



**WHATCOM COUNTY
CONTRACT INFORMATION SHEET**

Whatcom County Contract Number:
202102026 - 1

Originating Department:		85 Health	
Division/Program: (i.e. Dept. Division and Program)		8550 Human Services / 855060 Substance Abuse Program	
Contract or Grant Administrator:		Alyssa Pavitt	
Contractor's / Agency Name:		Cascadia Youth Mental Health PLLC	
Is this a New Contract?	If not, is this an Amendment or Renewal to an Existing Contract?		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	If Amendment or Renewal, (per WCC 3.08.100 (a)) Original Contract #:		202102026
Does contract require Council Approval?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	If No, include WCC:	
Already approved? Council Approved Date:		(Exclusions see: Whatcom County Codes 3.06.010, 3.08.090 and 3.08.100)	
Is this a grant agreement?	If yes, grantor agency contract number(s):		CFDA#:
Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>			
Is this contract grant funded?	If yes, Whatcom County grant contract number(s):		201801023
Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>			
Is this contract the result of a RFP or Bid process?	If yes, RFP and Bid number(s):		Contract Cost Center: 677350
Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Sole Source		
Is this agreement excluded from E-Verify?	No <input type="checkbox"/> Yes <input checked="" type="checkbox"/>		
If YES, indicate exclusion(s) below:			
<input type="checkbox"/> Professional services agreement for certified/licensed professional.		<input type="checkbox"/> Contract for Commercial off the shelf items (COTS).	
<input checked="" type="checkbox"/> Contract work is for less than \$100,000.		<input type="checkbox"/> Work related subcontract less than \$25,000.	
<input type="checkbox"/> Contract work is for less than 120 days.		<input type="checkbox"/> Public Works - Local Agency/Federally Funded FHWA.	
<input type="checkbox"/> Interlocal Agreement (between Governments).			
Contract Amount:(sum of original contract amount and any prior amendments):		Council approval required for; all property leases, contracts or bid awards exceeding \$40,000 , and professional service contract amendments that have an increase greater than \$10,000 or 10% of contract amount, whichever is greater, except when :	
\$	17,240	1. Exercising an option contained in a contract previously approved by the council.	
This Amendment Amount:		2. Contract is for design, construction, r-o-w acquisition, prof. services, or other capital costs approved by council in a capital budget appropriation ordinance.	
\$	22,760	3. Bid or award is for supplies.	
Total Amended Amount:		4. Equipment is included in Exhibit "B" of the Budget Ordinance	
\$	40,000	5. Contract is for manufacturer's technical support and hardware maintenance of electronic systems and/or technical support and software maintenance from the developer of proprietary software currently used by Whatcom County.	
Summary of Scope: This contract provides funding for regional youth substance use assessment, technical assistance and training.			
Term of Contract:	1 Year	Expiration Date:	02/28/2022
Contract Routing:	1. Prepared by:	JT	Date: 05/19/2021
	2. Health Budget Approval	KR/JG	Date: 06/29/2021
	3. Attorney signoff:	RB	Date: 07/01/2021
	4. AS Finance reviewed:	bbennett	Date: 07/30/2021
	5. IT reviewed (if IT related):		Date:
	6. Contractor signed:		Date:
	7. Executive Contract Review:		Date: 8/18/2021
	8. Council approved (if necessary):	AB2021-427	Date: 08/10/2021
	9. Executive signed:		Date: 8/18/2021
	10. Original to Council:		Date:



MEMORANDUM

TO: Satpal Sidhu, County Executive

FROM: Erika Lautenbach, Director

RE: Cascadia Youth Mental Health PLLC – Regional School Discipline Policy Assessment, Technical Assistance and Training Contract Amendment #1

DATE: August 11, 2021

Attached is a contract amendment between Whatcom County and Cascadia Youth Mental Health for your review and signature.

▪ **Background and Purpose**

Whatcom County is the lead agency for the North Sound Regional Youth Marijuana Prevention and Education Program (YMPEP) which includes Whatcom, Skagit, Island, San Juan, Skagit, and Snohomish Counties. One of the strategies outlined in the YMPEP Strategic Plan is support of school substance use policies and practices that align with effective prevention strategies in the North Sound Region. CYMH will assess regional school’s substance use school discipline policies and practice needs, support designated schools with individual technical assistance, and provide regional training opportunities. The purpose of this amendment is to extend the contract for an additional eight months and update the scope of work and budget to reflect the expectations of the work performed during the extended contract period.

