



## MEMORANDUM OF UNDERSTANDING

2016-2017

### I. Purpose

This Memorandum of Understanding (MOU) formalizes the relationship between Sequoia Healthcare District and the San Carlos School District in the delivery of Coordinated School Health (CSH) policies and programs. We expect CSH to reduce health risks among youth, especially those risks that lead to chronic diseases. Schools in which the mental, social, and physical health of students is protected have been able to significantly increase achievement.

### II. Parties

San Carlos School District, a public school district located in San Carlos, California and Sequoia Healthcare District, a governmental entity in Redwood City, California.

### III. Period of Agreement

The period of this agreement is July 1, 2016 through June 30, 2017 and reflects a funding update. Sequoia Healthcare District may reduce or eliminate the intended funding if (1) SHD's directors decline to collect property taxes for either of the two years in the funding cycle, (2) a significant portion of SHD's property tax revenues are borrowed or otherwise taken by the State of California, or (3) SCSD fails to fund positions or programs described in this MOU, does not provide timely reports as

required, or otherwise fails to substantially comply with its obligations under this MOU. This MOU is not intended to replace or supersede any other existing agency agreements or MOU's.

#### **IV. Common Objective**

School health services play a vital role in the academic outcomes of students. Sequoia Healthcare District and San Carlos District have, as a common objective, the effective and efficient coordination of school based health programs and services to students and staff. Administrative and professional staff at the school district and SHD shall cooperate on the implementation of this MOU.

This MOU will formalize and define collaboration and implementation of the following Coordinated School Health Model **year 7** overarching goals and objectives:

*Goal I:* Engage teachers, parents, students, and the community in promoting health-enhancing behaviors and better health through professional development, parent education, and health curriculum in the classroom.

*Goal II:* Help enable schools to increase physical activity opportunities for students, develop wellness programs for teachers and staff, implement school wide promotional campaigns encouraging healthy diets, and ensure that students have appealing, healthy choices in foods and beverages offered outside of the school meals program.

*Goal III:* Network with other school communities and wellness coordinators to share best practices.

*Goal IV:* Increase family and community involvement at each school site.

*Goal V:* Use data to make necessary modifications and use best practices to cultivate and expand program.

*Goal VI:* Design programs to assure positive changes are sustained.

#### **V. Staffing Plan and Program Contracts**

Sequoia Healthcare District will contribute funds toward the following staff positions through the Healthy Schools Initiative cooperative agreement.

- Wellness Coordinator (funding supports one 1.0 FTE)
- Nursing and health Education (funding supports 1.5 FTE)
- Middle School Counselor (funding supports one 1.0 FTE)
- Elementary School Counselor (funding supports one 1.0 FTE)

San Carlos School District is responsible for advertising, interviewing, and filling these positions. Contractual agreements will be made through the school district. The amount of funding allocated for each professional level position includes salary and benefits. Funds offered to staff above and beyond allocated amount will be paid by school district.

All staff supported through the Healthy Schools grant will share in the responsibilities for attaining the goals and objectives outlined in the program proposal. Input from relevant staff will be sought in the implementation and evaluation of this program.

The district Wellness Coordinator will oversee all aspects and phases of the project implementation and operations and will collaborate with school district administration and staff and staff at Sequoia Healthcare District.

Sequoia Healthcare District will also provide funding directly to SCSD to help support the following services and programs that augment the efforts of the Healthy Schools Initiative:

- Elementary PE (Legarza)

#### **VI. Distribution of Functions**

San Carlos School District will hire key staff and work with all school staff to implement and support specific modules of the Coordinated School Health model. Additionally, the school district wellness committee made up of volunteer members including parent leaders, community partners and other school health advocates share the common goal of supporting school wellness programs.

#### **VII. Budget and Distribution of Funding**

Sequoia Healthcare district has agreed to provide grant funds to the San Carlos School District which will use such funds to hire or retain the qualified professional staff listed below, provide teacher and administrative support, and cover costs of health education programming and PE support.

