



DISTRICT MEMORANDUM OF AGREEMENT

Green River Regional Educational Cooperative
Project ACCESS

This document serves as the Memorandum of Agreement between the _____ Public School District (LEA) and the Green River Regional Educational Cooperative (GRREC), the fiscal agent, on their commitment to Project ACCESS.

Fiscal Agent: Green River Regional Educational Cooperative

As the fiscal agent, GRREC will provide the overall management of the School-Based Mental Health Counselor. LEAs will support the work of the grant, the implementation of grant programming, and progress monitoring over the course of the three year contract with the Counselor. LEAs will have flexibility in scheduling the Mental Health Professional's day-to-day duties related to direct counseling services to students. The LEA is responsible for the Mental Health Counselor as an employee in their district, which includes supervision, salary, and fringes. Both the LEA and GRREC will agree upon a process for invoicing. GRREC will provide reimbursement for the portion of salary and fringe that are being supported by the grant at a maximum of \$70,000 (salary), and \$22,750 (fringe). Project ACCESS will reimburse the district 100% of the maximum salary and fringe in year one, and 50% in year two. The LEA will be required to fund salary and fringe at 100% in year three (and beyond, if desired). If the salary and fringe amount of the Mental Health Counselor(s) is lower in years one or two, the district will be reimbursed for the actual expense incurred. Grant staff will assist with the supervision of Mental Health Counselors.

As the fiscal agent, GRREC will work closely with the LEA to establish parameters for assessing, serving, and referring students for mental health supports.

The LEA (district):

Participating LEAs shall accept placements of available graduate students from Western Kentucky University's Counseling Program when graduate students need to complete clinical requirements (i.e., practicums, internships, etc.). Graduate students will complete clinical requirements onsite within the LEA's high need schools and provide direct and indirect services to assigned preK-12 students enrolled in high need schools. Graduate students shall be supervised onsite by GRREC mental health counselors or independently contracted LPCCs under the direction of Project ACCESS. General (day-to-day) oversight and supervision shall be the duty of the LEA. Placements will be prioritized based on needs data and affected by available graduates residing within a reasonable distance to the LEA. The District Coordinator will work with Project ACCESS staff and WKU to coordinate onsite placements in high need schools.

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The LEA (district) agrees to the following:

- Designate a District Coordinator point of contact for Project ACCESS. The District Coordinator will collaborate with Project ACCESS to identify students for services, collect referrals, assist in pairing students with mental health service providers, and collect data as requested by Project ACCESS staff. The District Coordinator will receive an annual stipend of \$1,500 for each year the LEA participates in Project ACCESS, 100% funded by the grant.
- Follow GRREC's process for reimbursement of salary, fringe, and stipends as outlined in the grant.
- Hire graduate(s) of the Western Kentucky University (WKU) Counseling Program who hold a Master's or Doctorate degree related to Clinical Mental Health Counseling or School Psychology and hold appropriate credentials (i.e., LPCC) **and employ them for a minimum of three years.**
- Assign Mental Health Counselor(s) for the portion of their time provided by the grant to implement the scope of work identified in the grant. This includes, but is not limited to attending required meetings and trainings, participating in community engagement activities, and counseling students.
- Ensure an office or meeting space is provided for the Mental Health Counselor(s) to meet with students for small group and one-on-one counseling.
- Ensure that students identified as having the most needs are supported by the Mental Health Counselor(s) for a period of three years.
- Provide opportunities for principals, school counselors, and teachers to collaborate with Mental Health Counselor(s) to ensure the goals of the grant.
- In collaboration with Project ACCESS staff and the Mental Health Counselor(s), establish a supportive environment with equitable access for all students through understanding youth mental health illnesses, early warning signs, and creating a trauma-sensitive learning environment. This includes, but is not limited to reviewing and revising school-wide behavior plans, attending professional learning, implementing preventative strategies, etc.
- Ensure that Mental Health Counselor(s) have access to student data and reporting tools involving attendance, behavior, suspensions, alternate placements, and expulsions.
- Dedicate a portion of PLC/Data Team time for Mental Health Counselor(s) to review student behavior data, discuss implementation of behavior plans, strategies, and progress.

Placement of counselors is dependent upon availability of graduates, LEA application, and need based on district data. LEAs which do not receive a dedicated counselor may be served by GRREC-employed Project ACCESS Mental Health Counselors on a part-time or rotating basis. Therefore, agreement to participate does not guarantee an immediate placement of a graduate student or Project ACCESS Mental Health Counselor.

District Superintendent Signature

Date

GRREC Executive Director Signature

Date

District Point of Contact name and email: _____