

**MEMORANDUM OF UNDERSTANDING
WAUNAKEE COMMUNITY SCHOOL DISTRICT &
PSYCHOTHERAPY CENTER OF WAUNAKEE, LLC**

For
Review
BOE
9/8/25

This Agreement is entered into on this ~~27th~~ ^{9th} day of ~~August~~ ^{Sept.}, 2025 by and between Waunakee Community School District ("the District") and Psychotherapy Center of Waunakee, LLC ("Provider").

PREAMBLE

WHEREAS, Provider is engaged in the business of providing individual, family, and/or group mental health counseling ("the Services") for student populations; and

WHEREAS, Provider wishes to have access to the District's facilities in order to provide mental health and other counseling services for students in the District, who would otherwise seek such services, subject to the terms and conditions herein; and

WHEREAS, the District recognizes that offering mental health and other counseling services on-site provides significant benefits to the students without substantial disruption to the education process.

NOW, THEREFORE, in consideration of the mutual promises and covenants contained herein, the parties agree as follows:

1. INDEMNIFICATION AND INSURANCE

- a. Indemnity. Provider hereby holds harmless, defends and indemnifies the District (and all affiliates, officers, directors, employees and representatives) from and against each and every demand, claim, loss, liability, or damage of any kind, including actual attorney's fees and expenses, whether in tort or contract, whether personal injury or property damage, that the District may incur by reason of, or arising out of, (i) any claim made by any third party with respect to Services or any work product provided as part of the Services, or (ii) any misrepresentation made in, or breach of the terms or warranties of, this Agreement, including without limitation any claim or action of any type of nature by or related to Provider's infringement or misappropriation of any copyright, trade secret, patent or other intellectual property right with respect to the distribution, use or creation of such work product.
- b. Insurance. Provider shall, during the term of this Agreement, maintain, at his/her own expense, all necessary insurance, including but not limited to malpractice insurance and general liability insurance. Upon request, Provider shall provide the District with a certificate of insurance evidencing such coverage. The District shall provide general liability insurance for the physical environment of the Provider's branch office and shall make reasonable efforts to ensure that the physical environment is free of hazards.

2. MAINTENANCE OF LICENSURE

Provider shall maintain all appropriate licenses required by the State of Wisconsin. If at any point Provider has allowed his/her licenses to lapse, expire, or otherwise become invalid, or if any other actions or omissions of Provider render him/her unfit or unable to perform the Services, this Agreement shall immediately terminate.

3. ASSUMPTION OF RISK

Provider assumes all risk of property loss or damage and of personal injury or death, other than that caused solely by the gross negligence of the District, or its employees, which may be sustained by Provider or as a result of or arising in connection with performing Services.

4. DEMOGRAPHICS, EQUIPMENT, SUPPLIES & RECORDS

- a. Grade Levels Services. Provider shall provide mental health services for District students for all grades Kindergarten through 12th grade.
- b. Equipment. Provider shall have access to District Equipment and Materials as agreed upon by both parties.
- c. Records. Provider shall maintain appropriate records for all patients and maintain such records according to the requirements of Health Insurance Portability and Accountability Act and other applicable state and federal laws (45 CFR 164 Subparts C and E, Wis. Stat. §§ 51.30 and §§ 146.81-84, Wis. Admin. Code DHS 92, and 42 CFR Part 2). Records maintained by Provider are not pupil records (Wis. Stat. §118.125) or public records (Wis. Stat. §§ 19.31-19.39). Further, Provider shall not have access to any pupil records maintained by the District without express written consent in accordance with Board policies and Administrative Regulations.

Notice. The District may provide periodic written notice to students and families about the Services offered by Provider and the method to be used to access the Services. If Provider intends to share information with the public regarding the Services offered at the District's facility(ies), Provider must inform such to the District in advance.

- d. Fees. The District shall provide Provider with access to an adequate facility(ies) within the District, to provide the Services to the students in the District. However, Provider's access to such facility does not indicate use of District facilities, in accordance with District Regulations. As such, Provider shall not be required to pay fees to the District related to the use of the District's facilities. To the extent Provider charges a student (or parent/guardian) for the Services provided, the District shall not be involved in any recordkeeping or collection related thereto. The Provider is not responsible for operational costs (such as utilities) related to their use of the District facility(ies). The Provider will not be charged rent for use of the District facility(ies).
- e. Hours of Access. The District and Provider shall jointly establish the schedule when Provider is permitted to offer the Services at the facility(ies) within the District, in order to avoid interfering with the operations of the District. Upon request, Provider shall provide the District with his/her schedule within those approved times. Nothing herein shall be interpreted as the District regulating or

monitoring Provider's hours of work. Provider maintains control over his/ her hours of work.