▪ **Funding Amount and Source**

Funding for this contract, in an amount not to exceed \$22,760, is provided by the Washington State Department of Health Consolidated Contract’s YMPEP. These funds are included in the 2021 budget. Council approval is not required as funding does not exceed \$40,000; however, the Finance Department has recommended that County Council review the contract amendment since it reflects ongoing work.

Please contact Anne Deacon, Human Services Manager at 360-778-6054 (ADeacon@co.whatcom.wa.us) or Kathleen Roy, Assistant Director at 360-778-6007 (KRoy@co.whatcom.wa.us), if you have any questions or concerns regarding this request.



Whatcom County Contract Number:

202102026 – 1

WHATCOM COUNTY CONTRACT AMENDMENT

PARTIES:

**Whatcom County
Whatcom County Health Department
509 Girard Street
Bellingham, WA 98225**

**AND CONTRACTOR:
Cascadia Youth Mental Health PLLC
2600 St. Clair Street
Bellingham, WA 98226**

CONTRACT PERIODS:

**Original: 03/01/2021 – 06/30/2021
Amendment #1: 07/01/2021 – 02/28/2022**

THE CONTRACT IDENTIFIED HEREIN, INCLUDING ANY PREVIOUS AMENDMENTS THERETO, IS HEREBY AMENDED AS SET FORTH IN THE DESCRIPTION OF THE AMENDMENT BELOW BY MUTUAL CONSENT OF ALL PARTIES HERETO

DESCRIPTION OF AMENDMENT:

1. Extend the term of the contract through 02/28/2022.
2. Replace Sections 35.1 and 35.2 in the General Terms and Conditions (pages 7-8 of the original contract), per Whatcom County Ordinance 2021-016, with the following:

35.1 Non-Discrimination in Employment:

The County's policy is to provide equal opportunity in all terms, conditions and privileges of employment for all qualified applicants and employees without regard to race, color, creed, religion, national origin, sex, sexual orientation (including gender identity), age, marital status, disability, or veteran status. The Contractor shall comply with all laws prohibiting discrimination against any employee or applicant for employment on the grounds of race, color, creed, religion, national origin, sex, sexual orientation (including gender identity), age, marital status, disability, political affiliation, or veteran status, except where such constitutes a bona fide occupational qualification.

Furthermore, in those cases in which the Contractor is governed by such laws, the Contractor shall take affirmative action to insure that applicants are employed, and treated during employment, without regard to their race, color, creed, religion, national origin, sex, age, marital status, sexual orientation (including gender identity), disability, or veteran status, except where such constitutes a bona fide occupational qualification. Such action shall include, but not be limited to: advertising, hiring, promotions, layoffs or terminations, rate of pay or other forms of compensation benefits, selection for training including apprenticeship, and participation in recreational and educational activities. In all solicitations or advertisements for employees placed by them or on their behalf, the Contractor shall state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex or national origin.

The foregoing provisions shall also be binding upon any subcontractor, provided that the foregoing provision shall not apply to contracts or subcontractors for standard commercial supplies or raw materials, or to sole proprietorships with no employees.

35.2 Non-Discrimination in Client Services:

The Contractor shall not discriminate on the grounds of race, color, creed, religion, national origin, sex, age, marital status, sexual orientation (including gender identity), disability, or veteran status; or deny an individual or business any service or benefits under this Agreement unless otherwise allowed by applicable law; or subject an individual or business to segregation or separate treatment in any manner related to his/her/its receipt any service or services or other benefits provided under this Agreement unless otherwise allowed by applicable law; or deny an individual or business an opportunity to participate in any program provided by this Agreement unless otherwise allowed by applicable law.

3. Replace Exhibit A – Scope of Work, to reflect the workplan for the extended contract period.
4. Replace Exhibit B – Compensation, to reflect the budget for the extended contract period.
5. Incorporate Exhibit C – School Discipline System Check-UpSM
6. Incorporate Exhibit D – School Discipline System Check-Up UpSM Project MOU Template
7. Funding for the extended contract period (07/01/2021 – 02/28/2022) is not to exceed \$22,760.
8. Funding for the total contract period (03/01/2021 – 02/28/2022) is not to exceed \$40,000.
9. All other terms and conditions remain unchanged.
10. The effective start date of the amendment is 07/01/2021.

