

**MEMORANDUM OF UNDERSTANDING  
BETWEEN WOODLAND HILLS AND DULUTH SCHOOL DISTRICT, ISD  
#709**

**I. BACKGROUND AND INTENT**

This Memorandum of Understanding is between Woodland Hills, a non-profit corporation, and the Duluth Public Schools, Independent School District (ISD) #709.

WHEREAS, the sole purpose of this Memorandum of Understanding is to encourage cooperation between Woodland Hills and the Duluth School District, and to further detail the separate and distinct roles and responsibilities of each party;

WHEREAS, the Duluth School District desires to increase the capacity of their mental health services available on site at its schools:

WHEREAS, desires to locate program case managers and transition coordinators at Duluth school buildings to provide mental health services such as behavioral management, transitional support, progress assessment;

**Therefore, Woodland Hills and the Duluth School District agree that it is in the best interests of all concerned to enter into this Memorandum of Understanding.**

**II. ROLES AND RESPONSIBILITIES**

**Roles of Woodland Hills and Duluth School District**

It is understood that Woodland Hills and school district staff must work together as a team to effectively meet the needs of Duluth School District students, and both parties to communicate any cause or concern pertaining to any and all items that affect the overall success of the Memorandum of Understanding in a timely manner. However, the parties to this Memorandum of Understanding understand their separate and distinct responsibilities.

**Role of Woodland Hills as a community mental health provider**

Students served by Woodland Hills are clients of Woodland Hills, subject to the same rights and responsibilities as clients served in Woodland Hills clinic and residential settings.

Woodland Hills will;

1. Meet with Duluth schools administration staff to plan a system of service delivery
2. Employ and be responsible for its employees placed at Duluth schools.
3. Maintain appropriate professional liability insurance
4. Share student/client information with school staff as needed and with the consent of the student/responsible parent.
5. Obtain parental permission to provide services

6. Maintain and own case management records of students served
7. Obtain insurance and other information necessary to appropriately bill parents and/or 3<sup>rd</sup> party payers for services delivered. The School district shall not be responsible for the cost of services delivered by Woodland Hills.
8. Meet periodically with School administration or designated staff to review the working relationship in order to address any concerns and promote an active partnership.

**Role of Duluth School District**

1. Meet with Woodland Hills administration staff to plan a system of mental health service delivery.
2. Inform school staff (Principals) of services available and work with Woodland Hills staff to develop a system to identify and refer students that may be in need of mental health services.
3. Meet periodically with Woodland Hills administration or designated staff to review the working relationship in order to address any concerns and promote an active partnership.

**III. GENERAL TERMS**

**Terms.** This Memorandum of Understanding will begin effective the date of 11/1/12 and will continue through 11/1/13. This MOU will renew for one year periods effective unlimited unless either party provides written notice of non-renewal three (3) months before the annual termination date. Otherwise, this Agreement may be terminated in accordance with the section on Termination below.

**Termination.** Either party may terminate this Agreement by giving the other party three (3) months prior written notice.

**Confidentiality.** Woodland Hills and Duluth School District agree that by virtue of entering into this Agreement they will have access to certain confidential information regarding the other party's operations related to this project. Woodland Hills and Duluth School District agree that they will not at any time disclose confidential information and/or material without the consent of that party unless such disclosure is authorized by this Agreement or required by law. Unauthorized disclosure of confidential information shall be considered a material breach of this agreement. Where appropriate, client releases will be secured before confidential client information is exchanged. Confidential client information will be handled with the utmost discretion and judgment.

Signed:   
Dawn Peterson, Clinical Director, Woodland Hills

Date: 10/4/12

Signed:   
William Hansen, Director of Business Services, ISD #709

Date: 10/16/12

**MEMORANDUM OF UNDERSTANDING  
BETWEEN HUMAN DEVELOPMENT CENTER AND DULUTH SCHOOL DISTRICT, ISD #709**

**I. BACKGROUND AND INTENT**

This Memorandum of Understanding is between Human Development Center, a community mental health center and Rule 29 clinic, and the Duluth Public Schools, Independent School District (ISD) #709.

