System (EPS) Report by Service Type	Successful linkages of students and families to concrete supports and community resources (e.g. mental health, health, housing, legal) in the community

PERFORMANCE BASED CRITERIA	METHODS OF DATA COLLECTION	PERFORMANCE TARGETS
Reduce suspensions and expulsions	LACOE Reports State Reports CALPADS EPS	Show a reduction in suspensions and expulsions at the school site and students who participate in CS services
Increase graduation rates	LACOE Reports State Reports EPS	Show an increase in graduation rates at the school site and students who participate in CS services
Expanded learning times and opportunities	LACOE Reports	Show an increase in enrichment and educational support programming

Further evaluation of the impact of the Community School model implementation includes the identification of a comparison school within the same school district. LACOE will collect and transmit to UCLA COE the following data elements from the comparison schools to evaluate the impact of Community Schools on these universal data points. UCLA can provide consultation on selection of comparison schools within each school district.

COMPARISON SCHOOL DATA ELEMENTS		
CATEGORY	DESCRIPTION	METHODS OF DATA COLLECTION
Absenteeism	The average number of days students in each grade level miss in a school year	LACOE Reports School Site Attendance Reports California Longitudinal Pupil Achievement Data System (CALPADS)
Suspensions and expulsions	The total number of suspensions in expulsions in a school year	LACOE Reports State Reports CALPADS EPS
Graduation rates	The total number of students who graduated in the school year	LACOE Reports State Reports EPS

## X. BUDGET

The total amount of funding committed for CSI implementation at LACOE pilot sites is \$16,264,886. This funding will be allocated over three (3) fiscal years beginning FY 2019-20. The budget is outlined in **Addendum B – LACOE budget.**

A. Staffing

LACOE will hire or contract for staff at their own discretion to meet the needs of the CSI, including a unit to oversee the administration of services and meet the responsibilities of LACOE as outlined in this MOA. LACOE will seek input from each school district during the hiring process to identify candidates that have knowledge of the districts and communities to be served. The unit will be comprised of the staff items listed below:

1. LACOE Community Schools Director of Development

The Community Schools Director of Development, under the Chief Academic Officer, will be a driving force for the CSI in Los Angeles County. The Director will work strategically with Los Angeles County departments, local city services, community-based organizations, businesses and LACOE staff, as appropriate, to build partnerships and a network of high-quality resources. The Director will provide guidance and technical assistance to school districts, LACOE stakeholders, and as appropriate, to external stakeholders – county and city departments, community-based organizations and businesses.

*Duties:*

- a. Provide outreach to school districts to engage school personnel and increase awareness of Community Schools as an evidence-based school improvement framework.
- b. Organize ongoing professional development for schools, county agencies, community partners, businesses, LACOE staff, and institutes of higher education to support the Community Schools Initiative.
- c. Utilize a Community School framework from a strengths-based, solution-focused perspective.
- d. Establish a community of practice for Community School Leaders.
- e. Use resource-mapping methodology annually to identify assets and resources that can be used to build Community Schools.
- f. Develop a resource network of high-quality programs and services available to schools. Resources can include but are not limited to expanded learning opportunities, health services, mental health services, parent/family engagement, and direct material assistance.
- g. Serve as a liaison for agencies and programs interested in partnering with school districts.
- h. Provide a forum for stakeholders to build capacity and sustain the Community Schools.
- i. Monitor progress of schools in the development and expansion of Community Schools.
- j. Review progress and use data to report on outcomes of the Community School Initiative in Los Angeles County.

- k. Develop a systematic referral process for Community Schools' programming, such as linkage to mental health services and concrete supports.

## 2. Coordinator I – Community Schools Development

The Coordinator I, Community Schools Development, shall provide administrative support to the Los Angeles County Office of Education's Community Schools Initiative. Position will assist with the oversight and monitoring of initiative by providing direction with the implementation of the community school strategy at participating school districts. This will include providing and developing professional development focused on building a comprehensive community school model.

