Puyallup School District Partnership Playbook for School Leaders

This resource was developed with the leadership of the Seattle Public Schools School and Community Partnerships Department in the summer of 2022.

1/10/24

Puyallup School District No. 3
302 2nd St SE
Puyallup, WA. 98372
(253-841-1301

MEMORANDUM OF UNDERSTANDING (MOU) ROUTING FORM

DATE: **July 9, 2025**

FROM: **Student Support on School & Community Partnerships**
RE: **Community Partner MOU**

ROUTING TO:	APPROVED BY	DATE
1. Student Support	Tonya Middling	7/9/25
2. Director or Principal (If different than above)		Date
3. Legal-Risk Management	Megan Davis	Date

THE POINT-OF-CONTACT OR PRINCIPAL MUST ALSO SIGN THE LAST PAGE OF THE MOU

REQUIRED ATTACHMENTS:

1) Community Organization's certificate of insurance naming Puyallup School District as an additional insured with at least $1 million in general liability coverage.

Puyallup School District &
Comprehensive Life Resources (CLR)

Memorandum of Understanding (MOU)

Collaboration in support of the District's Strategic Goals

SCHOOL(S)* OR DEPARTMENT: Student Support

COMMUNITY ORGANIZATION: Comprehensive Life Resources (CLR)

TERM OF COLLABORATION: **August 31, 2026 – July 31, 2028**

- Waller Road Elementary School, Wildwood Elementary School, Rogers High School, Puyallup High School.

Puyallup School District ("District") and the community organization named above ("Community Organization") (*collectively the* "Parties") agree to the following:

I. STATEMENT OF INTENT:

The District is committed to the creation and implementation of collaborations with community organizations that enhance the educational program of District schools, support the achievement of the District's strategic goals, and improve academic and social-emotional outcomes for District students. All collaborations with community organizations must:

a. Have measurable outcomes supporting the strategic goals of the District and individual school goals where appropriate;
b. Follow all District policies and procedures including, but not limited to, District policies relating to building use and student safety; and
c. Continuously demonstrate substantial positive impact.

II. THIS COLLABORATION SUPPORTS THE FOLLOWING STRATEGIC GOAL(S):

☐ Academic Achievement
☐ Family and Community Engagement
☒ Social-Emotional Supports
☐ Staff Development, Culture, and Satisfaction
☐ Facilities, Safety, and Security

III. THIS COLLABORATION SUPPORTS THE FOLLOWING WHOLE CHILD ELEMENT(S):

☒ Academic Learning
☒ Basic Needs
☒ Behavior/Social Emotional Learning
☒ College & Career Readiness
☐ Expanded Learning
☒ Family Engagement & Support
☒ Health & Wellness
☒ Racial/Cultural Identity
☒ Readiness and Transitions
☐ School Culture & Climate

IV. THIS COLLABORATION SUPPORTS THE GOALS OF THE SCHOOL(S) IT SERVES:

Each year, District schools develop a Continuous School Improvement Plan (CSIP). CSIPs detail the areas the school plans to focus on, the goals they want to achieve, and their plan to achieve the goals.

Community Organization reviewed the CSIP for the school(s) included on our district website for the respective schools identified in this MOU.

Beth Stone, Vice President of Clinical Services : (initials): ____

V. SCOPE OF WORK:

The purpose of this collaboration is to provide *(what, why, where, and when)*:

Comprehensive Life Resources (CLR) will provide students with a mental health assessment, individual and family counseling, case management/resource connection, and family advocacy. In addition, CLR will provide crisis intervention to students via embedded staff or through telehealth support.

VI. MEASURABLE OUTCOMES:

This collaboration has the following measurable outcomes to prove its support of strategic goals of the district and individual goals of the schools it serves:

GOAL:	MEASURABLE OUTCOME
CLR will serve PSD students in school with mental health support	We will serve up to 15 students per school.

