

**Memorandum of Understanding for Participation
by School Districts in the
Long Island School Practitioner Action Network (LISPAN)
September 1, 2019 through June 30, 2020**

This is a Memorandum of Understanding (MOU) establishing a collaborative relationship between the _____ School District (the School District) and the Long Island School Practitioner Action Network (LISPAN).

1. MISSION

LISPAN is an informal network of school- based mental health professionals. It was established in 2014 so that its volunteer professionals across Long Island might take proactive measures to assist component school districts should they experience a serious crisis situation related to a national disaster, school violence, or the death of a school community member.

2. PURPOSE

The purpose of this MOU is to declare the commitment of the School District to participate in LISPAN by releasing their mental health professionals to assist other member school districts when requested, and, at the sole discretion of the School District, by requesting the assistance of LISPAN when needed. LISPAN is not an independent, formally organized legal entity. It is an informal network provided with technical and other supports by Western Suffolk BOCES. The coordination of LISPAN shall be the responsibility of a group of LISPAN mental health staff from member school districts who shall serve in a voluntary capacity after school hours without compensation for their time.

3. RESPONSIBILITIES The volunteer mental health professionals of LISPAN, upon release by their cooperating School District superintendent or designee, shall provide onsite post-crisis support and consultation services after the occurrence of a serious school crisis which temporarily requires mental health resources beyond the capacity of the affected school district(s).

These responsibilities may be implemented according to the needs of the individual district, as follows, and as indicated in Item 9 of this MOU:

Option A: LISPAN volunteers will provide the full range of onsite direct crisis counseling and psychological support services to students, staff, and parents as described in the NASP PREPaRE Workshop 2, under the supervision of, and as directed by the district-appointed crisis coordinator. These would include the following:

Evaluation of psychological trauma and triage**Providing classroom meetings****Conducting caregiver training for teaching staff or parents****Conduct student psychoeducational groups for general stress management****Conduct classroom-based crisis intervention groups****Conduct individual crisis intervention with students and staff**

Option B: LISPAN volunteers will provide onsite indirect services to district crisis team members only, in the form of all ancillary tasks not related to direct counseling or other psychological support of district students, staff, or parents. District crisis team staff who are members of LISPAN under this option may continue to participate in monthly LISPAN network meetings.

4. REPRESENTATIONS

Serving as a crisis team member with LISPAN provides volunteers the opportunity to learn about and apply best practices in the areas of crisis prevention and intervention. In addition, membership provides the opportunity to network and learn from other helping professionals as well as specialized experts in the region. This may include regional hospitals, universities, government or private agencies, or other professional associations/individuals who may provide such crisis training. The following representations are made by LISPAN on behalf of its volunteer mental health professionals. Such professionals shall:

- Adhere to the team's professional code of ethics (see Exhibit A).
- Attend and actively participate in regularly scheduled network meetings during school hours, from 8am to 10am at locations and weekdays to rotate between Nassau and Suffolk county member locations.
- Ensure that supervisors are aware and supportive of the professional's membership in LISPAN so that the professional can be available if called to respond to a crisis as needed whenever possible.
- Positively promote the services of LISPAN within the professional's school district.
- Keep updated on current crisis prevention and intervention strategies and share materials, resources, and suggestions with the team.

All school districts who wish to participate in the LISPAN shall have at least one crisis team member who has been trained in the National Association of School Psychologists (NASP) emergency preparedness/prevention/intervention curriculum known as PREPaRE, specifically in PREPaRE workshop 2, entitled Crisis Intervention and Recovery: The Roles of School-Based Mental Health Professionals. Details about this training are available at www.nasponline.org/prepare. It is these mental health professionals who shall be called upon to respond to a live crisis-in-progress, when available, at the discretion of their respective school superintendents. The response goal time shall be 2-3 hours from the time of the request.

5. PROCEDURES

When LISPAN members assist a School District, they:

- Report to the requesting school district's assigned onsite LISPAN coordinator for instructions.
- Understand that they are responding only to the stated needs of the School District
- Are aware of the importance of supporting the School District without being intrusive or over reactive.
- Are cognizant that the administrators and staff members of the School District know best how to meet the needs of their school communities.
- Are debriefed by the designated onsite LISPAN coordinator before leaving the School District for the day, with instructions about the district's needs on the following day, if any.

6. FINANCIAL COMMITMENT AND MISCELLANEOUS

There are no fees for participation by School Districts in LISPAN.

Each school district Board of Education wishing to become a member of LISPAN shall formally recognize the existence of LISPAN as a voluntary crisis assistance organization, and as such, extend liability protection to any of their mental health employees appointed by the superintendent or designee in a voluntary capacity to serve in another school district. The length of stay for each individual LISPAN volunteer will be at the discretion of the district superintendent or designee for the sending school district.

Both parties shall maintain compliance with all applicable Federal, State and Local laws, rules and regulations.

This MOU constitutes the entire understanding between the parties and shall not be altered or amended except in writing signed by both parties.

7. IT IS MUTUALLY UNDERSTOOD AND AGREED BY AND BETWEEN THE PARTIES THAT:

This MOU is subject to review and revision at the request of either party by October 1st of each school year. Either party may terminate this MOU without penalties or liabilities by notification of intent of termination prior to the expiration of the Term and upon sixty (60) days written notice to the other party. A Network Member Renewal Agreement shall be sent to each participating LISPAN school district Superintendent in August of

each year covering the period of September 1st through June 30 of the following school year.

In the event of a crisis over the summer months, a Superintendent or designee may reach out to any of the LISPAN Steering Committee members listed on the Crisis Network page of the web site and LISPAN will do its best to provide consultation support.

