



**Memorandum of Understanding  
Sequoia Healthcare District / Redwood City School District  
Healthy Schools Initiative  
2025-2026**

**I. Purpose**

This Memorandum of Understanding (“MOU” or “Agreement”) formalizes the relationship between Sequoia Healthcare District (“SHD”) and Redwood City School District (“RCSD” or the “District”), (collectively, the “Parties”) in the delivery of Whole School, Whole Community, Whole Child (WSCC) policies and programs. We expect WSCC to reduce health risks among youth, especially those risks that lead to chronic diseases. Schools in which the mental, social, and physical health of students is protected have been able to significantly increase achievement.

**II. Parties**

RCSD, a public school district located in Redwood City, California and SHD, a governmental entity in San Carlos, California.

**III. Period of Agreement**

The period of this contract begins July 1, 2025 and ends June 30, 2026. SHD may reduce or eliminate the intended funding if: (1) SHD's directors decline to collect property taxes during the funding cycle; (2) a significant portion of SHD's property tax revenues are borrowed or otherwise taken by the State of California; or (3) RCSD fails to fund positions or programs described in this MOU, does not provide timely reports as required, or otherwise fails to substantially comply with its obligations under this MOU.

This MOU is not intended to replace or supersede any other existing agency agreements or MOUs. The Parties will meet to discuss the progress of current goals and to review future MOUs no later than March 1 of the year preceding the period of agreement (i.e. March 1, 2026 for the 2026-2027 school year).

#### **IV. Common Objectives**

School health services play a vital role in the academic outcomes of students. SHD and RCSD have, as a common objective, the effective and efficient coordination of school-based health programs and services to students and staff. Administrative and professional staff at the District and SHD shall cooperate on the implementation of this MOU.

This MOU will formalize and define collaboration and implementation of the following WSCC model overarching goals and objectives:

***Goal I:*** Work with school district administration, staff, and wellness committees to refine and improve existing health and safety programs and policies.

***Goal II:*** Work with school district administration, staff, and wellness committees to develop and implement new programs and curriculum that enhance the safety and wellbeing of students, staff, and families.

***Goal III:*** Communicate and implement newly adopted district wellness policies.

***Goal IV:*** Engage teachers, families, students, and the community in promoting healthenhancing behaviors.

***Goal V:*** Network with other school communities to share best practices.

***Goal VI:*** Engage outside entities including business, education and government

sectors to develop partnership opportunities and leverage resources in a collaborative and coordinated manner.

**Goal VII:** Use data to make necessary modifications and use best practices to cultivate and expand programs throughout the district.

**Goal VIII:** Address social-emotional development and mental health issues for students in grades K-8 through additional counseling services.

## **V. Staffing Plan and Program Contracts**

A full-time Director of Health and Wellness and three District Registered Nurses will be partially funded through SHD's Healthy Schools Initiative ("HSI") cooperative agreement. RCSD is responsible for the advertising, interviewing, and employment/contracting of these positions. RCSD will meet and confer with SHD before making any revisions to the Director of Health and Wellness job description and will notify SHD of any potential change in employment of the existing Director of Health and Wellness. SHD will participate in all interviews related to this position and will make recommendations regarding the hiring and termination of persons for this position. RCSD will consider input from SHD regarding satisfaction of the MOU's goals and objectives by the Director of Health and Wellness. Final decisions regarding hiring and termination will be made by RCSD. For the 2025-26 school year, SHD shall provide funding for these positions, not to exceed the amount set forth in Section VIII of this Agreement.

All staff funded through the HSI grant will share in the responsibilities for attaining the goals and objectives outlined in the program proposal. Input from relevant staff will be sought in the implementation and evaluation of this program.

The Director of Health and Wellness will oversee all aspects and phases of project implementation and operations and will collaborate with RCSD administration and staff and SHD staff. The District Director of Health and Wellness reports directly to

the District's Deputy Superintendent and to the Superintendent on a monthly basis. RCSD will meet with SHD to review the MOU with RCSD administration who oversee the work of the Director of Health and Wellness should a change occur in these RCSD leadership positions.