VII. COMMUNITY ORGANIZATION WILL:

A. Provide a credentialed service provider at designated Puyallup School District schools. The location of this service shall be approved by both CLR and the school principal where the services are being co-located.
B. Provide services at no cost to the District. CLR will bill available insurance or utilize grant funding to serve students.
C. CLR will ensure that Washington State Patrol background checks are completed with no disqualifying events by CLR employees prior to being sited at any school or other District facility.

D. Work with the District's school administration and guidance staff to facilitate a process of referral to the program.
E. Adhere to the District's administrative requests for changes in CLR personnel, subject to CLR's right to immediately terminate this Memorandum of Understanding and Agreement.

VIII. SCHOOL OR DISTRICT WILL:

A. Provide a designated private space for CLR staff to provide services.
B. Provide student information on a need-to-know basis for CLR staff as it relates to their work with students.
C. Refer students, age 13 or over, and students 12 years or under with parental or guardian consent, for CLR services.
D. Provide complementary secure internet access to CLR while working in school locations.

IX. COMMUNICATION:

Successful collaborations require professional communication between the Parties to support the stated goals and to achieve and track the measurable outcomes detailed in this MOU. The Parties agree to communicate as follows:

The CLR Chief Clinical Officer and PSD Director of Student Support will meet quarterly. CLR site clinicians will meet with School Administrators, counselors or social workers as needed to ensure alignment, communication, and collaboration based on program and district/school goals.

X. PAYMENT:

Services will be provided at no cost to the District. CLR will bill available insurance or utilize grant funding to serve students.

XI. TERMINATION:

This MOU may be terminated by either party at any time and for any reason, with 30 days written notice. Additionally, the District may terminate this MOU with written notice, effective immediately, if the District determines that such action is necessary to avoid disruption to the educational environment of the school and/or for the health or safety its students, officials, agents, employees, or volunteers.

XII. NONDISCRIMINATION:

Community Organization will comply with the following nondiscrimination and equality in contracting provisions as mandated by federal and state law:

a. Americans with Disabilities Act: Community Organization will comply with all applicable provisions of the Americans with Disabilities Act (ADA) in performing its obligations under this MOU and shall

provide such reports and information relative to the accessibility of services as may be requested by the District.

b. Discrimination: Community Organization will not discriminate against any employee or applicant for employment because of race, color, age, sex, marital status, sexual orientation, gender identity, political ideology, creed, religion, ancestry, national origin, or the presence of any sensory, mental or physical handicap, unless based upon a bona fide occupational qualification. Community Organization shall affirmatively attempt to ensure that applicants are employed, and that employees are treated without regard to their race, color, age, sex, marital status, sexual orientation, gender identity, political ideology, creed, religion, ancestry, national origin, or the presence of any sensory, mental or physical handicap, during their employment period. Such efforts shall include, but are not limited to the following: employment, upgrading, demotion, transfer; recruitment, layoff, rates of pay, or other forms of compensation and training.

XIII. BACKGROUND CHECK:

Community Organization agrees all officials, agents, employees, and volunteers assigned to work in a District school or with District students under this MOU will undergo a criminal history background check at the Community Organizations expense. Background checks must be completed before individuals are assigned to work in a District school or with District students.

Community Organization will complete "Appendix A" listing each official, agent, employee, and volunteer and the type of background check each received in accordance with the requirements below. All Community Organization officials, agents, employees, and volunteers who work with students must pass an annual criminal background screen.

a. The WATCH (Washington State Patrol) background check is acceptable for a Community Organization official, agent, employee, or volunteer who satisfies both of the following criteria. The individual has:
    i. Resided in Washington State for more than three years; and
    ii. Their contact with students will always be supervised by an adult (unrelated through family ties).
b. A national background check is required for a Community Organization official, agent, employee, or volunteer who satisfies one or both of the following criteria. The individual has:
    i. Resided in Washington State for less than three years from the date of the background check; and/or
    ii. Contact with students will be unsupervised.

Community Organizations must use their own WATCH account. WATCH background checks are free for non-profit organizations. For-profit organizations must provide payment to the Washington State Patrol for background checks performed.