5. RELATIONSHIP

- a. Independent Provider. Provider shall perform under this Agreement as an independent Provider for District's K-12 students, and not as an agent, employee, representative or partner of the District. Neither party shall have any right, power or authority to act or create any obligation, express or implied, on behalf of the other party, except as otherwise provided herein.
- b. Rights of Provider. Provider shall have the right to perform work for others as long as Provider fulfills Provider's obligations hereunder.
- c. Contracted Work with District. Provider may be requested from time to time to perform presentations and trainings for District staff including Professional Development. Such work will be performed as an Independent Provider. Provider reimbursement rate shall be \$200.00 per hour including preparatory time, travel and mileage.
- d. Embedded Therapist. Provider shall perform under this Agreement as an embedded therapist for District's 9-12 students. The obligations of both parties are described and agreed to in Appendix A of this Agreement.
- e. Taxes of Provider: Indemnity: Provider acknowledges that because Provider is not an employee of the District, the District will not provide Provider with any benefits of employment, such as health or disability insurance, retirement or welfare benefits, and the like. Provider shall maintain his/her own liability insurance. Provider hereby indemnifies the District, and each of its officers, directors and employees from and against all payments, losses, costs, liability, expenses, damages, fines, penalties or judgments (including without limitation actual attorney's fees and expenses) as a result of a failure by Provider: (i) to pay all the taxes due in connection with the compensation paid to Provider under this Agreement; (ii) to respond to any administrative inquiry concerning Provider's payment of such taxes; or (iii) to defend against any administrative or judicial proceeding with respect to Provider's payment of such taxes.
- f. Non-assignment of Rights or Obligations. Provider shall not assign his/her rights or obligations under this Agreement or any other Agreement entered into between Provider or the District.
- g. Compliance with Board Policies and Administrative Regulations. Provider shall comply with all applicable Board policies and Administrative Regulations, including, but not limited to those, governing his/her presence on school grounds and interactions with staff, students, and community members. Provider shall receive a copy of and agree in writing to adhere to all District policies and procedures. Provider shall not, however, be obligated to disclose confidential information to the District, its officers or agents, except as required by law.
- h. Non-Exclusive Relationship. The District may enter into an Agreement with another individual/entity to provide similar (or the same) services to the students

in the District, as those provided by Provider. The District has no obligation to notify Provider, in writing or otherwise, upon entering into such an Agreement with another individual/entity.

6. COMPLIANCE WITH STATUTES AND REGULATIONS

- a. Both parties warrant and certify that in the performance of this Agreement, they will comply with all applicable statutes, rules, regulations and orders of the United States, and of any state or political subdivision thereof, including laws and regulations pertaining to labor, wages, hours and other conditions of employment; and that the Services delivered hereunder shall be produced in compliance with Fair Labor Standards Act and any other applicable labor law. Provider is solely responsible for payments related to any medical, disability, retirement or other welfare or pension benefits to which he/she is entitled. Provider shall maintain any necessary liability insurance. Provider shall comply with all requirements of the Health Insurance Portability and Accountability Act, the Family Educational Rights and Privacy Act, and Wisconsin Pupil Records law. During the performance of this Agreement, both parties will comply with any applicable federal, state or municipal law or regulation governing non-discrimination and affirmative action in employment as may be applicable. Provider shall treat all persons he/she encounters on a work assignment with respect and dignity and will not engage in any type of harassment or discrimination prohibited by state, federal or local law. Provider hereby indemnifies the District for any expenses and/or damages arising from a lawsuit that may be brought against the District based on Provider's discriminatory or harassing behavior. Any records released from the provider to the District remain protected under §51.30, Stats. and Wis. Admin. Code DHS 92, as well as 42 CFR Part 2 if the released information is related to substance abuse treatment. Such information may not be re-disclosed without consent per 42 CFR 2.32. The District will also provide reasonable access to the clinic's branch offices within the District to representatives of the State of Wisconsin, for the purposes of program monitoring and evaluation and, if requested by the consumer or parent/guardian, to representatives of Disability Rights Wisconsin, the State's official protection and advocacy agency for individuals with a mental illness.
- b. Provider agrees to not discriminate against any student for services because of race, color, creed, religion, national origin, sex, marital status, status in regard to public assistance, disability sexual orientation or age. Provider agrees to take affirmative steps to train and recruit persons of color, women and persons with disabilities to enhance working with students when applicable. Provider agrees not to discriminate against any student because of physical or mental disability regarding any service for which the student is qualified. Provider agrees to comply with the rules and orders of the Wisconsin Department of Human Rights issued pursuant to the Wisconsin Human Rights.

