



## **Memorandum of Understanding**

Recognizing that addressing grief in the school setting will assist the School Board of Clay County, Florida (SBCC) and Community Hospice of Northeast Florida in keeping with the mission, vision and philosophy of the respective agencies;

And, recognizing that a partnership between the two agencies to collaboratively provide grief counseling in the school setting can yield a positive impact in our local schools;

And, recognizing that this partnership and the work conducted can further have an impact on the local, state, and national levels;

The SBCC and Community Hospice of Northeast Florida enter into a mutually beneficial memorandum of understanding in which the respective agencies agree to assess the needs of each requesting school on a case by case basis and determine appropriate services which may include any and/or all of the following:

### **SBCC agrees to:**

- ◆ Provide a space suitable for the confidential provision of individual and group therapy. Use of the space will be scheduled with the facility receiving services
- ◆ Provide assistance from staff within the selected schools in identifying children who may benefit from services
- ◆ Provide assistance in obtaining Parental/guardian permission and proof of guardianship, as needed
- ◆ Provide assistance from the teaching staff in identifying problem areas/concerns related to grief by completing a short checklist of behaviors.
- ◆ Provide assistance from the Guidance Office in the identified schools in scheduling the individual/group sessions in a manner that minimizes disruption to the academic schedule
- ◆ Provide a Letter of Support/Collaboration to be used in seeking funds to provide continuing education to staff and direct services to children

### **Community Hospice of Northeast Florida agrees to:**

- ◆ Provide assessment of student needs regarding bereavement issues
- ◆ Provide assessment of parent needs related to bereavement issues
- ◆ Provide assessment of guardians for needs related to supporting a child who is grieving
- ◆ Provide education to staff on topics related to:
  - “Death & Dying”
  - “What to Say: A Guide to Healing Conversations”
  - “Grief and the Developmental Stages of Children”
- ◆ Provide consultation on culturally sensitive grief support
- ◆ Provide consultation with guidance counselors and teachers on behavior related issues attributed to grief
- ◆ Provide provision of on-site services to include:
  - Collection of pre and post-test data
  - Individual and group bereavement therapy for children, their parents, and legal guardians
  - On-Site assessments for inclusion in Camp Healing Powers



Community Hospice of Northeast Florida agrees to have the designated counselors fingerprinted at the SBCC's Human Resources Office at 900 Walnut Street in Green Cove Springs, FL. It is understood that no counselors may service a school without this procedure being completed and without having been cleared by the Human Resources Department of the school district. The cost of \$61.00 per person will be borne by the agency, Community Hospice of Northeast Florida.

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**Carol Vallencourt**  
**School Board Chair**  
**Clay County Schools**

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**Date**

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**Susan Ponder-Stansel, LCSW**  
**CEO, Community Hospice**

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**Date**

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**David L. Owens**  
**Superintendent of Schools,**  
**Clay County Schools**

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**Date**

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**Kathleen I. Johnson**  
**Vice President, Programs & Planning**  
**Community Hospice**

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**Date**