#### **VI. Third Party / Non-profit Support and Contracts**

In addition to supporting full-time wellness staff, SHD will provide funding directly to RCSD to support programs and services provided by third-party agencies either through direct payment to RCSD or through grant funds provided directly to third party agencies. The amount of funding provided by SHD to support this contracted position is set forth in Section VIII of this Agreement. Where SHD is providing grant funds directly to third party agencies, SHD will endeavor to have its contracts with those third-party agencies to fund services for the following school year fully executed by June 15 of the current school year.

SHD will also provide funding directly to RCSD to help fund contracts between RCSD and non-profit agencies as subcontractors to provide services and programs that augment the efforts of the HSI as listed in Section VIII. The amounts that SHD will provide to fund contracts with these non-profit agencies is set forth in Section VIII of this Agreement.

#### **VII. Distribution of Functions**

RCSD will hire key staff and work with all school staff to implement and support specific modules of the WSCC model. Additionally, the District wellness committee made up of volunteer members including parent leaders, community partners, and other school health advocates share the common goal of supporting school wellness programs. The following staff positions and distribution of roles and responsibilities are outlined below:

- ***Director of Health and Wellness:*** Responsible for program implementation on a district-wide scale. Will develop and deliver health and wellness programs

and services and facilitate district-wide initiatives. Will develop and expand partnerships between school, community, county and state agencies, as well as local non-profit and business organizations. Will be an effective link to third party wellness services, including determining the best use of resources and facilitating equitable distribution of programs that address the ten components of the WSCC model throughout the District. The Director's full time shall be devoted to the program implementation and operation. The Director shall have appropriate professional qualifications for the position.

- **Credentialed School Nurse:** The school nurse is a Registered Nurse (RN) who provides nursing care and health education to students throughout the District to ensure the health and safety of all students.

### VIII. Budget and Distribution of Funding

During the term of this Agreement, SHD will provide grant funds to RCSD which will use such funds to hire or retain the qualified professional staff listed below, and to pay contracted nonprofit entities identified below. The salary amounts for District personnel represent a 3.5% COLA increase from the prior fiscal year.

<b>2025-26 Healthy Schools Initiative Allocation of Funding to Redwood City School District</b>	
<b>Personnel Staff Positions -</b> Includes the portion of salary applicable to the employee's duties under this MOU and up to 33% of the employer's contribution to employee's benefits.	<b>SHD Maximum Contribution</b>
Director, Health & Wellness (1.0 FTE)	\$164,734
Nursing Services (3 RNs)	\$343,135

<b>Total staff allocation</b>	<b>\$507,869</b>
<b>Subcontractor Services</b>	
Counseling programs - Counseling Program of Choice	\$391,500
Parent Education Series - Parent Venture	\$15,000
<b>Total subcontracted services</b>	<b>\$406,500</b>
<b>Other</b>	
Health Educator	\$20,000
Training and Supplies	\$3,000
<b>Total HSI funds provided directly to RCSD</b>	<b>\$937,369</b>

<b>Funds directly paid by SHD</b>		
<b>Programs</b>	<b>Location</b>	<b>Amount</b>
Acknowledge Alliance		\$20,000
Child Mind institute	Hoover	\$25,000
Expanded learning Opportunities Program		\$30,000
El Centro de Libertad Substance Use Prevention	Hoover, Garfield, Roosevelt, Kennedy, Henry Ford, MIT	\$25,000
Friends for Youth Connect Mentoring Program	Hoover, MIT, Garfield, Roosevelt, Kennedy	\$31,050
Jasper Ridge Farms Horse Buddies	RCSD Special Ed students	\$8,400
PCC PE+ Program	10 schools	\$879,155
United Through Education	All schools	\$20,000
<b>Total paid to providers by Sequoia Healthcare District</b>		<b>\$1,038,605</b>

#### IX. Expenditure of Funds

Amounts allocated to RCSD are to be used for the explicit purposes listed above and

may be modified only with the written approval from SHD's staff and CEO. Staff positions hired after the beginning of the academic calendar will receive funding on a prorated basis.

