

Memorandum of Understanding
between
Mountain View Los Altos High School District
and
Counseling and Support Services for Youth

This Memorandum of Understanding (MOU) describes and confirms an agreement between the **Mountain View Los Altos High School District (DISTRICT)** and **Counseling and Support Services for Youth (CASSY)**. The purpose of this agreement is to formalize and clarify any expectations of and the relationship between the parties involved, thereby ensuring an effective working relationship for the implementation of comprehensive mental health services at Mountain View High School (1 full time therapists for the Fall Semester). The total cost of services for the DISTRICT will be \$68,900.

I. DESCRIPTION OF SERVICES and PURPOSE OF COLLABORATION

CASSY therapists are registered with the Board of Behavioral Sciences (which includes a LiveScan background check) and maintain ethical boundaries per the California Association of Marriage and Family Therapists and are therefore subject to all mandated reporting laws. CASSY therapists will provide the following suite of services as requested by the DISTRICT. Services will be provided within the therapist's regularly scheduled period of work during the school year.

FOR STUDENTS

- Ongoing Counseling - Individual, Family, and Group
 - Parent/Guardian consent
 - Minor Consent
 - Medical billing assistance
- Proactive Mental Health Education
 - Tier 1 services: presentations, student workshops
- Crisis Intervention and Treatment
 - Risk Assessments and Safety Planning
 - Collaboration with Mobile Crisis
 - Participation in Re-entry meetings
 - Campus wide crisis support (e.g. death of a community member)
- Drop-in counseling support
- Check-in services
- Observations
- Referral to community partner for treatment, if required or requested

FOR STAFF

- Staff Consultation
- Staff Training
- Attendance/participation in school team meetings: COST, SST, IEP, etc
- Wellness Center Coverage

FOR PARENTS & COMMUNITY

- Parent Consultation
- Parent Workshops

CLINICAL ADMINISTRATION

- Data reporting and analysis

CASSY provides ongoing supervision and training which is mandatory for all staff to maintain their credentials. All therapists receive one hour of onsite individual clinical supervision weekly and two hours of group supervision weekly. In addition, therapists may attend offsite training; however, all trainings would be communicated in advance with the school staff and be no more than 8 hours during the school year.

II. TERMS OF UNDERSTANDING

This agreement is effective on July 1, 2025, and will remain in effect until December 31, 2025, unless terminated pursuant to Section IX. The MOU shall be reviewed quarterly to ensure that it is fulfilling its

purpose and to make any necessary revisions. Amendments to this MOU must be provided to all signing persons and will become effective upon the signed approval of all parties.

III. SCHOOL and DISTRICT OBLIGATIONS

The DISTRICT will ensure that an appropriate administrator will be designated for assistance in implementing comprehensive mental health services. The DISTRICT agrees that District staff will help facilitate the process to gain access to program needs such as appropriate space, student information, etc.

IV. CASSY OBLIGATIONS

CASSY agrees to provide stated service in Section I to the schools. Activities outside those specified in the stated services (section I) will be determined jointly by representatives from DISTRICT and CASSY.

CASSY agrees to collaborate with the DISTRICT staff in providing timely reports, updates, and other unspecified measurements and metrics. CASSY agrees to provide the DISTRICT with mental health counseling data that will be provided monthly to district and/or school staff (Data can be written on the DISTRICT format provided) and must include at a minimum the number of students in counseling, counseling start and end dates, referral source, reason for referral, and the number of students referred to outside agencies.

CASSY agrees that at least one representative participate in DISTRICT mental health monthly meetings focusing on data reports, progress and next steps, and that all counselors attend scheduled meetings/check-in with principals or their designees on campus.

CASSY agrees to provide the DISTRICT with a schedule and calendar of monthly therapy sessions for individual and small groups. CASSY agrees to follow a 12-week brief therapy model for all students (individual and group counseling).

CASSY agrees that services provided by CASSY pursuant to this MOU may be supervised and evaluated by staff from the DISTRICT as a supplement to CASSY primary oversight.

CASSY agrees to provide orientations/presentations to district representatives, program staff, school staff and parents for informative purposes.

CASSY agrees that staff from CASSY will be responsible for their training, supervision, TB clearance, fingerprinting, federal criminal background check, and of ensuring that such person fulfills all district requirements.

CASSY agrees to ensure that all their staff who will be on school property or work with students has proof of a negative skin test or chest x-ray for Tuberculosis. CASSY will provide DISTRICT with written verification that program staff has been cleared.

CASSY agrees to ensure that all program staff that will be on school property has proof of FBI and Department of Justice Child Abuse Index fingerprint clearance. CASSY will provide DISTRICT with written verification that program staff has been cleared.

CASSY agrees that in every case where a program staff person has reasonable suspicion of child abuse, child neglect, harm to self or harm to others of a student residing in the district, the staff person will comply with the reporting process agreed upon by both parties.

CASSY agrees to immediately notify the DISTRICT of subsequent changes and pull staff when an arrest or clearance concern arises.

CASSY as in force, and during the term of this Agreement shall maintain in force, a Comprehensive General Liability Insurance policy with limits not less than \$1,000,000.00 (one million dollars) each occurrence combined Single Limit for Bodily Injury and Property Damage. The policy shall name as additional insured DISTRICT, its Board, officers and employees. The policy shall require the insurer to provide to the DISTRICT - (30) day notice of any cancellation or reduction of such insurance.

V. CONFLICT RESOLUTION

The Parties agree that differences of opinion regarding personnel or service practices or parties will be discussed. If resolution is not obtained then, decisions will be made after discussion between the DISTRICT and CASSY management.

VI. **NON-DISCRIMINATION**

CASSY and the DISTRICT shall not discriminate against any person rendering or receiving services pursuant to this Memorandum, based on race, color, age, marital status, national origin, sex, creed, sexual orientation, or physical or mental disability, including HIV disease, as provided by State and Federal Law.

VII. **HOLD HARMLESS**

Each party is an independent contractor responsible for its acts and the acts of its officers, agents, and employees. Each party agrees to indemnify, defend, and hold harmless the other party, its officers, agents, and employees from all loss, injury, liability, damages, claims, demands, suits, or judgments arising from the acts or omissions of its officers, agents, and employees in connection with the performance of this agreement.

VIII. **CONFIDENTIALITY**

The parties shall maintain the confidentiality of all records generated during the period of this agreement pursuant to applicable Federal and State laws.

IX. **TERMINATION**

This Agreement may be terminated by either party by giving a minimum of thirty (30) days advance written notice to all parties.

X. **NOTICES**

All notices of the parties shall be in writing and shall be addressed as set forth below:

Counseling and Support Services for Youth

Mary Cheryl B. Gloner
Interim Executive Director
mglonger@CASSYBayArea.org
544 Valley Way
Milpitas, CA 95035

District:

Eric Volta
Superintendent
Mountain View Los Alto High School District
1299 Bryant Avenue
Mountain View, CA 94040

XI. **AUTHORIZATION**

The signing of this MOU is not a formal undertaking. It implies that the signatories will strive to reach, to the best of their ability, the objectives stated in the MOU.

On behalf of the organization I represent, I wish to sign this MOU and contribute to its further development.

Mountain View Los Altos High School District

Eric Volta, Superintendent

Date

Counseling and Support Services for Youth



Mary Cheryl B. Gloner, Interim Executive Director

May 2, 2025

Date