

Memorandum of Understanding (MOU)/Formal Agreement

1. Purpose

- This MOU is established to outline the collaborative efforts between **Campbell County School District #1 (CCSD #1)** and **Youth Emergency Services (YES House)** to provide high-quality educational services to at-risk and delinquent youth in the Residential Treatment facility, in accordance with Title I, Part D, Subpart 2 of the Elementary and Secondary Education Act (ESEA).

2. Parties Involved

- This MOU is between the Local Educational Agency **Campbell County School District #1** and **Youth Emergency Services (the YES House)**

3. Responsibilities of the LEA

- Provide educational Edgenuity programs via accredited platforms for credit acquisition.
- Provide needed educational information upon entry into YES House and invite constituents to participate in team meetings (as appropriate and with permission).
- Reimbursement of salaries/benefits for two staff members to provide ELO services outside of regular school hours.
- Ensure ELO staff members keep and submit time and effort documentation, including a log of services rendered, monthly.
- Provide professional development opportunities, such as The Art of ISS, for staff.
- Reimburse YES House or purchase Renaissance STAR testing software.
- Facilitate the transition of students back to the community school.
- Maintain financial spending documentation.
- Complete all state and federal requirements for auditing and reporting.

4. Responsibilities of YES House

- YES House will provide information to the school district if a student in their facility is identified as needing special education services and support (within the same week of determining the need).
- Within the same week as entry, YES House will notify the school district of students in their facility.
- Implement the district-provided IEP, IELP, and/or 504 information and participate in team meetings (as appropriate and with permission).
- Provide a safe and conducive learning environment.
- YES House will provide training and professional development to staff to adequately prepare them for working with at-risk youth and students with disabilities (during the onboarding process and throughout their tenure); offerings include de-escalation and crisis management, providing specially designed instruction, and trauma-informed care/teaching.
- YES House will ensure that students who are residentially placed in their facility will attend school at the YES House school, Campbell County School District, OR coordinate with a student's home school, if the student is in an out of district placement, to ensure that the necessary supports are in place for students to make progress on and meet requirements to successfully participate in the school's educational program and earn credits/a diploma.
- Collaborate with CCSD #1 to support the educational needs of the students (this may include sending funding requests/considerations to CCSD #1 to support students in need). YES House will share relevant student information and data that demonstrates educational progress with CCSD #1. YES House will participate in and support educational planning and coordinate the use of technology with CCSD #1 through Edgenuity.
- YES House works with local businesses to coordinate work-based educational experiences for students enrolled in that course of study for high school credit/pay (e.g, Area 59.).
- Provide specific student counts/numbers served by the YES House to CCSD #1, annually (to include student names, DOB, entry date and date exited, and reason for

placement) for reporting such as the WDE568 and WDE549, as requested by CCSD #1, via a shared spreadsheet between the parties.

5. Joint Responsibilities

- YES House and CCSD #1 will coordinate educational programs regarding students with an IEP, IELP, and/or 504 information upon entry into YES House School and invite constituents to participate in team meetings (as appropriate and with permission).
- Coordinate entry and exit meetings from the school to YES House and vice versa to gain academic records, determine educational programming and develop transition and post-secondary plans (these meetings may include school-based team members, YES House representatives, the student, parents, the high school transition coordinator, school counselors, school administrators, vocational rehab., and representatives from community organizations, higher education institutions, training programs, workforce services, etc.); the intent of these collaborative meetings is to help students stay in school.
- Where feasible, YES House and CCSD#1 will work together to involve parents by offering training throughout the year.
- YES House will partner with the Grant Manager at CCSD #1, annually to identify what state, local, and federal funds have been made available to both facilities and how those funds will be leveraged to provide services and supports, funded through Title I-D, Subpart 2, specifically, in an effort to develop a robust program that supports the children and youth being served.
- YES House and CCSD must keep student information confidential, only use it for the services outlined in the agreement, and ensure that any access to confidential information is covered by prior written consent or another FERPA-permitted exception.
- Have regular communication and meetings to discuss student progress and program effectiveness (these meetings shall include school-based team members, YES House representatives, the student, and parents). Upon a student's discharge from the

facility, CCSD #1 and YES House will consult (in-person, by phone, Zoom, or email) for a period of one month to discuss progress made during the transitional time.

- Both entities will share data agreements to track and report on student outcomes.
- Collaboratively conduct an annual needs assessment and evaluation for continuous improvement, planning, budgeting, and grant spending (these meetings will invite CCSD #1 grant personnel, school-based team members, YES House representatives, students, and parents).
- Requests for purchases (i.e., supplies for tutoring) will be made by the Director of YES House to the District Grant Manager; the District Grant Manager will approve or deny the request; the District Grant Manager will submit the order to be processed and deliver the supplies to the YES House. CCSD #1 will maintain the invoice and other documentation.

6. Duration of the MOU

- This MOU will be used for the 2025-2026 school year.
- This MOU will be renewed annually at the beginning of each school year.
- As a federal requirement and protected by law, the termination of this MOU is prohibited during its term.

7. Signatures

Signed: _____ Dated: _____

Sasha Beck, Transition Coordinator, Title 1-D Subpart 2 Grant Manager, Campbell County School District #1

Printed name and role:

Signed: _____ Dated: _____

Ryan Anderson, Youth Emergency Services Agency Representative