8. LISPAN reserves the right to publicize the names of those school districts who become part of this network for publicity purposes. No other identifying information will ever be shared by LI-SPAN to protect the privacy of member school districts.

9. EFFECTIVE DATE AND SIGNATURE

This MOU shall be effective upon the signature of each participating school district superintendent and LISPAN Coordinator and shall remain in force unless terminated in writing by that superintendent.

Name of School District: _____

Name of School Superintendent: (please print) _____

Signature of School Superintendent: _____

Preferred school telephone number: _____

Preferred school e-mail address: _____

Membership option (indicate one): Option A Option B

Name(s) and e-mail addresses of one or more of your mental health staff who have completed training in PREPaRE Workshop 2:

Name: _____

School telephone number: _____

School e-mail address: _____

Name: _____

School telephone number: _____

School e-mail address: _____

Name: _____

School telephone number: _____

School e-mail address: _____

Effective date of participation: _____

Signature of LISPAN Coordinator: _____

Completed MOU's may be emailed to lispannetwork@gmail.com

A copy of this signed agreement will be returned to you for your records.

2019-2020 LISPAN Steering Committee:

David Cheng, Coordinator, Great Neck School Psychologist

Dottie Ahl, School Psychologist, Retired

Sabrina Brancaccio-Cantore, Long Beach, PPS Director

Debra Caputo, Regional Mental Health and Suicide Prevention Specialist

Jessica Eichin, Herricks School Psychologist

Michele Falco, Western Suffolk BOCES, School Counselor

Will Farquharson, SUNY Stony Brook, Child Psychiatry

Karen Jason, Valley Stream 13 School Psychologist

Heather Leggio, Commack School Psychologist

Donna Neary, Massapequa School Psychologist

Sebastain Saylor, Bayport-Blue Point School Psychologist

Jessica Scott, Commack, School Social Worker

Exhibit A: MOU, Long Island School Practitioner Action Network (LISPAN)

Code of Professional Ethics

School districts and victims of a crisis expect every crisis team member to act with integrity, to treat all victims, witnesses and survivors of the crisis with dignity and compassion. To these ends, this Code will govern members of LISPAN:

I. In relationships with victims, witnesses or survivors, *the Crisis Team member will:*

1. Recognize the interests of the victims, witnesses or survivors as primary responsibility.
2. Respect the privacy and confidentiality of victims witnesses or survivors subject only to laws or regulations requiring disclosure of information to appropriate other sources.
3. Respond compassionately to each victim, witness or survivor, withholding personal opinion, and accepting each person's statement of events and reactions as it is told.
4. Provide services to each person without attributing blame, no matter what the person's conduct was at the time of the victimization or at another stage of the person's life.
5. Foster maximum self-determination on the part of the victims, witnesses or survivors.
6. Serve as an advocate when requested and, in that capacity, act on behalf of the victims', witnesses' or survivors' stated needs without regard to personal convictions and within accepted legal parameters.
7. Provide individuals with personalized services, work for their welfare without concern about personal gain.
8. Should one person's needs conflict with another's, act with regard to one person only after promptly referring the other to another qualified crisis team member or responder.
9. Maintain a professional relationship with victims, witnesses or survivors at all times while providing crisis intervention, companionship, post-trauma counseling and other services.
10. Make prompt referrals to other resources or services only in the best interest of the person served, avoiding any conflict of interest in the process.
11. Respect the religious or spiritual beliefs and practices of victims, witnesses or survivors and refer them promptly to appropriate spiritual leaders when requested.
12. Proactively affirm positive coping strategies and hope for the future in the aftermath of tragedy.
13. Provide opportunities for colleague Crisis Responders to seek appropriate services when traumatized by a crisis event.

II. In relationships with colleagues and other professionals *the Crisis Team member will:*

1. Conduct relationships with colleagues in such a way as to promote respect and improvement of services.
2. Make statements that are critical of colleagues only if they are verifiable and constructive in purpose.

3. Conduct relationships with colleagues such that they are given equal respect and dignity
4. Take steps to quell negative, insubstantial rumors about colleagues.
5. Share knowledge and encourage proficiency and excellence in crisis intervention and planning among colleagues.
6. Provide professional support, guidance and assistance to colleagues who are new to the team in order to promote consistent quality and professionalism in crisis response.
7. Seek to ensure that colleagues have access to the training, supervision, resources, and support required in their efforts to respond to crisis situations.

III. In her or his professional conduct, the Crisis Team member will:

1. Maintain high personal and professional standards.
2. Seek and maintain proficiency through continuing education and practice in the delivery of crisis services.
3. Not discriminate on the basis of age, gender, disability, ethnicity, race, national origin, religious belief, or sexual orientation.
4. Not reveal to the public the name or other identifying information about victims, witnesses or survivors served without clear permission or legal requirements to do so.
5. While engaging in crisis response work, refer public statements to school district designee.
6. Not use her or his official position to secure gifts, monetary rewards, or special privileges or advantages.
7. Report to crisis team the conduct of any colleague that constitutes mistreatment of victims, witnesses or survivors or that brings the profession into disrepute.
8. Report to competent authorities any conflict of interest that prevents oneself or a colleague from being able to provide competent services to victims, witnesses or survivors, or to work cooperatively with colleagues or allied professionals, or to be impartial in the treatment of any victims, witnesses or survivors.

IV. In his or her responsibility to any other profession, the LISPAN member will be bound by the ethical standards of the profession of which she or he is a member.

Source: Coordinating a Crisis Response Team Training Manual: Third Edition. Developed for use by the Regional Crisis Team of Putnam/Northern Westchester BOCES, used with their permission.