San Carlos School District Allocation of Funding Healthy Schools Initiative: SHD Fiscal Year 2016/2017	
Professional Staff Positions	SHD Contribution (Salary & Benefits)
Wellness Coordinator (1.0 FTE)	\$117,000
District Nurses (1.5 FTE)	\$103,000
Middle School Counselor (1.0 FTE)	\$117,000
Elementary School Counselor (1.0 FTE)	\$95,000
Contracted Services	
Legarza- Elementary PE Coaches	\$43,800
<b>TOTAL</b>	<b>\$475,800</b>

### **VIII. Expenditure of Funds**

Amounts allocated to each district are to be used for the explicit purposes listed above and may be modified only with the written approval of the Sequoia Healthcare District's staff and Board of Directors. Staff positions hired after beginning of academic calendar will receive funding on a pro-rated basis. Remaining funds in any budget item will be retained by Sequoia Healthcare District to be redistributed to support program needs and objectives within the overall initiative and may or may not be maintained within the school district for which funding was originally allocated.

Expenses related to the above budget items will be reimbursed to school district on a semester basis by submitting an invoice of expenses to Ms. Kurtzman via email or paper copy. A check will be issued to the district for approved expenses within 15 days of receipt of invoice. **Please note that SHD must receive all expenses by September 1, 2017 to be eligible for reimbursement. Invoices received after Sept 1, 2017 will not be paid.**

### **IX. Confidentiality**

All personal identifying student information will remain strictly confidential and will not be shared with any other entities without the expressed written authorization of representatives of the two parties.

### **X. Procedures for Resolving Disputes**

In the event of a dispute, difference of interpretation, or appeal of a decision regarding the terms and/or conditions of this agreement, settlement shall first be sought in the monthly meeting between the Project Director at SHD and the Wellness

Coordinator. If settlement cannot be reached, the issue shall then be presented to the SHD CEO and District Superintendent for joint resolution by them.

#### **XI. Record Keeping and Reporting**

San Carlos School District shall maintain sufficient accounting records regarding the expenditure of funds and permit inspection of the records if requested. Sequoia Healthcare District may request an annual narrative report on the program or projects carried out with these funds are to be delivered in writing along with a brief presentation by the District Wellness Coordinator to the SHD Board of Directors in June of each funding cycle (July 1- June 30). The report should include a description of positions and programs funded, number of students and staff served, and metrics of effectiveness. Sequoia Healthcare District will maintain a separate operating budget and monitor expenses.


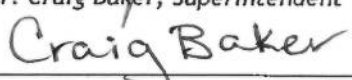
#### **XII. Marketing**

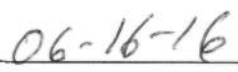
School districts are encouraged to make public announcements about this funding. Sequoia Healthcare District Public Relations Officer will coordinate with school district public relations personnel when developing or presenting press releases or other media referencing school district.

We, the undersigned, have read and agree to abide by the terms and conditions contained in this Memorandum of Understanding. Furthermore, we have reviewed the proposed project and approve it.

**San Carlos School District:**

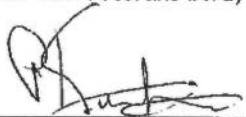
Address: 1200 Industrial Rd. Unit 9, San Carlos, CA 94070

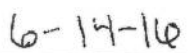
  
\_\_\_\_\_  
Dr. Craig Baker, Superintendent  
  
\_\_\_\_\_  
Print Name

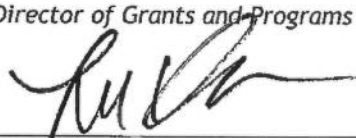
  
\_\_\_\_\_  
Date

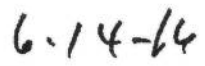
**Sequoia Healthcare District:**

Address: 525 Veterans Blvd, Redwood City, CA 94063

  
\_\_\_\_\_  
Pamela Kurtzman  
Director of Grants and Programs

  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Lee Michelson, CEO

  
\_\_\_\_\_  
Date