



Supports to Advance Emotional Well-Being in Schools Learning Collaborative Cohort Memorandum of Understanding (MOU)

Year 2 Cohort 23-24 and 24-25 School Years

Background

With funding and support from the Centers for Disease Control and Prevention's (CDC) Division of Population Health, Healthy Schools Branch, the National Association of Chronic Disease Directors (NACDD), in partnership with Child Trends and Mental Health America, is partnering with State Education Agencies (SEA) and Local Education Agencies (LEA) to advance health equity in schools through supports for developing, implementing, and evaluating evidence-based policies, practices, and programs focused on the emotional well-being of students and staff in communities disproportionately affected by chronic disease risk factors. Participating LEAs will be part of a Learning Collaborative Cohort (LCC) that engages in a five-step, two-phased process over the course of two school years to assess, plan, implement, learn, and evaluate their emotional well-being and mental health efforts. Each participating LEA will receive professional development (PD), technical assistance (TA) and \$7,500 in funding to support enhanced policy, systems, and environmental changes related to student and staff emotional well-being. The project period for the Year 2 LCC is December 2023 – May 31, 2025.

Project Deliverables

Participating LEAs agree to accomplish the following deliverables:

1. Upon signing the MOU via DocuSign, commit to participating in the LCC through the end of the 24-25 school year (May 2025).
2. By January 19, 2024, complete an LEA Assessment (provided by NACDD) to review district-level policies, practices, and programs related to emotional well-being and mental health for staff and students. The Assessment includes the [SHAPE System](#) and as well as a brief supplemental questionnaire.
3. By January 19, 2024, establish an LEA team of 3-6 members from the school district community. NACDD highly recommends leveraging existing teams (e.g., District Health Advisory Council) and ensuring that team members represent components of the [Whole School, Whole Community, Whole Child \(WSCC\) model](#). Contact information for this team will be documented in the LEA Assessment.
4. By March 15, 2024, develop and implement an Action Plan (template provided by NACDD) using the results of the LEA assessment and other data sources to identify priorities for improvement as they relate to student and staff and emotional well-being and mental health.

5. Throughout the project period, ensure at least one member of the LEA team attends all scheduled LCC calls/meetings and responds to emails within 72 hours. Calls and meetings will include technical assistance from NACDD, Child Trends, Mental Health America, as well as collaboration opportunities with other participating SEAs and LEAs. See the [Year 2 Calendar](#) for the schedule of calls for the 23-24 school year.
6. Throughout the project period, ensure at least one member of the LEA team participates in two (2) PD opportunities hosted by NACDD, Child Trends, and Mental Health America that address, but are not limited to, the following topics: Social-emotional learning and student mental health, staff wellness, youth engagement in emotional well-being efforts, staff role modeling, and teacher-student relationships.
7. Throughout the project period, review and distribute NACDD email communications with LEA team members and other individuals within your school district community.
8. Throughout the project period, complete all data collection and evaluation activities including, but not limited to:
 - LEA Assessment (due January 19, 2024)
 - Written Action Plan Progress Updates (Fall 2024 and Spring 2024)
 - Post-Professional Development Surveys (after each PD opportunity)
 - End-of-Project LEA Survey (Spring 2025)
 - Post-Project LEA Survey (Fall 2025)
 - One-on-one conversations and success stories (as requested by NACDD)
9. Throughout the project period, engage with your SEA, State Health Department, and other state partners to implement and sustain policies, practices, and programs related to student and staff emotional well-being.
10. As requested, submit invoices (reference section below) for funding installments (invoice template provided by NACDD).

Mini-Grant Funding

Participating LEAs will receive funding in the amount of \$7,500, to be issued in two installments:

1. 75% of the total award (\$5,625) will be issued upon completion of the LEA Assessment and signing of the MOU (via DocuSign) in January 2024. NACDD will provide the invoice template.
2. 25% of the total award (\$1,875) will be issued upon completion of the End-of-Project LEA Survey in Spring 2025. NACDD will provide the invoice template.

Funds may be used at the discretion of the school district, in support of student and staff well-being, in alignment with the following parameters (per CDC):

- Recipients may not use funds for research.
- Recipients may not use funds for clinical care except as allowed by law.
- Recipients may use funds only for reasonable program purposes, including personnel, travel, supplies, and services.
- Generally, recipients may not use funds to purchase furniture or equipment. Any such proposed spending must be discussed and approved by NACDD.

- Other than for normal and recognized executive-legislative relationships, no funds may be used for:
 - Publicity or propaganda purposes, for the preparation, distribution, or use of any material designed to support or defeat the enactment of legislation before any legislative body; and
 - The salary or expenses of any grant or contract recipient, or agent acting for such recipient, related to any activity designed to influence the enactment of legislation, appropriations, regulation, administrative action, or Executive order proposed or pending before any legislative body.

Use the following acknowledgement statement on any collateral developed using mini-grant funding. This statement also applies to any conference/meeting materials (e.g., flyers, handouts, slides, etc.):

"The Supports to Advance Emotional Well-Being in Schools project in (insert district name) is a national project of the National Association of Chronic Disease Directors that is 100 percent supported under the National Initiative to Advance Health Equity in K-12 Education by Preventing Chronic Disease and Promoting Healthy Behaviors project, which is supported by the Centers for Disease Control and Prevention (CDC) of the U.S. Department of Health and Human Services (HHS) as part of a financial assistance award totaling \$400,000 with 100 percent funded by CDC/HHS. The contents are those of the author(s) and do not necessarily represent the official views of, not an endorsement by, CDC/HHS or the U.S. Government."