



Regional Office of Education #47

Serving Lee, Ogle, and Whiteside Counties

Chris Tennyson, Regional Superintendent

Josh Knuth, Assistant Regional Superintendent

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Memorandum of Understanding

This Memorandum of Understanding is entered into by and between:

ROE 47
and
Oregon CUSD #220

a community-based approach to supporting students and families.

I. Parties to the Memorandum of Understanding (MOU):

- a. Regional Office of Education #47, hereafter referred to as "ROE 47"; and
- b. Oregon CUSD #220, a school district in the Regional Office of Education #47's service area, hereafter referred to as Oregon School District.

II. Purpose of the MOU:

- a. To define the coordination and collaboration roles and responsibilities of the parties and enhance linkages and relationships to achieve a coordinated service system
- b. To improve availability and quality of service for district students and their families by ensuring that all students in the service area have access to quality care and education and that the parties are planning and coordinating this access
- c. To support student's optimal development and school readiness and success
- d. To reduce duplication and enhance the efficiency of services
- e. To collaborate and ensure information exchange regarding educational and non-educational services

III. Roles and Responsibilities:

a. Regional Office of Education #47 will:

- i. Employ a full-time Family Support Specialist, Infant/Early Childhood Mental Health Consultant, and a program supervisor to provide services to member districts
- ii. Provide technology, cell phone, and mileage reimbursement to the employee on behalf of the program
- iii. Collaborate with the ROE 47 Parents as Teachers Program, truancy, homeless liaison, alternative placement, and professional learning department to ensure seamless service delivery and collaboration
- iv. Provide professional development opportunities for the district staff as required by the program model in order to provide high-quality services
- v. Provide contacts to enrolled families addressing child development, parenting education, family well-being, and goal setting
- vi. Plan, coordinate, and facilitate family engagement and education opportunities in accordance with the program's priorities
- vii. Facilitate connections to appropriate medical, mental health, and educational providers based on identified concerns
- viii. Connect enrolled families to needed community services as identified through a family-centered assessment and the development of an Individual Family Goal Plan
- ix. Support families in the development of an Individual Family Goal Plan which will guide the services provided to the family
- x. Coordinate with other agencies serving the family in order to support the Individual Family Goal Plan already in place and to prevent a duplication of services
- xi. House and maintain IRIS referral system
- xii. Provide data to the district about enrollment, referrals made, and family and community needs
- xiii. Ensure data collection and consent is maintained
- xiv. Assignment of youth and families to a Case Manager will ensure that services and referrals are provided in a culturally competent manner, with sensitivity to unique practices of the local community.
- xv. Will work in close partnership with community service agencies to provide family-centered, strengths-based, and outcome-oriented services.

b. Oregon School District will:

- xvi. Identify high priority students and families for intensive family services, including identified McKinney Vento families
- xvii. Share relevant family communication information with the Family Support Specialist regarding intervention, services, and referrals
- xviii. Will communicate with the Family Support Specialist when families leave or enroll in the district.
- xix. Will assign a point of contact for the Family Support Specialist to communicate with about progress, questions, and concerns.
- xx. Allow Family Support Specialist to meet with teachers and staff to introduce the program and the Specialist to the staff
- xxi. Will send out pre-written information about the program at the beginning of the year to all families or newly enrolled families mid-year as needed.
- xxii. Share Family Educational information to families provided by the Family Support Specialist
- xxiii. Encourage staff to participate in PD and Reflective Practice Groups, as needed
- xxiv. Will provide a schedule of Support Team meetings and invite the Family Support Specialist to attend as needed
- xxv. Provide financial reimbursement to ROE 47 to cover the cost of Family Support Specialist salary, mileage, and benefits.

IV. Confidentiality: All parties acknowledge confidentiality requirements that each must follow regarding informed parental consent and the sharing and release of personally identifiable information regarding children and families. Each party to the MOU will protect the rights of young children and families with respect to records and reports created, maintained, and used by the other party. It is the intent of this agreement to ensure that parents have rights of access and rights of privacy with respect to such reports and records and that applicable State and Federal laws for the exercise of the rights be strictly followed. The Family Education Rights and Privacy Act (FERPA), the Health Insurance Portability and Accountability Act (HIPAA), and the Student Online Personal Protection Act (SOPPA) will be followed.

V. Review and Amendments: The parties will jointly review the MOU annually and more frequently when laws or regulations are amended that significantly impact the MOU or when a party requests a formal change. Any proposed amendment or modification to the MOU shall be submitted to the other party, and both parties must concur on any amendments. Either party may terminate this MOU with written notice to the other party without penalties or liabilities.

- VI. Effective Date:** The MOU will become effective immediately after being signed and dated by all parties. By signing the MOU, the parties agree to the terms. The signed MOU will be effective for the duration of the 2021-2022 school year unless one or both parties request an amendment. If there are no amendments, both parties mutually agree to initial and date the existing agreement thus maintaining continuous service. This MOU will be renewed annually at the commencement of each fiscal year (July).
- VII. Payments:** Payment for the NEXUS program is based on the number of students enrolled in the district as of September 1, 2021. A form will be sent to the district to report the number of students for the 2021-22 school year. An invoice will be sent to the district by the regional office no later than September 15, 2021. Payment is due within 60 days of receipt.


APPROVED:**Regional Office of Education #47**

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8/11/2021
 Date: _____

Oregon School District

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