### *Duties:*

- a. Will monitor and support the development of professional development sessions over the community schools initiative.
- b. Will also provide individualized support to each schools professional development plans related to social emotional learning.
- c. Will facilitate the creation and coordination of Community School Advisory Boards.
- d. Will provide support and assistance with Coordination of Services Teams that meet regularly to monitor delivery of services.
- e. Will provide coaching to Program Specialist and Educational Community Workers in their support to improving their practice.
- f. Support with the data requirements and evaluation practices of the initiative.

## 3. Coordinator I – Psychiatric Social Worker

Promotes early identification of students with behavioral, social, and/or emotional problems and provides opportunities for ameliorative intervention; and recommends procedures for dealing with those effects on a student's learning and behavior under the supervision of Director of Educational Programs.

### *Duties:*

- a. Conducts staff development to address barriers to learning and restore and maintain a safe and healthy learning environment for students, staff, and parents, including: Impact of Trauma and Learning, Mental Health First Aid, Crisis Intervention, Threat Assessment and Management, and Suicide Prevention Services.
- b. Collaborates with teachers and school staff providing mental health consultation to develop strategies for classroom management, designing and monitoring behavioral contracts, and positive behavior support planning and implementation.

- c. Provides community referrals, linkages, and collaborations with District and community resources to address student and family needs.
- d. Plans, coordinates, and participates in multidisciplinary teams, including: Coordination of Services Team (COST), Student Success Teams (SST), Resource Coordinating Council, School Wide Positive Behavior Support (SWPBS), and other activities.
- e. Participates in school, central and decentralized District Crisis Teams and Threat Assessment Teams.
- f. Provides student and parent psycho-education on topics that include mental health, trauma awareness, social skills, conflict mediation, grief, drug prevention, and other social emotional issues that impact learning.
- g. Promotes parent engagement in the educational process.
- h. Provides direct supervision and instruction to University Interns in Social Work programs that are assigned to support school programs.

#### 4. Community Schools Program Specialist (CSPS)

The Community Schools Program Specialist is a dedicated staff member responsible for coordinating and supporting programs that address the learning barriers for students. In partnership with the site administrator, the CSPS will develop a system of support for students, families, and community members. Additionally, the CSPS is responsible for implementing administrative systems, procedures, and policies; monitoring administrative projects; and maintaining program fidelity.

##### *Duties:*

- a. Conduct a needs assessment and identify community school district priorities by working with school administrators, teachers, partner agencies, parents and students to identify barriers to learning, available resources, and gaps in services.
- b. Identify, engage, and recruit partners to offer programs and services to students and families based on the community's needs assessment. Develop administrative agreements/MOUs with partners to provide services.
- c. Develop the continuum of services for the students, families and community members within the school neighborhood.
- d. Create a referral system to assist with linkage and assist directly with information sharing and referral services to maintain an effective referral process to community resources.
- e. Develop, maintain, and publicize a schedule of programs and activities offered at the school.
- f. Create, strengthen and maintain the bridge between the school and the community by creating regular and ongoing, minimum of bi-monthly, opportunities for shared leadership and trust; this can be done through the stakeholder group / Community School Advisory Board.
- g. Facilitate and provide leadership through collaboration in order to resolve related issues to service delivery, access and coordination.

- h. Assess for improvement and shared accountability between partnerships.
- i. Advocate for students, families and community members within the school neighborhood.
- j. Facilitate an awareness of needs and trends within the community
- k. Coordinate all services and trainings to support the CSI plan that take place during and beyond the school day. Services can include, but are not limited to, expanded learning opportunities, health services, mental health services, parent/family engagement and concrete supports.
- l. Serve as the liaison between the expanded learning staff, teachers, and community partners.
- m. Administer/collect/review outcomes/progress through observation and identified data collection tools and assist in the preparation of outcome reports.

#### 5. Educational Community Worker (ECW)

Meaningful family and community engagement is associated with positive student outcomes and increased trust between students, parents, and staff. The ECW will support the enhancement of family and community engagement within the Community School.

