

**MEMORANDUM OF UNDERSTANDING**  
**Between**  
**Pelican Rapids Public School District**  
**And**  
**Otter Tail County Family Services Collaborative**

This Memorandum of Understanding (MOU) describes and confirms an agreement between Pelican Rapids Public School District (“District”) and the Otter Tail Family Services Collaborative (“OTFSC”). The purpose of this agreement is to formalize and clarify expectations and relationships between both parties from July 1, 2019 to June 30, 2020.

**General Expectations for OTFSC Membership**

In order to receive funds from the OTFSC in FY20, the District agrees to:

- Identify a school board member for participation in the Governance Council.
- Allow for the superintendent (or designee) to actively participate in the CEO group and attend meetings as able.
- Identify designees for membership in the School Based Mental Health & Truancy Intervention work groups.
- Complete, with integrity, the Minnesota Student Survey, as administered by the Minnesota Department of Education, on years it is being administered.
- Complete & participate in data requests, as applicable and appropriate, by state agencies, partners & the OTFSC.
- Actively participate and provide support for those participating in professional development opportunities as planned by the OTFSC.

**School Based Mental Health**

In FY20, the District shall receive, incumbent on eligible district expenditures, a sum not to exceed \$8,792 for School Based Mental Health Services. The District shall receive the funds in two payments. The first payment equal to 65% of the allowance, will be made by December 31, 2019. The final payment equal to 35% of the allowance, will be made by May 31, 2020. In the event of an unexpected decrease in LCTS revenue, OTFSC reserves the right to pro-rate the allowance amount based on actual revenue.

In order to receive School Based Mental Health funds, the District agrees to:

- Actively attend and participate in scheduled School Based Mental Health workgroup meetings, as appropriate and applicable.
- Contract for services with identified mental health provider.
- Use funds to supplement state and local resources to provide mental health support.

**Truancy Intervention**

In FY20, the District shall receive, incumbent on eligible district expenditures, a sum not to exceed \$4,634 for Truancy Intervention Services (attendance tracking) and a sum not to exceed \$5,000 for supporting the District’s REACH program. The District shall receive the truancy allowance in two payments. The first payment equal to 65% of the allowance, will be made by December 31, 2019. The final payment equal to 35% of the allowance, will be made by May 31, 2020. The district will bill for actual expenses in the case of REACH program by May 31, 2020. In the event of an unexpected

decrease in LCTS revenue, OTFSC reserves the right to pro-rate the allowance amount based on actual revenue.

In order to receive Truancy Intervention funds, the District agrees to:

- Actively attend and participate in scheduled Truancy Prevention workgroup meetings, as appropriate and applicable.
- Use truancy prevention dollars to hire personnel to track and report attendance.
- Report attendance data to OTFSC as requested, typically monthly.
- Use funds to supplement state and local resources to provide truancy intervention support.

In order to receive REACH program financial support, the District agrees to:

- Participate in REACH advisory meetings on behalf of the District, as appropriate and applicable.
- Use OTFSC funds for non-personnel expenditures to support the District's REACH program.
- Provide appropriate and applicable data to OTFSC, as requested.
- Implement program with fidelity to original intent of REACH program.
- Engage in consultation with Greater Minnesota Family Services/Chad Harlander for program implementation and evaluation.
- Participate in continuous improvement and evaluation of program.
- Use funds to supplement state and local resources to provide a REACH program.

Failure of the District to meet expectations expressed in the MOU may result in OTFSC to discontinue or reduce funds.

**Severance Clause**

If any part of this agreement becomes unenforceable or illegal, then the agreement will continue in force, but the offending provision(s) shall be severed from the agreement and will have no effect on the remaining services agreed to and associated performance.

**Signatures**

All partners in this agreement sign to confirm their acceptance of its terms by their signature.

ON BEHALF OF THE PELICAN RAPIDS  
PUBLIC SCHOOL DISTRICT

ON BEHALF OF THE OTTER TAIL FAMILY  
SERVICES COLLABORATIVE

\_\_\_\_\_  
Randi Anderson  
Superintendent

\_\_\_\_\_  
Troy M. Haugen  
Coordinator

\_\_\_\_\_  
Date

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Date