Expenses related to the above budget items will be reimbursed to RCSD on a semester basis by submitting an invoice of expenses incurred in the immediately preceding semester to SHD via email or paper copy. A check will be issued to the District for approved expenses within 15 days of receipt of invoice.

Unfunded amounts in any budget item will be retained by SHD.

**Please note that SHD must receive all expenses by September 15, 2026 to be eligible for reimbursement. Invoices received after September 15, 2026 will not be paid.**

#### **X. Confidentiality**

All personal identifying student information will remain strictly confidential and will not be shared with any other entities without the expressed written authorization of representatives of the Parties.

#### **XI. Procedures for Resolving Disputes**

In the event of a dispute, difference of interpretation, or appeal of a decision regarding the terms and/or conditions of this Agreement, resolution shall first be sought in the monthly meeting between the SHD Director of School Health and the Director of Health and Wellness. If resolution is not reached, the issue shall then be presented to the SHD CEO and District Superintendent for joint resolution by them. If the issue cannot be resolved by the SHD CEO and the District Superintendent, the parties will meet in mediation and attempt to reach a resolution with the assistance of a mutually acceptable mediator. The costs of the mediator, if any, shall be shared by the Parties.

This Agreement, including any exhibits, shall for all purposes be deemed subject to the laws of the State of California.

### **XIII. Record Keeping and Reporting**

RCSD shall maintain sufficient accounting records regarding the expenditure of funds and permit inspection of the records if requested. SHD will be provided with monthly progress reports from the Director of Health and Wellness. SHD may request an annual narrative report on the program or projects carried out with these funds to be delivered in writing along with a brief presentation by the District Director of Health and Wellness to the SHD Board of Directors at the conclusion of each funding cycle (July 1-June 30). The report should include a description of positions and programs funded, number of students and staff served, metrics of effectiveness, and MOU goals attained. Sequoia Healthcare District will maintain a separate operating budget and monitor expenses.

The District is responsible for tracking students receiving counseling services. Completion of an annual data report will be collected at the end of the funding cycle and is required. Requests sent to school-based providers under contract to SHD for District level data will be made near the end of the school year.

It should be noted that SHD strongly encourages school districts receiving funds to use a systematic process to track services/outcomes.

Furthermore, copies of any and all completed fidelity of implementation measures for MTSS/PBIS will be requested annually. SHD strongly encourages use of the Tiered Fidelity Inventory (TFI) to measure fidelity.

For longitudinal tracking purposes, SHD will be collecting survey data (Panorama and/or CHKS) on an annual basis. SHD strongly encourages districts to use the CHKS

Core module and San Mateo County Health and Wellness module on an annual basis. If neither CHKS nor Panorama is used, then in-house district-created survey data results should be provided.

**XIV. Marketing**

The District is encouraged to make public announcements about this funding. SHD will coordinate with District public relations personnel when developing or presenting press releases or other media referencing school districts. Any use of the name and logo of SHD on marketing or publicity materials should be reviewed and approved by SHD.

We, the undersigned, have read and agree to abide by the terms and conditions contained in this MOU. Furthermore, we have reviewed the proposed project and approve.

**Redwood City School District:**

Address: 750 Bradford St, Redwood City, CA 94063

\_\_\_\_\_  
John Baker, Superintendent

\_\_\_\_\_  
Date

RE \_\_\_\_\_  
Rick Edson, CBO

\_\_\_\_\_  
Date

**Sequoia Healthcare District:**

Address: 1016 Laurel Street, San Carlos, CA 94070

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Pamela Kurtzman, CEO

\_\_\_\_\_  
Date