##### *Duties:*

- a. Assist the CSPA in the creation and implementation of CSI plan for their assigned school district.
- b. Assist in the community needs assessment to prioritize services, identify gaps in services, and build on existing supports.
- c. Assist with the coordination of all services and trainings to support the CSI plan that take place during and beyond the school day. Services can include but are not limited to expanded learning opportunities, health services, mental health services, parent/family engagement, and concrete supports.
- d. Establish and facilitate a regularly scheduled (a minimum of bi-monthly) parent group which will include parent trainings to educate parents on topics related to student success and trauma-informed responsiveness.
- e. Create, strengthen and maintain the bridge between the school and the community by creating regular and ongoing, minimum of bi-monthly, opportunities for shared leadership and trust; this can be done through the stakeholder group / Community School Advisory Board.
- f. Assist with referrals to community resources and follow up on linkages provided to students and families, including those for concrete supports.
- g. Identify, collaborate and build relationships with community-based organizations that can support and provide services to the school site. Serve as a liaison for agencies, parents/caregivers and programs interested in partnering with the school district.

- h. Administer/collect/review outcomes/progress through observation and identified data collection tools and assist in the preparation of outcome reports.
- i. Communicate with caregivers/parents to ensure the family's needs are being met and services are being maximized to the extent possible. Communication should occur on a routine basis.
- j. Work with CSPS and school site administration to ensure that the voice and choice of the family is being heard.

#### 6. Research and Evaluation Coordinator (REC)

Under administrative direction, the REC provides technical support and advisement to LACOE divisions and school districts throughout Los Angeles County in the areas of research design, data collection analysis and reporting activities.

##### *Duties:*

- a. Collaborate with participating school district staff in the design of research collection methods, analysis, interpretation, and reporting of data.
- b. Collaborate with Director of Development to construct a report and provide data informed feedback and program recommendations to school districts.
- c. Conduct research to support data, recommendations, inquiries, training requests, and other matters as necessary.
- d. Collaborate with the Director of Development and CSPS in developing a method of assessing the need for technical assistance (TA), an implementation plan for the TA, and providing the TA within subject matter expertise.
- e. Develop reports, tracking systems, solution-focused plans, and written communications utilizing various software applications to ensure that all projects are delivered within an appropriate timeframe.
- f. Collaborate with CSPS to collect data from the various CS groups, develop a method of discriminating relevant data, tracking, developing solution-focused plans to address identified issues within an appropriate time frame, and ensuring that the goals are met.
- g. Develop and maintain networks with community-based organizations, providers, and other CS members. Ensure that all communication, verbal and written, are delivered in a culturally humble manner.
- h. Develop and deliver formal presentations to CS, stakeholders, and Countywide. In collaboration with the Director and CSPS, develop policies and procedures to guide the resolution of issues or conflict in the CS and ensure that CS stakeholder input is received and incorporated.

## **XI. FUNDING & PAYMENT PROVISIONS**

- A. DMH will establish an annual funding amount to provide MHSA funding for the LACOE CSI project as indicated in **Addendum B – LACOE budget**. Up to 10% of the Project Budget may be reallocated within services. LACOE must notify the DMH Project Manager in writing via signed memo on letterhead at least 10 days in advance if 10% of the Project Budget is reallocated within services. Signed notification can be transmitted to the DMH Program Manager electronically via email and must be accompanied by the proposed revised budget reflecting the reallocated budget amounts.
- B. Funding in the second and third year of this agreement is contingent upon (a) changes in the availability of funds; (b) an acceptable level of performance as evidenced by DMH monitoring of Performance Based Criteria listed in section IX of this MOA; (c) receipt of semi-annual and annual outcome and demographic data collection progress; (d) receipt of quarterly financial reports, including numbers served and socio-demographic data; and (e) receipt of annual report (please refer to section XII Term of MOA).
- C. The budget and MOA may be adjusted in the second or third year of the agreement according to any change in availability of funding allocation and the performance of LACOE. Please refer to section XII Term of MOA and section IX Performance Based Criteria for more information.
- D. DMH shall reimburse LACOE the costs for services provided to LACOE CSI Project participants under this MOA from funds DMH has allocated for services to LACOE CSI Project based on funding availability.
- E. Reimbursement claims must be submitted using Addendum C, Invoice, each quarter on the following dates: **October 15, January 15, April 15 and July 15**.
- F. Reimbursement to LACOE will be based on review and approval of invoices. Reimbursement to LACOE will be provided on a quarterly basis from July through May, within 30 days of the approved invoice. Reimbursement to LACOE for services provided in June will be billed in accordance with the Auditor-Controller Fiscal Year Closing Instruction deadline, and paid within 30 days of the approved invoice. Invoices submitted to DMH from LACOE must reflect or be accompanied by documentation that provides the following information:
  - 1. Actual number of students/families/staff served under the universal and selective levels of Prevention.
  - 2. Itemized indirect costs.
  - 3. Payroll data to determine staff salaries and employee benefits and expenditures data to validate services and supplies relating to program services and supports expenses, i.e. workshops, mentoring, O&E activities, individual and group activities, personal development skills training, facility and equipment rentals, materials, etc.
- G. Submission of outcome measures that adhere to MHSA regulation requirements. In the event the MOA needs to be revised, DMH and LACOE