ALL OTHER TERMS AND CONDITIONS OF THE ORIGINAL CONTRACT AND ANY PREVIOUS AMENDMENTS THERETO REMAIN IN FULL FORCE AND EFFECT. ALL PARTIES IDENTIFIED AS AFFECTED BY THIS AMENDMENT HEREBY ACKNOWLEDGE AND ACCEPT THE TERMS AND CONDITIONS OF THIS AMENDMENT. Each signatory below to this Contract warrants that he/she is the authorized agent of the respective party; and that he/she has the authority to enter into the contract and bind the party thereto.

APPROVAL AS TO PROGRAM: DocuSigned by: Anne Deacon 8/11/2021
67ECDB4A4E70461
Anne Deacon, Human Services Manager Date

DEPARTMENT HEAD APPROVAL: DocuSigned by: Erika Lautenbach 8/11/2021
955C651A30374BD
Erika Lautenbach, Health Department Director Date

APPROVAL AS TO FORM: DocuSigned by: Royce Buckingham 8/16/2021
1EE5DDBD9542404
Royce Buckingham, Prosecuting Attorney Date

FOR THE CONTRACTOR:

<u>DocuSigned by: Tamara Dee</u> AE56791B3036499	Tamara Dee, MSW, LICSW	8/17/2021
Contractor Signature	Print Name and Title	Date

FOR WHATCOM COUNTY:

DocuSigned by: Satpal Singh Sidhu 8/18/2021
1192C7C18B664E3...
Satpal Singh Sidhu, County Executive Date

CONTRACTOR INFORMATION:

Cascadia Youth Mental Health PLLC
2600 St. Clair Street
Bellingham, WA 98226
tammy@cascadiayouthmentalhealth.com

EXHIBIT "A" – Amendment #1
(SCOPE OF WORK)

I. Background

Whatcom County is the lead agency for the North Sound Region Youth Marijuana Prevention and Education Program (YMPEP) serving Whatcom, Skagit, Island, San Juan, and Snohomish Counties. Whatcom County receives funding from the Washington State Department of Health (DOH) to coordinate implementation of strategies aimed at reducing initiation and use of marijuana by youth (ages 12 – 20) in the North Sound Region. As the lead agency, the County contracts with regional partners to carry out strategies outlined in the YMPEP Strategic Plan. One strategy identified in the plan is to support school substance use policies and practices that align with effective prevention strategies in the North Sound Region.

The Contractor is experienced in working with school partners in the region around school policy, training and technical assistance related to substance use. This contract provides funding for assessing regional substance use school discipline policy and practice needs, supporting designated schools with individual technical assistance, and providing regional training opportunities.

II. Statement of Work

The Contractor will provide assessment, training and technical assistance to support effective school discipline policies and practices related to substance use, in the North Sound Region. The contractor will complete the following activities:

A. Participation in Regional Youth Marijuana Prevention Program and Network

- a. Attend bi-monthly Regional Network meetings;
- b. Participate in bi-monthly YMPEP Subcontractor meetings;
- c. Participate in regional YMPEP planning efforts
- d. Participate in statewide YMPEP discussions/planning around School Substance Use Discipline Policy work, as relevant;
- e. Submit the required reporting form, provided by the County, to the YMPEP Regional Coordinator by the 10th of each month.

B. Provide technical assistance, training, outreach, and assessment support

- a. Continue to assess regional needs and capacity related to substance use school discipline procedures and policies;
- b. Provide technical assistance on school substance use discipline policies and procedures to schools and coalitions in the North Sound Region;
- c. Conduct outreach and recruitment with schools and community coalitions to participate in the School Substance Use Discipline Project;
- d. Host at least two Prevention Intervention Discipline Support Meetings during the 2021 – 2022 school year;
- e. Partner with the County and Northwest Educational Services District 189 to assess related training needs. Provide training, as relevant or partner to support related training provided by outside facilitator.