7. WAIVERS

No waiver of any right or remedy with respect to any occurrence of event shall be deemed a waiver of any such right or remedy with respect to such occurrence or event in

the future. No waiver of any of Provider's obligations under this Agreement shall be effective unless in writing and signed by the District. No failure on the part of either party to exercise, and no delay in the exercising of, any right or remedy shall operate as a waiver thereof; nor shall any single or partial exercise of any right or remedy hereunder preclude any other or further exercise thereof or the exercise of any other right or remedy.

8. AMENDMENTS

This Agreement may not be and shall not be deemed or construed to have been altered, modified, clarified, amended, rescinded, canceled or waived in whole or in part, except by written instrument signed by the parties hereto.

9. GOVERNING LAW: INJUNCTIVE RELIEF

This Agreement is governed by laws of the State of Wisconsin without regard to its conflict of laws provision.

10. SEVERABILITY

It is agreed that if any provision, or part of a provision, of this Agreement is held to be invalid or unenforceable under any applicable statute or rule of law, then the parties shall use their best efforts to replace the invalid or unenforceable provision with a provision that, to the extent permitted by applicable law, achieves the purposes intended under the original provision. The balance of this Agreement shall remain valid, unchanged and in full force and effect.

11. TERM OF AGREEMENT

The term of the Agreement shall begin on ~~August~~ Sept 9, 2025 and end on July 31, 2026.

12. TERMINATION

Either party may terminate this Agreement with 90 days' notice, with or without cause, with or without a hearing, by providing written notice to the other party.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date first written above.

Agreed and Accepted by:

Psychotherapy Center of Waunakee, LLC

Signature & Date

Title

Agreed and Accepted by:

Waunakee Community School District

Jim A. [Signature] 8/21/25
Signature & Date

Director of Student Services
Title

APPENDIX A

Purpose

This appendix to the MOU is to confirm shared objectives and foundational terms that guide our partnership to embed a mental health provider in the district, leveraging any grant funding awarded to the district.

Core Commitments

Shared Mission: Both parties are dedicated to improving access to high-quality mental health care within school settings, reducing barriers for students and families, and strengthening school-community partnerships.

Licensed Provider: PCOW will employ a licensed clinical behavioral health professional (LPC, LMFT, LCSW, or Licensed Psychologist or In-Training Licensed provider), hereafter referred to as the PCOW Clinician, who will work as an embedded member of the school's support system.

Funding and Financial Terms

The school district agrees to fund the PCOW Clinician's full compensation package (e.g., salary, benefits, training, PTO) for the duration of the agreement.

PCOW will invoice \$40,000.00 the school district as follows:

- 1) Payment of \$40,000.00 due September 15, 2025

Invoicing and payment-related communication shall be directed to:

Ms. Lisa Jondl 

Waukegan Community School District

Please refer to PCOW invoices for payment instructions and contact details.

Clinical Practice and Compliance

The PCOW Clinician will maintain client records in compliance with state and federal regulations (HIPAA, FERPA, etc.), using PCOW's electronic health record system.

All confidential information will require appropriate written consent before being shared with school personnel.

PCOW will ensure compliance with all licensure, documentation, and privacy obligations.

Scope of Services

The PCOW Clinician's responsibilities may include, but are not limited to:

- Providing direct therapy services to students grades 9-12
- Clinical consultation with staff and administration
- Referrals to external providers
- Maintaining timely clinical documentation

Collaboration and Oversight

- PCOW Licensed Clinical Professional will abide by all regulatory and licensing responsibilities including creating and maintaining treatment records as protected health information protected by applicable federal and state law within PCOW's electronic medical record (EMR). PCOW information department will control release of information and assume responsibility for compliance maintenance.
- Appropriate and compliant release forms signed by authorized individuals (such as a student's parent or guardian) will be required for the PCOW Licensed Clinical Professional to share confidential information or records with Waunakee Community School District staff.
- The services associated with this PCOW Licensed Clinical Professional's role includes but is not limited to, direct clinical services for students, clinical consultation with school staff and administrators, documentation, and referrals as needed.

Funding Sustainability

- Both parties agree to explore options for continuing the embedded position through alternate funding sources.
- PCOW expresses interest in sustaining the role to preserve continuity of care and partnership.

Start Date

The partnership will begin on or before August 25, 2025, with the PCOW Clinician onboarding and service delivery coordinated in alignment with the school calendar and district planning timeline.

By signing below, both parties affirm their commitment to this collaboration and their intent to refine and finalize operational details through continued partnership.

Psychotherapy Center of Waunakee (PCOW)

By: _____

Title: _____

Date: _____

Waunakee Community School District (WCSD)

By: 

Title: Director of Student Services

Date: 8.21.25