For individuals required to submit to a national background check, this background check is required once. In subsequent years, a WATCH background check is required.

If a positive criminal history is reported, Community Organization will share the information with the District's Community Partnerships Department by contacting middltr@puyallupsd.org. The District will determine if the individual may be assigned to a District school or student. Community Organization understands and agrees that as an independent contractor, employment decisions are always their own.

XIV. SEXUAL MISCONDUCT TRAINING:

Community Organization agrees all officials, agents and employees will complete the District's Child Sexual Abuse Prevention Course through Vector or other District approved course prior to working in a District school or with District students.

Community Organization will complete "Appendix A" to prove compliance with the requirement.

XV. CONFIDENTIAL STUDENT INFORMATION:

Community Organization understands and agrees that the District will only provide identifiable student education records to the Community Organization upon receipt/approval of both parent/guardian-signed consent to release information form(s) and/or an executed data sharing agreement consistent with Board Policy 2022 Form 1 and Policy 2022 Form 2..

Community Organization also understands and agrees that any identifiable student education records received from the District are confidential and protected by federal law, the Family Educational Rights and Privacy Act ("FERPA"), and 20 U.S.C. Section 1232g. Community Organization further agrees that identifiable student education records received from the District will not be disclosed to any other person, agency, or entity without the prior written consent of the District unless required to make such a disclosure under an applicable law or court order. Community Organization further understands and agrees that any identifiable student education records obtained through this MOU may be used only to perform the services described in this MOU. The unauthorized or unlawful disclosure of student education records is just cause for the District to immediately terminate the MOU.

If applicable, Community Organization will maintain all therapeutic/health records in accordance with State of Washington regulations for Community Mental Health Agencies and the United States Health Insurance Portability and Accountability Act (HIPAA). Community Organization will only provide therapeutic records or treatment information to the District upon a signed consent to release information which must be authorized by the parent/guardian, or if the student is 13 years of age or older, by the student.

XVI. RESEARCH:

Community Organization has the right to present, publish, or use student results gained in the course of its collaboration, so long as publication, presentation, or use of the results is consistent with scientific standards, is outside the scope of a current District-supported research study, and does not include personally identifiable information of District students, staff, or parents/guardians. Should Community Organization use or collect data for the purpose of conducting a research study, Community Organization will submit a separate External Research Request prior to use or collection. To determine whether the

proposed data use/collection constitutes a research study, Community Organization may contact the District's Assessment Manager and Edtec.

XVII. INDEPENDENT CONTRACTOR:

The Parties are independent contractors. Nothing herein shall be deemed to create an employment, agency, joint venture, or partnership relationship between the Parties or any of their officials, agents, employees, or volunteers, or any other legal arrangement that would impose liability upon one party for the act or failure to act of the other party. Neither party shall have any express or implied power to enter into any contracts or commitments or to incur any liabilities in the name of, or on behalf of, the other party, or to bind the other party in any respect whatsoever.

XVIII. SITE ACCESS:

The District reserves the right to immediately prohibit any Community Organization official, agent, employee, or volunteer from entering District property if a District official determines that such action is necessary to avoid disruption to the educational environment of a school and/or for the health or safety the District's students, officials, agents, employees, or volunteers. The District reserves the right terminate this MOU for a violation that results in a site access prohibition for a Community Organization official, agent, employee, or volunteer.

XIX. INSURANCE AND INDEMNIFICATION:

a. Insurance: Each party will provide the other with a Certificate of Insurance, or evidence of Self-Insurance, which documents insurance coverage for personal injury or property damages claims that may arise from, or in connection to, the performance of the Agreement, with limits of not less than $1,000,000 per occurrence.

b. Indemnification: Community Organization agrees that to the fullest extent permitted by law, Community Organization will hold harmless, defend, and indemnify the District, its agents, employees and board members from any liability, cost or expense, including and without limitation, penalties, losses, damages, attorneys' fees, taxes, expenses of litigation, judgments, liens, and encumbrances, to the extent arising out of, or resulting from any act or omission by the Community Organization under this MOU. The terms of this section shall survive the termination of this MOU.