C. School Substance Use Discipline Building and District Level Programs

- a. Complete School Discipline System Check-up Program with individual schools/districts. The School Discipline System Check-up Project includes up to four phases (see Attachment “A” for full description):
 - 1. Phase 1 – Assessment of school discipline specific risk and protective factors for substance use via surveys, interviews, Healthy Youth Survey Data, policy and procedure review, and discipline data review.
 - 2. Phase 2 – Develop School Discipline Feedback Report with school discipline strengths and opportunities and provide school with a Menu of Recommendations with suggested action items related to school discipline procedure and practice.
 - 3. Phases 3 and 4 – Action planning and technical assistance to prioritize recommendations, develop action plan, and support implantation of substance use discipline procedure and practice change.
- b. Costs per program are set based on size of school and number of phases of the program the school wishes to complete. An MOU will be established between all partners (school, contractor, and funding partners) that outlines funding allocations provided by each partner to complete the program. The Contractor will submit a copy of each fully-executed MOU with the corresponding invoices. See Attachment “B” for the MOU template that will be utilized for this purpose.

The county intends to pay for school projects in full, but understands other partners may wish to contribute funding to a specific school project. The established MOUs will outline any partner funding contributions for each school, and outline the remaining cost that will be the county’s responsibility.

- D. Other efforts as approved that align with the North Sound Region Youth Marijuana Prevention Strategic Plan.

EXHIBIT “B” – Amendment #1
(COMPENSATION)

I. Budget and Source of Funding: The source of funding for this contract, in an amount not to exceed \$22,760 is the Washington State Department of Health Youth Marijuana Prevention and Education Program. The budget for this contract period (07/01/2021 – 02/28/2022) is as follows:

*Item	Rate	Documents Required Each Invoice	Budget
Participation in Regional Youth Marijuana Prevention Program & Network and Technical Assistance, Training, Outreach, Assessment, and Other Support	\$88.25/hour	Summary report of activities completed and/or meetings attended including date and hours spent.	\$6,001
Training	\$300/hour	Agenda, dates, and attendance log	
School Discipline System Check-Up SM Programs	See table below	Summary report of school program phase completed including school and district name. Copy of MOU for corresponding school programs and documentation of funding provided to each Program, itemized by all funding sources.	\$16,759
TOTAL			\$22,760

School Discipline System Check-UpSM – Refer to Exhibit C

School Size	Phase 1	Phase 2	Phase 3	Phase 4
Small – 500 students or less	Up to \$2,180	Up to \$3,230	Up to \$1,030	Up to \$960
Medium – 501 to 1,000 students	Up to \$2,540	Up to \$3,420	Up to \$1,120	Up to \$1,020
Large – 1,001 to 1,500 students	Up to \$2,800	Up to \$3,700	Up to \$1,200	Up to \$1,100
Extra Large – 1,501 students or more	Up to \$3,050	Up to \$3,950	Up to \$1,380	Up to \$1,260

*Changes to the line item budget that exceed 10% of the line item amount must be approved in writing by the County.

II. Invoicing

- The Contractor shall submit itemized invoices on a monthly basis in a format approved by the County. Monthly invoices must be submitted by the 20th of the month following the month of service. Invoices submitted for payment must include the items identified in the table above. Invoices for the School Discipline System Check-UpSM will show total charges for services rendered and show a deduction for amounts billed directly to other funding partners by the contractor, pursuant to approved MOU.
- The Contractor shall submit invoices to HL-BusinessOffice@co.whatcom.wa.us.
- Payment by the County will be considered timely if it is made within 30 days of the receipt and acceptance of billing information from Contractor. The County may withhold payment of an invoice if the Contractor submits it more than 30 days after the expiration of this contract.
- Invoices must include the following statement, with an authorized signature and date:

I certify that the materials have been furnished, the services rendered, or the labor performed as described on this invoice.

- Duplication of Billed Costs or Payments for Service: The Contractor shall not bill the County for services performed or provided under this contract, and the County shall not pay the Contractor, if the Contractor has been or will be paid by any other source, including grants, for those costs used to perform or provide the services in this contract. The Contractor is responsible for any audit exceptions or disallowed amounts paid as a result of this contract.