shall prepare and submit the revised MOA to LACOE. The revised MOA shall be signed and returned to DMH within thirty-five (35) working days. Any unresolved issues relating to the revised MOA shall be elevated to the level of LACOE and DMH executive management level for resolution.

- H. In the event of State, and/or County audit exceptions that result in fiscal sanction or claim disallowance that arise out of this MOA LACOE and its contractors/ subcontractors shall be liable for any sanctions or disallowed costs.
- I. Increases or decreases in workload that result in any increase/decrease in funding may be made upon mutual agreement of the parties and memorialized through a formal amendment as provided in section XII (D), below.
- J. Invoices for services rendered under this MOA shall be electronically submitted to the County's Project Manager:

Darlesh K. Horn, Administrative Services Manager III  
[dhorn@dmh.lacounty.gov](mailto:dhorn@dmh.lacounty.gov)

- K. All invoices submitted by the Contractor for payment must have the written approval of the County's Project Manager prior to any payment thereof. In no event shall the County be liable or responsible for any payment prior to such written approval. Approval for payment will not be unreasonably withheld

## **XII. TERM OF MOA**

- A. Subject to the availability of funds, the term of this MOA shall commence upon execution by both parties, through the end of the Fiscal Year (FY) on June 30, 2022, unless sooner terminated or extended, in whole or in part, as provided in this MOA.
- B. DMH shall notify LACOE in writing of the funding available for the second and third years, by April 1<sup>st</sup> of the preceding FY.
- C. Renewal of the MOA and continuation of the LACOE CSI Project beyond the agreed upon term will be subject to each Party signing a renewal MOA in whole or in part at least fifteen (15) days before the end of the FY 2021-22.
- D. Either Party may request changes to this MOA. Any changes, modifications, revisions or amendments to this MOA that are mutually agreed upon by and between the Parties shall be incorporated in writing, and effective when executed and signed by the Parties.

## **XIII. TERMINATION**

- A. Both parties involved in this MOA may terminate the MOA at any time without cause provided that a written notice is given at least 30 days in advance to the other party.

#### **XIV. CONFIDENTIALITY**

- A. LACOE will ensure that adequate provisions for disposing and keeping DMH participant records confidential are included in contracts and agreements entered into with third parties and other outside agents or agencies. Documents for record and retention purposes in accordance with this MOA are to be maintained for a period of five (5) years.
- B. LACOE will maintain the confidentiality of all records and information, including but not limited to, claims, County records, patient/client records and information, in accordance with Welfare and Institutions Code (WIC) sections 5328 through 5330, inclusive, and all other applicable County, State, and federal laws, ordinances, rules, regulations, manuals, guidelines, and directives related to confidentiality and privacy. Additionally, LACOE will ensure that all data received from participants is appropriately used only for the purpose set forth in this document and/or any subsequent agreements between LACOE and DMH. This will be in accordance with WIC sections 17006 and 10850, and CDSS Manual of Policies and Procedures Chapter 19-000.
- C. LACOE will not publish, disclose, or permit or cause to be published or disclosed, or include in any way the name, address, or any personal-identifying information concerning the condition or circumstances of any student, or family member if applicable, from whom, or about whom, information is obtained. Should a report be published using data provided by LACOE, DMH retains the right to review, comment on, and edit all such reports prior to distribution.
- D. DMH agrees that it may create, receive from or on behalf of LACOE, or have access to, records or record systems that are subject to the Family Educational Rights and Privacy Act ("FERPA"), 10 U.S.C. Section 1232g (collectively, the "FERPA Records"). DMH represents, warrants, and agrees that it will: (1) hold the FERPA Records in strict confidence and will not use or disclose the FERPA Records except as (a) permitted or required by this MOA, (b) required by law, or (c) otherwise authorized by LACOE in writing; (2) safeguard the FERPA Records according to commercially reasonable administrative, physical and technical standards that are no less rigorous than the standards by which DMH protects its own confidential information; and (3) continually monitor its operations and take any action necessary to assure that the FERPA Records are safeguarded.

