

MEMORANDUM OF UNDERSTANDING

For provision of services between Mt. Diablo Unified School District and Contra Costa County Office of Education, Youth Services Department

This MOU is by and between the Contra Costa County Office of Education Youth Services, (hereinafter referred to as "CCCOE-YS"), whose address is 77 Santa Barbara Road, Pleasant Hill, California 94523, and **Mt. Diablo Unified School District**, (hereinafter referred to as "MDUSD"), whose address is **1936 Carlotta Drive, Concord, CA 94519, Telephone 925-682-8000**, for education case management services for MDUSD students. If approved this MOU gives permission for CCCOE staff members to provide services and support for justice-involved youth at MDUSD schools.

MDUSD and CCCOE-YS will:

- Consent the purposes of the services provided under this agreement are to improve student academic achievement, increase rates of student attendance, and reduce behaviors that interfere with educational success;
- Agree to promote school stability, best interest determination, transportation, education rights holder identification and engagement, partial credit attainment, coordinated school transfers (when necessary), appropriate information sharing, and consistent and appropriate use of local graduation requirement exemptions;
- Collaborate and assist justice-involved youth to navigate protocols for school enrollment, for example, following attending school while in Juvenile Hall.
- Maintain monthly and or quarterly meetings to exchange information, analysis and make decisions about implementation and success of the program;
- Maintain accountability and responsibility for its own organizational processes and services;
- Each LEA will assume full responsibility for its respective costs associated with the terms of this MOU. Matters related to costs and expenditures must be processed via contract, separately from this MOU. In no event shall either LEA be obligated to pay or reimburse any expense incurred by the other agency in this MOU;
- Fulfill their responsibilities under this MOU in accordance with the laws and regulations that govern their activities. Nothing in this MOU negates or otherwise renders ineffective such provisions or operating procedures. If at any time either agency is unable to perform its functions under this MOU consistent with its statutory or regulatory mandates, the affected agency shall so notify the other agency. Both agencies will work mutually to resolve the conflict;

Mt. Diablo Unified School District will:

- Under the guidelines of MDUSD policies, provide the CCCOE-YS Specialist access to campuses and students by:
 1. Co-locating the CCCOE-YS Specialist at MDUSD high schools no less than three (3) days per week on site to provide Youth Services Programming/ case management.
 2. Allow access to student information system to monitor student's progress and attendance.
 3. Allow school Administration to refer potentially eligible students to the CCCOE-YS Specialist.
- Provide information regarding participation in MDUSD school services for Youth Services participants;
- Provide academic achievement opportunities to all youth, including referrals to on-site after school tutoring, mental health services and other MDUSD student services;
- Provide office space, equipment, and support as in-kind contribution to facilitate interrelated services between CCCOE-YS Specialist and school districts,-for effective service delivery;
- The YS Specialist will coordinate with site designee to ensure successful delivery of service;
- Maintain sufficient contact with site designee to ensure that CCCOE-YS participants successfully complete case plan objectives, program activities, and to ensure a cooperative and mutually beneficial working relationship between the parties on this MOU.

The CCCOE-YS will:

- Comply with all terms and conditions of the Contra Costa County Office of Education-Diversion and Reentry Program contract with the Contra Costa County Probation Department.
- Provide education case management services for MDUSD youth including supporting 12th grade students in exploring and applying for post-secondary options and financial aid;
- Take lead responsibility for maintaining sufficient contact with MDUSD to ensure that participants successfully complete program activities and to ensure a cooperative and mutually beneficial working relationship between both parties on this MOU;
- Determine program eligibility and conduct all required enrollment, services, activities, and data reporting for participants;
- Maintain records for all participants according to Youth Services program requirements;
- Enhance and support the ability of each LEA to achieve its educational goals for youth in the program
- Facilitate and support coordination and communication between district staff, school administration, caregivers, and across public agencies;

Approval of this Memorandum of Understanding:

The undersigned agencies bind themselves to the faithful performance of this MOU. It is mutually understood that this MOU shall not become effective until approved by agencies involved and funded by the California Department of Education.

Contra Costa County Office of Education

Mt. Diablo Unified School District

By 

By 

Denise Porterfield, Deputy Superintendent,
Business and Administrative Services

Wendi Aghily, Ed.D., Chief, Pupil Services
and Special Education

Date:

Date: 11-25-22