CONSULTING

School Discipline System Check-Up

\$7,400-\$9,500* DEPENDING ON SIZE OF SCHOOL

Tags:

School Discipline Reform

Policy & Systems

Substance Use PSE



The **School Discipline System Check-Up** is a strategic consulting program created and offered by Cascadia Youth Mental Health PLLC (DBA Transform Discipline). The program is research-informed, and based on the consultant's clinical and research expertise in child and adolescent behavioral health, substance use prevention and intervention, prevention science, positive youth development, Restorative Practices, school-wide social-emotional and behavioral interventions, equity in discipline, trauma, and school discipline procedure and practice change.

The School Discipline System Check-Up is a "policy, systems, and environments" substance use prevention and behavioral health promotion strategy aimed at helping schools take stock of, and make improvements to, their current school discipline procedures and practices. The focus is primarily on school procedures and practices that are risk factors for youth substance use. The program focuses on helping schools and/or districts refine and develop procedures related to how to equitably and effectively respond to any kind of substance use, and to explicitly promote campus environments that reduce risk for substance use and promote resilience and social and emotional development. This strategic consulting program is heavily research-informed and contextually adapted to meet the needs of each individual school or district.

School Discipline System Check-Up Program Pricing (Brief Version/Full Version)

Small Schools – 500 students or less: \$5,410/\$7,400
 Medium Schools – 501 to 1,000 students: \$5,960/\$8,100
 Large Schools – 1,001 to 1,500 students: \$6,500/\$8,800
 Extra Large School – 1,501 students or more: TBD

Potential funding sources: Communities have funded this projects through a combination of substance use prevention funding sources, including:

- Drug Free Communities grants (Federal)
- Community Prevention and Wellness Initiatives (WA State)
- Youth Marijuana Prevention and Education Program funding (WA State)



**Request more information about services by emailing Tammy:
 Tammy@CascadiaYouthMentalHealth.com**

SPRING 2021

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CONSULTING

School Discipline System Check-Up



School Discipline Reform

Policy & Systems

Substance Use Prevention

Equity in Discipline

School-Wide Practices

The project typically takes between 5 and 10 months, and includes either two (Brief Version) or four (Full Version) phases.

Phase 1: Domains of Discipline Assessment

- Assessment and analysis of current discipline behavior policies and procedures for responding to substance use and related risk behaviors;
- Review of existing data sources (policy, discipline data, MTSS processes, etc.);
- Interviews and surveys with key stakeholders, including staff and parents;
- Data analysis;
- School Discipline Feedback Report.

Phase 2: Personalized Feedback and Reflection

- Meetings with stakeholders to reflect on findings and identify areas for improvement;
- Development of a Menu of Recommendations.
 - Brief Version: Some schools may elect to stop project at this point.
 - Brief Version of project budget is less than Full Version.

Phase 3: Action Planning

- Facilitated meetings with an identified small group of key stakeholders to review and refine Menu of Recommendations and develop Action Plan that addresses domains of discipline related to risk/protective factors for student substance use and other related risky behaviors.

Phase 4: Implementation

- Consultant will provide a limited amount of technical assistance, resource development, and coaching. This time is used to support the implementation of the Action Plan.



**School
Discipline**
System
Check-UpSM

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SCHOOL DISCIPLINE SYSTEM CHECK-UP TIMELINE

MONTHS 1-3 MONTHS 4-6 MONTHS 7-9 MONTHS 10+

PHASE 1

Domains of Discipline Assessment



- Discipline context, systems, policies, practices
 - Surveys & 1-1 Interviews, policy/practice review, & data analysis
 - School Discipline Feedback Report

MONTHS 1-3 MONTHS 4-6 MONTHS 7-9 MONTHS 10+

PHASE 2

Feedback & Reflection



- Facilitated Reflection/Education Sessions with discipline style, strengths, and vulnerabilities
- Readiness Assessment and Menu of Recommendations

MONTHS 1-3 MONTHS 4-6 MONTHS 7-9 MONTHS 10+

PHASE 3

Action Planning



- Facilitated meetings to prioritize recommendations, delegate tasks, & determine use of Technical Assistance time.

MONTHS 1-3 MONTHS 4-6 MONTHS 7-9 MONTHS 10+

PHASE 4

Implementation Support



- Additional strategic consulting time to help implement Action Plan, including training, coaching, and resource development.