WHEREAS, the sole purpose of this Memorandum of Understanding is to encourage cooperation between Human Development Center and the Duluth School District, and to further detail the separate and distinct roles and responsibilities of each party;

WHEREAS, the Duluth School District desires to provide a quality, comprehensive education to each student by further enhancing the mental health services available on site at its schools:

WHEREAS, Human Development Center, desires to extend therapeutic support to Duluth school buildings by professional and practitioner level therapeutic supports in individual and group settings and coordinated by a mental health professional.

**Therefore, Human Development Center and the Duluth School District agree that it is in the best interests of all concerned to enter into this Memorandum of Understanding.**

**II. ROLES AND RESPONSIBILITIES**

**Roles of Human Development Center and Duluth School District**

It is understood that Human Development Center and school district staff must work together as a team to effectively meet the needs of Duluth School District students, and both parties to communicate any cause or concern pertaining to any and all items that affect the overall success of the Memorandum of Understanding in a timely manner. However, the parties to this Memorandum of Understanding understand their separate and distinct responsibilities.

**Role of Human Development Center**

Students served by Human Development Center are clients of this organization and subject to the same rights and responsibilities as clients served in the organization's clinic settings.

Human Development Center will;

1. Meet with Duluth schools administration staff to plan a system of mental health service delivery
2. Locate therapist(s) and mental health practitioners at Duluth schools in order to provide mental health services
3. Employ and be responsible for its practitioners placed at Duluth school
4. Complete the Program Description forms for each provider and site when changes occur
5. Maintain appropriate professional liability insurance
6. Accept referrals from school district staff within clinical competencies, ethical practices and reimbursement guidelines
7. Share student/client information with school staff as needed and with the consent of the student/responsible parent.
8. Obtain parental permission to provide mental health services
9. Maintain and own mental health records of students served

10. Obtain insurance and other information necessary to appropriately bill parents and/or 3<sup>rd</sup> party payers for services delivered. The School district shall not be responsible for the cost of services delivered by Human Development Center
11. Meet periodically with School administration or designated staff to review the working relationship in order to address any concerns and promote an active partnership.
12. Ensure that meetings with practitioners do not conflict with necessary school scheduling such as specialists and academic scheduling without administrative permission
13. Not interfere with students receiving federally mandated IEP services from Special Education staff

**Role of Duluth School District**

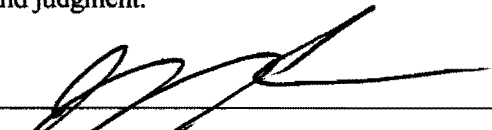
1. Meet with Human Development Center administration staff to plan a system of mental health service delivery.
2. Provide Human Development Center *therapists* with appropriate, private office space, access to fax machines and internet connection.
3. Inform school staff of Human Development Center services available and work with Human Development Center staff to develop a system to identify and refer students that may be in need of mental health services. Such referrals shall not in any way be construed to create financial responsibility for service delivered by Human Development Center
4. Meet periodically with Human Development Center administration or designated staff to review the working relationship in order to address any concerns and promote an active partnership.

**III. GENERAL TERMS**

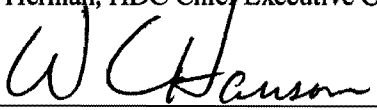
**Terms.** This Memorandum of Understanding will begin effective the date of 10-1-2012 and will continue through 10-1-2013. This MOU will renew for one year periods effective unlimited unless either party provides written notice of non-renewal three (3) months before the annual termination date. Otherwise, this Agreement may be terminated in accordance with the section on Termination below.

**Termination.** Either party may terminate this Agreement by giving the other party three (3) months prior written notice.

**Confidentiality.** Human Development Center and Duluth School District agree that by virtue of entering into this Agreement they will have access to certain confidential information regarding the other party's operations related to this project. Human Development Center and Duluth School District agree that they will not at any time disclose confidential information and/or material without the consent of that party unless such disclosure is authorized by this Agreement or required by law. Unauthorized disclosure of confidential information shall be considered a material breach of this agreement. Where appropriate, client releases will be secured before confidential client information is exchanged. Confidential client information will be handled with the utmost discretion and judgment.