#### **XV. DMH RESPONSIBILITIES**

- A. Designate a DMH Project Manager responsible for the oversight of this program.
- B. Ensure all applicable policies and guidelines for the County's MHSA Plan are provided to LACOE CSI Project Manager.
- C. Monitor and evaluate LACOE's performance under this MOA utilizing data submitted by LACOE through semi-annual reports due December 15<sup>th</sup> and June 15<sup>th</sup>. Reports submitted by LACOE shall confirm services provided and associated costs are valid. Monitoring activities shall address utilization and

results of outcome measures, as well as fiscal, administrative, and service delivery reviews.

- D. Identify deficiencies that may place the performance of this MOA in jeopardy and require that LACOE initiate corrective action measures.
- E. Retain on file, copies of all notices sent to LACOE that pertain to this MOA.
- F. Develop collaborative meetings and resources to increase service and resource access for program participants.
- G. Reimburse LACOE for services based on DMH approved quarterly invoices.

## **XVI. LACOE RESPONSIBILITIES**

- A. Designate a LACOE CSI Project Program Manager responsible for oversight of this program.
- B. Designate a staff person to serve as the LACOE CSI liaison between DMH and LACOE for the CSI Program.
- C. Provide DMH a program description outlining the individualized services and goals per site before implementation.
- D. Coordinate quarterly telephone conferences between DMH and LACOE CSI Project Manager and/or liaison(s) to discuss implementation issues.
- E. Deliver the services of the LACOE CSI Project as outlined in this MOA to the target population.
- F. LACOE will ensure services provided support the outcome and goals established in this document.
- G. LACOE will be responsible for developing an MOU with any community-based organization and/or department that can partner with the school site to provide supports to students and their families.
- H. LACOE shall ensure outreach protocols are established to maintain a consistent level of student, family and community participation.
- I. LACOE will utilize a referral tracking system to report referrals made and linkage outcomes.
- J. LACOE will administer a climate survey to students, families, and school staff at the beginning of the school year and end of school year. LACOE shall make this information available to DMH by July 15<sup>th</sup> for the previous fiscal year.
- K. Require and ensure potential LACOE CSI Project referral agencies and providers receive education and/or training to support CSI services.
- L. Gather and report client socio-demographic for CSI participants in accordance with the reporting guidelines identified in the MHSA Regulations. Data shall be reported to DMH as outlined in the regulations.
- M. Keep a record of services that were provided, dates, agendas and sign-in sheets, for all LACOE CSI Project components for five (5) years.





This Memorandum of Agreement shall remain effective from the signature date below. Modifications shall be added by mutual agreement of the parties.

*AS* Patricia Smith  
Patricia Smith  
Chief Financial Officer  
Los Angeles County Office of Education

9/17/19  
Date

\_\_\_\_\_  
JONATHAN E. SHERIN, M.D., Ph.D.  
Director  
Los Angeles County Department of Mental Health

\_\_\_\_\_  
Date

**COUNTY OF LOS ANGELES – DEPARTMENT OF MENTAL HEALTH  
PREVENTION SERVICES ADMINISTRATION  
ADDENDUM A – LACOE CSI SITES**

A Community Schools (CS) hub will be located at one identified school site per school district. LACOE identified the following school districts to implement the CS Project:

- Antelope Valley Union High
- Azusa Unified
- Baldwin Park
- Bassett Unified
- Bellflower Unified
- Compton Unified
- Duarte Unified
- Inglewood Unified
- Lynwood Unified
- Montebello Unified
- Norwalk-La Mirada Unified
- Paramount Unified
- Pasadena Unified
- Pomona Unified
- Santa Monica-Malibu Unified

**COUNTY OF LOS ANGELES – DEPARTMENT OF MENTAL HEALTH  
 PREVENTION SERVICES ADMINISTRATION  
 ADDENDUM B – LACOE Budget**

	FY 2019-2020	FY 2020-2021	FY 2021-2022	TOTAL
<b>FTE POSITIONS</b>				
<b>Personnel Director I (50%)</b>				
Salary (@ 4% COLA)	\$138,996	\$144,556	\$150,338	\$433,890
Benefits	\$40,355	\$41,794	\$43,290	\$125,439
Total S&B	\$179,351	\$186,350	\$193,628	\$559,329
<b>Total @ 50%</b>	<b>\$89,676</b>	<b>\$93,175</b>	<b>\$96,814</b>	<b>\$279,664</b>
<b>Program Specialist (Certificated)</b>				
Salary (@ 4% COLA)	\$98,000	\$101,675	\$105,742	\$305,417
Benefits	\$44,000	\$45,000	\$46,000	\$135,000
Total S&B	\$142,000	\$146,675	\$151,742	\$440,417
<b>Total 15 Items</b>	<b>\$2,130,000</b>	<b>\$2,200,125</b>	<b>\$2,276,130</b>	<b>\$6,606,255</b>
<b>Para-educator (Classified)</b>				
Salary (@ 4% COLA)	\$48,000	\$49,920	\$51,916	\$149,836
Benefits	\$40,000	\$40,000	\$41,000	\$121,000
Total S&B	\$88,000	\$89,920	\$92,916	\$270,836
<b>Total 15 Items</b>	<b>\$1,320,000</b>	<b>\$1,348,800</b>	<b>\$1,393,740</b>	<b>\$4,062,540</b>
<b>Research and Evaluation Coordinator (Classified)</b>				
Salary (@ 4% COLA)	\$110,000	\$114,404	\$118,980	\$343,384
Benefits	\$64,000	\$66,000	\$67,500	\$197,500
Total S&B	\$174,000	\$180,404	\$186,480	\$540,884
<b>Total 2 Items</b>	<b>\$348,000</b>	<b>\$360,808</b>	<b>\$372,960</b>	<b>\$1,081,768</b>
<b>Coordinator I</b>				
Salary (@ 4% COLA)	\$110,448	\$114,866	\$119,461	\$344,774
Benefits	\$46,847	\$47,908	\$49,011	\$143,766
Total S&B	\$157,295	\$162,774	\$168,472	\$488,540
<b>Total 2 Items</b>	<b>\$314,590</b>	<b>\$325,548</b>	<b>\$336,943</b>	<b>\$977,081</b>
<b>OTHER PROGRAM EXPENSES</b>				
Margaret's Place	\$982,307	\$982,609	\$999,803	\$2,964,719
Transcendental Meditation	\$101,250	\$0	\$0	\$101,250
<b>OTHER EXPENSES</b>				
Mileage	\$7,000	\$7,000	\$7,000	\$21,000
Workshop/Training	\$7,000	\$7,000	\$7,000	\$21,000
Supplies	\$25,000	\$25,000	\$25,000	\$75,000
Stipends	\$20,000	\$20,000	\$20,000	\$60,000
<b>Total Other Expenses</b>	<b>\$1,142,557</b>	<b>\$1,041,609</b>	<b>\$1,058,803</b>	<b>\$3,242,969</b>
<b>Total Operational Cost</b>	<b>\$5,344,823</b>	<b>\$5,370,064</b>	<b>\$5,535,390</b>	<b>\$16,250,277</b>
Indirect Costs	\$4,805	\$4,828	\$4,976.32	\$14,609
<b>TOTAL PROPOSAL</b>	<b>\$5,349,628</b>	<b>\$5,374,892</b>	<b>\$5,540,336</b>	<b>\$16,264,886</b>

