

MEMORANDUM OF UNDERSTANDING (MOU)

Worksite Wellness Support Services

This Memorandum of Understanding (“MOU”) is entered into by and between **HealthSource Solutions** and **ISD 200 McAuliffe Elementary School**.

1. Purpose

The purpose of this MOU is to outline the agreement between the HealthSource Solutions and ISD 200 McAuliffe Elementary School for the project consisting of worksite wellness support services aimed at improving staff wellbeing at McAuliffe Elementary School.

2. Term of Agreement

This MOU shall be effective upon execution and remain in effect through **October 31, 2026**, unless terminated earlier in writing.

3. Scope of Services

HealthSource Solutions agrees to provide worksite wellness support services, including assessment, planning, implementation support, and evaluation designed to enhance staff wellbeing.

4. Deliverables and Timeline

McAuliffe Elementary project lead(s) agree to complete the following deliverables according to the timeline below:

Deliverable	Completion Date
Organizational Assessment: Pre-assessment (e.g., employee survey)	
Pre-photo (baseline, if applicable)	
Baseline Assessment SHIP Employee Wellness Assessment (SEWA) (optional)	
Work Plan Development	
Regular Check-ins (as needed)	
Post-photo (after change completion, if applicable)	

Post-assessment SEWA (optional)	
Organizational Assessment: Post-assessment	
Exit Documents: Change and Testimonial Tracker and Sustainability Checklist	
New or Revised Policy or Guideline (including prior version if revised)	

SUSTAINABILITY CHECKLIST

Select one box per item:	Yes	No	Notes
There is leadership support for the initiative post-SHIP funding.	<input type="checkbox"/>	<input type="checkbox"/>	
There are opportunities for staff to participate in sustaining this initiative (e.g., assist with implementation, offer feedback, receive/provide training).	<input type="checkbox"/>	<input type="checkbox"/>	
This initiative aligns with our organization's strategic plan.	<input type="checkbox"/>	<input type="checkbox"/>	
There are opportunities to partner with other agencies/ vendors to support this initiative (e.g., share expertise, receive/provide training, expand networks, collaborate).	<input type="checkbox"/>	<input type="checkbox"/>	
We have identified potential funding sources or are able to draw from internal resources (e.g., staff time, part of our operational budget) to support this initiative.	<input type="checkbox"/>	<input type="checkbox"/>	
This initiative will meet the needs of our target audience.	<input type="checkbox"/>	<input type="checkbox"/>	
This initiative will be sustainable post-SHIP funding.	<input type="checkbox"/>	<input type="checkbox"/>	
What other approaches, if any, are you considering to sustain this initiative?			
What leadership support(s) are in place to sustain this initiative?			
Have any other funds been received during this reporting period to support the project, list the amount and source:			
List and describe any barriers:			
Estimated amount of funding spent (including any funding outside of the grant used to support the project):			

CHANGE AND TESTIMONIAL TRACKER

Organizational Supports <i>(i.e., Leadership Support, Wellness Committee, Communication Strategies, etc.)</i>		
Policy Changes <i>(i.e., New/Updated policies, procedures, protocols, etc.)</i>		
System Changes <i>(i.e., committee charters, processes and procedures, blueprint documents, employee handbooks, resource organization, new hire processes, intranet sites, mission/vision statements, branding, etc.)</i>		
Environmental Changes <i>(i.e., New/Updated facilities, spaces, equipment, signage, vending, tangible items, etc. pictures are encouraged)</i>		
Additional Items/Wellness Activities <i>(i.e., social support activities, tracking surveys, etc.)</i>		
List 1-2 Employee Testimonials or Stories <i>about how these changes personally affected them.</i>		

5. Compensation

HealthSource Solutions agrees to provide a total payment of **\$2,000** to ISD 200 McAuliffe Elementary School upon completion of the deliverables outlined in this agreement, unless otherwise agreed upon in writing.

Intended Use of Funds*

Funds provided through this agreement are intended to support staff wellbeing through improvements to the physical work environment. Allowable purchases may include:

- Furniture and workspace enhancements (e.g., tables, chairs, flexible workstations)
- Materials and furnishings to support staff collaboration and shared or exchangeable resource areas
 - Woo Crew (wellness committee) bulletin board for updates and resources

- Sustainable modifications to create comfortable or quiet spaces
 - General aesthetic improvements (e.g., divider for quiet space, curtains)
- *All purchases will be agreed upon via Healthsource Solution and ISD 200 liaison prior to purchase

Additional project outcomes

- Increased sense of inclusion and connection among newer staff through engagement with the Woo Crew initiative
- Consistent, proactive communication through a weekly “snapshot” announcement to share updates and highlight upcoming activities

6. Roles and Responsibilities

HealthSource Solutions shall:

- Provide expertise, tools, and guidance for wellness initiatives
- Support creation of assessments, technical assistance, and educational content as it relates to the focus area of the project.
- Support creation of the work plan
- Assist with work plan goals, documentation, and policy development
- Provide guidance on budgeting
- Facilitate regular check-ins and provide ongoing support
- Issue payment as outlined in this agreement

ISD 200 McAuliffe Elementary School shall:

- Participate in and coordinate organizational assessments and wellness initiatives, as appropriate.
- Attend regular check in meetings and actively engage in ongoing communication (emails, meetings) to support coordination and project progress
- Provide timely updates on project milestones, implementation progress, and other relevant project success or challenges.
- Coordinate internal communication and engagement to support successful project implementation.
- Collaborate to complete all required deliverables.
- Perform additional reasonable tasks and provide necessary support to ensure successful completion of the deliverables.

7. Modification and Termination

This MOU may be modified at any time by mutual written agreement of both partners. Either partner may terminate this agreement with written notice, provided that any completed work is compensated accordingly.

8. Non-Binding Agreement

This MOU is intended to outline the understanding between the partners and does not constitute a legally binding contract.

9. Signatures

By signing below, the partners acknowledge and agree to the terms outlined in this Memorandum of Understanding.

HealthSource Solutions

Signature: _____

Name: _____

Title: _____

Date: _____

ISD 200 McAuliffe Elementary School

Principal

Signature: Matt Esterby

Name: MATT ESTERBY

Title: Principal

Date: 4/15/26

Director of Finance

Signature: _____

Name: _____

Title: Director of Finance

Date: _____