The District agrees that to the fullest extent permitted by law, the District will hold harmless, defend, and indemnify the Community Organization, its agents, employees, and board members from any liability, cost or expense, including and without limitation, penalties, losses, damages, attorneys' fees, taxes, expenses of litigation, judgments, suits, liens, and encumbrances, to the extent arising out of, or resulting from any act or omission by the District under this MOU. The terms of this section shall survive the termination of this MOU.

XX. NOTICES:

All notices contemplated or required under this MOU shall be in writing and delivered by hand, U.S. Mail, or electronically as follows:

To the School/District Lead:

Dr. Gordan Brobbey, Director of Equity and Student Success
Puyallup School District
109 E. Pioneer
Puyallup, WA 98372
Phone: 253-840-8907
Email: brobbg@puyallupsd.org

To the Community Organization:

Beth Stone, Vice President of Clinical Services
Comprehensive Life Resources
737 Fawcett Ave
Tacoma, WA 98402
Phone: 253-396-5863
Email: bstone@cmhshare.org

XXI. MISCELLANEOUS PROVISIONS:

a. Entire Agreement. This MOU constitutes the entire agreement between the Parties, and supersedes all prior oral or written agreements, commitments, or understandings concerning the matters provided herein.
b. Amendment. Modifications to this MOU must be in writing and be signed by each party.
c. Governing Law. The terms of this MOU shall be interpreted in accordance to, and enforced under, the laws of the State of Washington. The Parties agree that any judicial proceedings will take place in Tacoma, Washington.
d. Severability. If any provision of this MOU is held invalid or unenforceable, the remainder of the MOU shall not be affected, but continue in full force.
e. Assignment. Neither party shall assign its rights or responsibilities under this agreement unless it receives written permission from the other party.
f. Non-Waiver. Any express waiver or failure to exercise promptly any right under this MOU will not create a continuing waiver or any expectation of non-enforcement.
g. District Policies and Procedures. Community Organization agrees that all its officials, agents, employees, or volunteers providing services to District students under this MOU will comply with District policies, procedures, and guidelines, including all applicable District health and safety protocols. Community Organization will educate their officials, agents, employees, and volunteers of all applicable District policies, procedures, and guidelines before permitting work under this MOU to begin. District policies and procedures are available at: https://go.boarddocs.com/wa/psd/Board.nsf/Public

h. Counterparts. The Parties agree this MOU may be executed in one or more counterparts, each of which shall constitute an enforceable original of the agreement, and that facsimile signatures shall be as effective and binding as original signatures.

i. Debarment. Community Organization, by accepting this MOU, warrants that it is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions (defined as not being eligible to receive federal funds) by any local, state, or federal department or agency.

j. Cooperation with District Auditor and State Auditor. Community Organization agrees to provide reasonable cooperation with any inquiry by either the District or the State Auditor relating to the performance of this MOU. The District has the right to audit records of Community Organization relating to payment or performance under this MOU, for one year after completion of this contract. Failure to cooperate may be cause for debarment from award of, or agreement to, future contracts.

THIS MOU SHALL BECOME EFFECTIVE AS OF THE LAST DATE OF SIGNATURE AND UPON BOARD APPROVAL. BY SIGNING BELOW, EACH SIGNATORY REPRESENTS THAT IT HAS THE AUTHORITY TO EXECUTE THIS MOU.

PUYALLUP SCHOOL DISTRICT	COMMUNITY PARTNER
Signed by: Gordon Brobbey 494D7E8BAC824 43D	DocuSigned by: Beth Stone E6C209B118164B6
Authorized Signature	Authorized Signature
Gordon Brobbey	Beth Stone
Printed Name	Printed Name
Director of Equity and Student Success	Vice President of Clinical Services, CLR
Title	Title
6/26/2026	7/1/2026
Date	Date