Pursuant to Agreement between Los Angeles County Office of Education and  
Los Angeles County Department of Mental Health

Date Submitted: [MM/DD/YYYY]

Invoice Number: [XXXX]

**Submitted to:**

Darlesh K., DPA,  
Administrative Services Manager  
MHSA Programs and Special Projects  
Office of Administrative Operations  
Los Angeles County Department of Mental Health  
c/o Darlesh Horn, [dhorn@dmh.lacounty.gov](mailto:dhorn@dmh.lacounty.gov)

**Submitted by:**

Patricia A. Smith,  
Interim Chief Financial Officer Business Services  
Los Angeles County Office of Education  
9300 Imperial Highway EC-109  
Downey, CA 90242-2890  
c/o Patricia Smith, [Smith\\_Pat@lacoedu](mailto:Smith_Pat@lacoedu)

Description	Cost	Total
<p>Personnel and program expenses, covering month of [MONTH, YEAR]</p> <ul style="list-style-type: none"><li>● <b>Salaries, Benefits and S&amp;B</b><ol style="list-style-type: none"><li>1. Personnel Director (.5 FTE)</li><li>2. Program Specialist (15 FTEs)</li><li>3. Para-Educator (15 FTEs)</li><li>4. Research &amp; Eval Coord. (2 FTEs)</li><li>5. Coordinator I (2 FTEs)</li></ol></li><li>● <b>Payroll taxes</b></li><li>● <b>Magaret's Place</b></li><li>● <b>Transcendental Meditation</b></li><li>● <b>Other Program Costs and Expenses (please list)</b></li><li>● <b>Operational and Indirect Costs</b></li></ul>		
<b>TOTAL</b>	<b>[\$XXXX]</b>	

**Please address and send payment to:**

Los Angeles County Office of Education  
9300 Imperial Highway EC-109  
Downey, CA 90242-2890

(AGENCY LOGO)

**INVOICE**

ADDENDUM C

**Please address any questions to:**

**Jose Gonzalez**

**Director - Community Schools Development**

Los Angeles County Office of Education

12830 Columbia Way, Downey, CA 90242

562-401-5367 office

[Gonzalez\\_Jose@lacoed.edu](mailto:Gonzalez_Jose@lacoed.edu)

## **EXHIBIT 2 - FACILITIES LIST**

Agency shall provide LACOE with the following space for program use:

Santa Monica High School  
601 Pico Blvd.  
Santa Monica, CA 90405  
Room Location: 1<sup>st</sup> Floor Language Bldg.

**EXHIBIT 3**

**AMENDMENT #1**

**To**

**LOS ANGELES COUNTY FOSTER YOUTH DATA SHARING  
MEMORANDUM OF UNDERSTANDING  
LOS ANGELES COUNTY OFFICE OF EDUCATION  
AND  
SANTA MONICA/MALIBU UNIFIED SCHOOL DISTRICT**

This Memorandum of Understanding, herein referred to as “MOU” between the Los Angeles County Office of Education (LACOE) and the **SANTA MONICA/MALIBU UNIFIED SCHOOL DISTRICT**, hereinafter referred to as “Agency” shall be amended to include services as indicated below:

\*Please check all student populations and/or system for which Agency agrees to participate:

- Foster Youth
- Homeless Youth
- Electronic Cumulative Folder System for all students (Scanned documents you can share within your district or with other districts upon student transfers).
- Student data for those receiving services from Community Schools Initiative (CSI) as well as district wide student data for comparison purposes related to CSI services.

This MOU is effective upon execution. Any dates set forth in the original MOU and/or prior Amendment(s) shall be deemed updated/revise, if necessary, to be compatible with this Amendment. All other terms and conditions of the original MOU and/or prior Amendment(s) shall remain the same.

APPROVED AND ACCEPTED FOR **SANTA MONICA/MALIBU UNIFIED SCHOOL DISTRICT**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name, Title

\_\_\_\_\_  
Email

\_\_\_\_\_  
Contact Number