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Exhibit D

**School Discipline System Check-Up Project MOU Template
Memorandum of Understanding (MOU) between**

**School, School District, Whatcom County Health Department (YMPEP), Coalition, & Cascadia Youth Mental Health PLLC ("consultant", CYMH).
for Cascadia Youth Mental Health PLLC's *School Discipline System Check-Up*SM**

Project Background: The *School Discipline System Check-Up*SM is a strategic consulting program created and offered by Cascadia Youth Mental Health PLLC. It is an innovative and research-informed policy, systems, and environment youth substance use and behavioral health promotion strategy that targets risk and protective factors for substance use in school discipline procedure, practice, and alternative to suspension interventions.

Project Overview: This project will help **School** assess and develop their capacity to implement best practices in school discipline, with a focus on research-based alternatives to suspension **for substance use** and may include a focus on other related major behaviors that traditionally resulted in mandatory suspensions. This project complements, but does not duplicate or replace, efforts to build whole school multi-tiered systems of support focused on behavioral interventions. This project will provide targeted technical assistance to **School**, and will help the school:

- Assess and develop research-based practices and procedures for responding to substance use policy violations at a building-level;
- Take stock of the school's overall discipline strengths and gaps to identify risk and protective factors for youth substance use and behavioral health challenges;
- Assess readiness, capacity, and next steps for Restorative Practices & other discipline interventions that promote student behavioral health.

The project is divided into four phases, including: Domains of discipline assessment, feedback, action planning, and implementation. Throughout this project's duration, the school and coalition will work with the consultant (CYMH), who will complete an assessment of discipline practices, provide recommendations, facilitate meetings, and offer scope-appropriate technical assistance and strategic consulting services focused on school-based substance use prevention/intervention, discipline interventions, and alternatives to suspension, behavioral health promotion in schools, restorative practices, effective school discipline reform, and alternatives to suspension.

All elements of this project are completed virtually.

1.0 Scope of Work: Scope of work outlined below.

1.1 Phase 1: Domains of Discipline Assessment.

Task/deliverable	Who	Time range
Identify one building-level point of contact or lead for consultant to communicate with throughout project.	School	Aug-Sept
Send School Discipline Surveys to school staff and parents.	School	Sept-Oct
Identify up to six staff or stakeholders for interviews with consultant. Provide time for select staff to attend a virtual 30-minute interview with consultant and send introduction emails.	School	Aug-Oct

School
07/26/21


 2021 Cascadia Youth Mental Health PLLC

School Discipline System Check-Up Project MOU Template

Share Student Handbook and discipline procedures and policies with consultant.	School	Aug-Sept
Share HYS data and de-identified school-level skyward/Tableau Dashboard discipline data report on suspension and expulsions (Z-code offenses) for 19-20 and 20-21 school year.	School	Aug-Sept
Consultant will complete interviews, organize and analyze data, and complete school procedure and practice review.	CYMH	Aug-Oct
Coalition Coordinator will attend virtual 1-hour meeting with consultant to share community needs and relevant coalition survey data.	Coalit.	Aug-Oct

1.2 Phase 2: Feedback and Reflection.

Consultant will develop Personalized School Discipline Feedback Report.	CYMH	Sept-Nov
Consultant and school leadership will meet virtually one time to review feedback report and identify focus areas for the small group presentations.	All	Nov-Jan
Consultant will prepare for and facilitate <u> </u> one-hour staff presentation(s) to reflect on findings from Personalized School Discipline Feedback Report, or <u> </u> small group meetings.	CYMH	Dec-Feb
Provide time and resources for staff to attend presentations virtually. Share information about scheduled meetings with staff and stakeholders.	School	Dec-Feb
Consultant will develop a Menu of Recommendations for school discipline practices and share with school leadership and coalition coordinator via one-hour virtual meeting.	CYMH	Dec-Feb

1.3 Phase 3: Action Planning.

Select and invite staff to a short-term virtual Discipline Workgroup or identify existing team to partner with for Action Planning (e.g, Leadership Team/Department Leaders).	School	Dec- March
Consultant will prepare for and facilitate up to <u> </u> virtual meetings with group to review and refine Menu of Recommendations and develop an Action Plan.	CYMH	Jan-Mar
Consultant will create an Action Plan summary document and share with leadership.	CYMH	Jan-Mar

