



Memorandum of Understanding

This Memorandum of Understanding (MOU) is entered into between **CATHOLIC CHARITIES, INC. DIOCESE OF MADISON** (“Provider”) and **WAUNAKEE COMMUNITY SCHOOL DISTRICT** (“District”).

The Provider has agreed to provide mental health crisis intervention and stabilization services detailed below for students in grades 4K-8th with the District (a select number of 9th grade students may be served if program slots aren’t filled by elementary school and/or middle school students.)

1. Term

The term of this MOU shall be for the *2025-2026 school year*.

2. Termination

Either party may terminate this MOU with three months (90 days) written notice.

3. Provider Services and Responsibilities

Provider agrees to provide the following services, as appropriate:

- Offer student-specific crisis intervention, behavior consultation and case management services for up to 90 days in duration.
- Aid school staff with modifying student behavior support plans and specific intervention protocols to more effectively prevent and/or de-escalate behaviors of identified students.
- Support/conduct client suicide risk assessment. If client risk occurs in school, Building Bridges staff may provide support to school staff as school staff conduct the assessment (if needed). If client risk occurs outside of school during Building Bridges services, Building Bridges staff conduct the assessment using the Building Bridges policy and procedure as it relates to the risk.

- Assist families in making appropriate connections to emergency and/or non-emergency mental health services.
- Create crisis/safety plans to use both at home and at school.
- Training on topics related to 1) trauma informed interventions, 2) engagement strategies to aid in de-escalation and avoid a mental health crisis and/or 3) youth mental health (not to exceed 24 hours/team/school year of direct training hours).
- Case management to families, including but not limited to: 1) referring to and preparing to access appropriate service providers for both mental health and other needed services for the student and family, 2) linkage with area health insurances to help ensure access and continuity of care for ongoing mental health treatment, 3) assistance in setting up transportation to mental health appointments for students on Badgercare or Fee for Service Medicaid, and 4) provision of needed family support to ensure home to school continuity with behavior planning and agreed upon intervention strategies.
- Communicate with the parent(s)/guardian(s) and/or relevant school staff of the referred student at least weekly during their enrollment in the program.
- Provide services Monday through Friday during the workday, with the availability to meet at least one weekday evening per week (when requested).
- Participate as requested and consistent with applicable laws and regulations in any special education processes related to the services provided, including but not limited to participation in special education evaluation requests, meetings of the individualized education program (IEP) team and creation or review of behavior intervention plans.
- Provide crisis support in the event of a district-wide crisis such as a staff death, student death, etc when needed. Building Bridges staff should have a planned conversation with their district administrator at the start of each school year to discuss how Building Bridges staff may be wrapped into this type of crisis response, if needed. In the event of a district-wide crisis, the district creates a crisis response plan and invites the Building Bridges staff to participate based on their availability.
- Collect service utilization and outcome data to be shared with District.

- Provide the following to all Building Bridges staff for work purposes: cell phone, laptop, printer, locking file cabinet, necessary office supplies and necessary program/client supplies.

4. District Responsibilities

District agrees to provide the following:

- Access to their staff, as appropriate.
- During the referral periods, identify required number of potential student clients to refer to the Building Bridges program and provide all necessary client information to the Building Bridges team. This includes explaining the program to parent(s)/guardian(s) of prospective student clients, obtaining signed consent to refer from parent(s)/guardian(s) and providing all information requested on the referral form.
- A district representative (Director of Student Services, lead social worker, etc) will attend the regularly scheduled Building Bridges meetings with the district partners, the Building Bridges leadership from Catholic Charities and the contract manager from DCDHS. This representative serves as the district “lead” in the Building Bridges partnership with Catholic Charities and DCDHS.
- A district representative (Director of Student Services, lead social worker, etc) will have regular and frequent communication (monthly is preferred) with their Building Bridges staff via emails, phone calls and/or meetings. This representative serves as the district “lead” in the Building Bridges partnership with Catholic Charities and DCDHS.
- Arrange private, confidential district space for meetings with students, school staff and/or parent(s)/guardian(s), as requested by Building Bridges staff.
- Provide student information related to the provision of the Building Bridges services, as requested. When possible, grant access to Building Bridges staff to pertinent information on District’s electronic student information system for referred students on current caseload.
- Provide private, confidential working office space for the Building Bridges team located somewhere within the school district. Each staff will have their own work surface. Secure Wi-Fi service will be reliable, stable and consistent. The District ensures that:

- facilities are clean;
- there are no observable safety hazards in the space and required equipment is safe;
- fire drills are conducted in accordance with legal requirements; and
- smoking is prohibited in all areas of the building except in specified circumstances and in locations environmentally separate from administrative and service areas.

5. Insurance

Catholic Charities will name the District as an additional insured on its liability policy, only as it relates directly to Building Bridges, for negligent acts or omissions of the District or its officers, directors, or staff in conjunction with the program only, but only to the extent to which Catholic Charities or the District is attributed such negligence, unless such negligent act or omission falls on the District, its officers, directors, and staff and is in no way contributed to by Catholic Charities, its officers, directors, or staff. The District certifies that it maintains adequate liability coverage for its own negligence related to any other function, program, or operation for which Catholic Charities has no involvement and accepts no accountability. Catholic Charities further acknowledges its obligation to obtain and maintain throughout the term of this Agreement appropriate insurance coverage for the benefit of Catholic Charities, as well as its employees and agents.

6. Compliance with Laws and Policies:

Provider shall comply with all current District policies and all applicable local, state and federal laws, including laws pertaining to the confidentiality of student records and requests for public records.

Provider agrees that it will not object to or otherwise hinder District's access to any and all reports, records, data or other compilation of information created regarding the impact of the program.

Purchase Agreement

WHEREAS, a condition of the MOU provides that the District shall pay the Provider for the delivery of specific services more fully set forth therein,

The District and the Provider agree as follows:

1. Term

The term of this Agreement shall be from *September 1, 2025 – June 30, 2026*.

2. Competency, Timing and Cooperation

The Provider shall deliver goods/services in a professional and competent manner, and shall commence, carry on and complete its obligation under this Agreement with all deliberate speed and in an economical and efficient manner in accordance with the Agreement and applicable law.

3. Compensation

The District shall pay the Provider the sum of **\$77,250** for the goods/services indicated in the MOU provided during the listed dates of service. The Provider will issue ten (10) \$7,725 monthly invoices to the District. The District shall pay the Provider upon receipt of an invoice from the Provider. The Provider will adjust invoice amounts based on services received and staffing hours.

4. Confidentiality

The Provider agrees to protect and maintain the confidentiality of pupil records or any other confidential matter that the District maintains, as required by state and federal law.

5. Termination

Either party may terminate the agreement for cause upon 90 days written notice to the other party.

6. Non-Discrimination

Parties agree not to discriminate on bases prohibited by federal, state, or local laws, ordinances or regulations.

The parties have executed this Memorandum of Understanding & Purchase Agreement on the dates of signatures listed below. Catholic Charities, Inc., Diocese of Madison

CATHOLIC CHARITIES, INC., DIOCESE OF MADISON WAUNAKEE COMMUNITY SCHOOL DISTRICT

by *Shawn Carney*
Shawn Carney (May 2, 2025 11:32 CDT)

Date: 05/02/2025

Shawn Carney, Executive Director
(Name & Title)

by *Lisa Jondle*

Date: 06/04/2025

Lisa Jondle, Dir of Student Services
(Name & Title)











2025-2026 Building Bridges MOU & PA (WCSD)

Final Audit Report

2025-06-04

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