Signed:   
Jeff Herman, HDC Chief Executive Officer

Date: 10/3/12

Signed:   
William Hanson, Director of Business Services

Date: 10/16/12

**MEMORANDUM OF UNDERSTANDING  
BETWEEN NYSTROM & ASSOCIATES, LTD AND DULUTH SCHOOL  
DISTRICT, ISD #709**

**I. BACKGROUND AND INTENT**

This Memorandum of Understanding is between Nystrom & Associates, Ltd, a for-profit corporation, and the Duluth Public Schools, Independent School District (ISD) #709.

WHEREAS, the sole purpose of this Memorandum of Understanding is to encourage cooperation between Nystrom & Associates, Ltd and the Duluth School District, and to further detail the separate and distinct roles and responsibilities of each party;

WHEREAS, the Duluth School District desires to have mental health services available on site at its schools:

WHEREAS, Nystrom & Associates, Ltd. desires to locate mental health practitioners at Duluth school buildings to provide mental health services such as individual skills training.

**Therefore, Nystrom & Associates, Ltd and the Duluth School District agree that it is in the best interests of all concerned to enter into this Memorandum of Understanding.**

**II. ROLES AND RESPONSIBILITIES**

**Roles of Nystrom & Associates, Ltd. and Duluth School District**

It is understood that Nystrom & Associates, Ltd. and school district staff must work together as a team to effectively meet the needs of Duluth School District students, and both parties to communicate any cause or concern pertaining to any and all items that affect the overall success of the Memorandum of Understanding in a timely manner. However, the parties to this Memorandum of Understanding understand their separate and distinct responsibilities.

**Role of Nystrom & Associates, Ltd. community mental health provider**

Students served by Nystrom & Associates, Ltd. are clients of Nystrom & Associates, Ltd., subject to the same rights and responsibilities as clients served in Nystrom & Associates, Ltd. clinic settings.

Nystrom & Associates, Ltd. will;

1. Meet with Duluth schools administration staff to plan a system of mental health service delivery
2. Use name badges with picture ID's to identify mental health practitioners as outside providers
3. Locate mental health practitioner(s) at Duluth schools in order to provide mental health services
4. Employ and be responsible for its mental health practitioners placed at Duluth schools
5. Maintain appropriate professional liability insurance
6. Meet with students at times which do not interfere with academic scheduling or other school functions without administrative permission or request

7. Meet with students at times that do not interfere with the delivery of Special Education Services as mandated by the students IEP.
8. Share student/client information with school staff as needed and with the consent of the student/responsible parent.
9. Obtain parental and school administrator (Principal) permission to provide mental health services in the schools
10. Maintain and own mental health records of students served
11. Obtain insurance and other information necessary to appropriately bill parents and/or 3<sup>rd</sup> party payers for services delivered. The School district shall not be responsible for the cost of services delivered by Nystrom & Associates, Ltd.
12. Meet periodically with school administration (Principals) or designated staff to review the working relationship in order to address any concerns and promote an active partnership.

**Role of Duluth School District**

1. Meet with Nystrom & Associates, Ltd. administration staff to plan a system of mental health service delivery.
2. Meet periodically with Nystrom & Associates, Ltd. administration or designated staff to review the working relationship in order to address any concerns and promote an active partnership.

**III. GENERAL TERMS**

**Terms.** This Memorandum of Understanding will begin effective the date of 10-1-12 and will continue through 10-1-13. This MOU will renew for one year periods effective unlimited unless either party provides written notice of non-renewal three (2) months before the annual termination date. Otherwise, this Agreement may be terminated in accordance with the section on Termination below.

**Termination.** Either party may terminate this Agreement by giving the other party three (2) months prior written notice.

**Confidentiality.** Nystrom & Associates, Ltd. and Duluth School District agree that by virtue of entering into this Agreement they will have access to certain confidential information regarding the other party's operations related to this project. Nystrom & Associates, Ltd. and Duluth School District agree that they will not at any time disclose confidential information and/or material without the consent of that party unless such disclosure is authorized by this Agreement or required by law. Unauthorized disclosure of confidential information shall be considered a material breach of this agreement. Where appropriate, client releases will be secured before confidential client information is exchanged. Confidential client information will be handled with the utmost discretion and judgment.

Signed:   
 Gina Loe, Nystrom & Associates, Ltd  
 Associate Director of Community Based Services

Date: 9/27/2012

Signed:   
 Bill Hanson, Business Services Director

Date: 10/16/12