1.4 Phase 4: Implementation.

Consultant will provide up to <u> </u> hours of virtual technical assistance support with the implementation of the Action Plan. *Note: Implementation hours cannot be used for whole-staff or group training or professional development. Implementation hours include up to <u> </u> hours of additional meeting facilitation or individual and small-group coaching, and up to <u> </u> hours of resource development, meeting preparation, email support, and /or document review.	CYMH	Feb-April
Consultant will create a brief summary report outlining completed tasks.	CYMH	April-June

07/26/21

2021 Cascadia Youth Mental Health PLLC



 School Discipline System Check-Up™

School Discipline System Check-Up Project MOU Template

2. Budget & Invoices: This project is no cost to the school or school district, and will be funded through the funding sources below:

- **2.1. Whatcom County Health Department Youth Marijuana Prevention and Education Program Funding (YMPEP)**
 - School Discipline System Check-Up Projects are funded through the *Youth Marijuana Prevention and Education Program*, per **Contract # _____**, between **Cascadia Youth Mental Health PLLC and Whatcom County Health Department..**
 - Total budget not to exceed: **\$_____.**
- **Coalition (Only included if a CPWI or DFC Coalition is splitting the cost of the project)**
 - _____ will be funded through the *Coalition*. CYMH will invoice Coalition monthly by the 10th of each month as tasks are completed between January, 1st, 2022 and June 30th, 2022. Payment from Coalition is due to Cascadia Youth Mental Health PLLC within 30 days of receipt of invoice.
 - Total budget not to exceed: **\$_____.**

3. Timeline: The term of this MOU is for a period of August 12th, 2021-June 30th, 2022. Project deliverables may be completed prior to June 30th, 2022. This agreement may be extended, canceled, or paused for any reason upon written or emailed mutual agreement of all parties.

4. Client and Professional Services Scope: The primary clients for this project are organizations: the **Coalition and School**. This project's professional services scope is limited to consulting and education, and the consultant does not provide any direct services to individuals, students, or families; and does not provide consultation focused on updating School Board Policies.

5. Copyright notice: The materials used throughout the School Discipline System Check-UpSM project are owned by Cascadia Youth Mental Health PLLC and protected under the following copyright: Copyright 2019 Cascadia Youth Mental Health PLLC All Rights Reserved. Partners agree to refrain from recording, duplicating, adapting, and/or distributing copyrighted materials.

6. Data Sharing:

The partners will comply with the provisions of state law and FERPA. Nothing in this agreement may be construed to allow the coalition or consultant (CYMH) to maintain, use, disclose, or share student data in a manner not allowed under federal or state law or regulation or this Agreement. Additional Data Sharing Agreements may be requested or developed by the school district to meet FERPA regulations. The partners agree to the following conditions regarding the sharing of data for the purpose of completing the Domains of Discipline Assessment (Phase 1) of this project.

6.1. School will provide the partners with access to summary (de-identified, school-level) discipline data for the 2019-2020 and 2020-21 school years including:

- Number of students suspended for each Z-code Offense each year;
- Total number of offenses for each Z-code each year and average days of exclusion for each;
- Data should be able to be disaggregated (by student ethnicity, F/R lunch, IEP, Mvento, etc...) when disaggregated data numbers do not potentially violate student confidentiality (*i.e., no reports for student groups with less than 10 students*).
- District and/or building-level Healthy Youth Survey data

07/26/21

2021 Cascadia Youth Mental Health PLLC



School Discipline System Check-Up Project MOU Template

6.2. Cascadia Youth Mental Health PLLC agrees to provide partners with access to:

- Summary data (de-identified summary charts and graphs) from staff and parent surveys on school discipline practice;
- Themes that emerged from key stakeholder interviews.
 - *In order to protect the confidentiality of interview participants, notes from the interviews will be kept confidential.*

6.3. Coalition Coordinator agrees to share:

- Summary results of the coalition's annual community survey and/or community health needs assessment;

Authorization:

The signing of this MOU implies that the signatories understand and agree with the terms of this MOU, and they will strive to reach, to the best of their ability, the objectives stated in the MOU.

 Cascadia Youth Mental Health PLLC
 Tamara Dee, Principal Consultant

 Date

 Organization: Coalition

 Date

Printed name : _____

 Organization: School District

 Date

Printed name : _____

Project MOU developed per Whatcom County Health Department **Contract #** _____

 Organization: Whatcom County

 Date

Printed name : _____

07/26/21

2021 Cascadia Youth Mental Health PLLC

