

**WAUNAKEE COMMUNITY SCHOOL DISTRICT  
BOARD OF EDUCATION CURRICULUM COMMITTEE - INTERVIEWS MENTAL  
HEALTH PROVIDER**

Wednesday, August 11, 2021  
8:30 AM

Waunakee Community School District  
905 Bethel Circle  
Waunakee, WI 53597

Members of the public may attend Open Board of Education meetings in-person.

Public comments will be limited to 3 minutes. The Board will allow 1 hour for public comments.

Public comments may be sent to Rebecca McDonough at [district\\_administrator@waunakee.k12.wi.us](mailto:district_administrator@waunakee.k12.wi.us) up to one hour before the start of the Board meeting. All comments will be reviewed by the Board members. Emailed comments will be reviewed by the board but not read out loud. Comments must include the commentator's name, address, and must identify their connection to the District (if any) and any group they are representing in order to be considered by the Board.

If you would like to address the Board in-person during the public comments section of the meeting, you will be greeted outside the buildings and brought into the meeting individually to present; if you are attending the Board meeting in person, you will be asked to check in with District personnel when you arrive so that you can be recognized and address the Board when your name is called.

A quorum of the board may be present.

**AGENDA**

**I. CALL TO ORDER**

**II. ROLL CALL**

**III. PUBLIC COMMENTS** **3**

The Board of Education provides a public listening session for the public to comment on any item related to the governance or management of the WCSD. A copy of Board Policy 187 - Public Participation at Board Meetings is attached for your reference. Each commenter will be allowed 3 minutes. An hour will be allowed for this item.

**IV. CLOSED SESSION - ADJOURN TO CLOSED SESSION PER WISCONSIN STATUTES 19.85 (1) (c), (e) AND (f)**

- A. To confer with competing mental health providers of mental health services to the district and related personal information. **5**

**V. RETURN TO OPEN SESSION**

**VI. ADJOURN**

“Any person who has a qualifying disability as defined by the Americans with Disabilities Act who requires assistance with access or materials should contact the Waunakee Community School District Office at 849-2000, 905 Bethel Circle Drive Waunakee, WI 53597, at least twenty-four hours prior to the commencement of the meeting so that necessary arrangements can be made to accommodate the request.”

# PUBLIC PARTICIPATION DURING BOARD COMMITTEE MEETINGS

Waunakee Community School District

Policy 187.1

Page 1 of 2

Subject to any more specific direction that may be issued by the Board of Education with respect to any particular committee or committee meeting, a standing or ad hoc committee established by the Board may choose to include or exclude, and appropriately limit, periods of public comment at the meetings of the committee. At a minimum, any such public comment periods shall be restricted to subject matter that is reasonably within the domain of the committee's charge, and the Board strongly encourages committees to expressly limit the scope of any such public comment periods to comments that are reasonably germane to the noticed subject matter of the particular meeting. Periods of public comment at committee meetings shall be publicly noticed to the extent required by law.

Subject to an appeal to the committee that is made by a committee member, the presiding officer of the committee meeting shall have the authority to conduct and maintain proper order in connection with any authorized public comment period, including the authority to (1) recognize speakers; (2) enforce established time limits; (3) interject and request that speakers voluntarily redirect specific complaints, grievances, or attempted appeals to more appropriate District procedures; and (4) terminate the remarks of any individual who does not adhere to established rules and procedures for public participation, who speaks in a threatening or profane manner, whose comments are repetitive of that person's previous comments, or whose conduct is disruptive and impedes the committee's ability to conduct its business in an orderly and timely fashion.

By majority vote during a committee meeting, a committee may also solicit or agree to accept input that is relevant to a noticed agenda item from a person who is not a committee member in order to (for example) resolve a formal or informal point of information that arises during the committee's discussion of the agenda item. Such discretion shall be exercised in a lawful manner.

The Board or, unless otherwise directed by the Board, the committee itself may also schedule a duly-noticed public hearing to occur at a meeting of the committee on a particular issue or topic.

Members of the public who are permitted to address a committee during a meeting are responsible for the content of their comments. Such speakers are not exempt from any liability arising from their comments (e.g., for defamation or for the breach of legally-protected confidentiality).

## Legal References:

### Wisconsin Statutes

- [Section 19.81](#) [state policy on open meetings]
- [Section 19.83\(2\)](#) [discussion during period of public comment]
- [Section 19.84\(2\)](#) [public notice of board meetings, including public comment period]
- [Section 19.85](#) [exemptions to open meetings]

## Cross References:

*[Insert appropriate cross references to the policy as applicable to your district.]*

# **PUBLIC PARTICIPATION DURING BOARD COMMITTEE MEETINGS**

Wauwaukee Community School District

**Policy 187.1**

Page **2** of **2**

## **Adoption/Revision Dates:**

January 200  
January 2002  
May 2020



January 25, 2021

To: WCSD BOE

From: Kurt Eley and Chris Mand

Re: Request to begin RFP process for High School Mental Health Partnership

During the 2019-2020 school year, we facilitated the DPI Mental Health Needs Assessment with school teams at each of our WCSD schools. School teams then worked to create mental health action plans. This process allowed for a deeper understanding of our current practices and resources, as well as identified our current gaps within the district for meeting the mental health needs of our learners.

As a result of what we learned through the needs assessment process as well as information gathered from our Student Services staff, we have learned there is a need for additional mental health support at our high school level. We have high school students with barriers to accessing mental health support who may benefit from obtaining support from a community provider within our school building.

WCSD currently participates in the Building Bridges Program (which is a collaborative effort between WCSD, Catholic Charities and Dane County Department of Human Services), however, the Building Bridges mental health stabilization program is only available to our PreK-8th grade students and families.

We would like to move forward with the Request for Proposals (RFP) process with a vision of finding a mental health provider and/or agency who will partner with WCSD to (1) provide mental health services and support, onsite at WCHS, for our students in need, (2) collaborate with school teams to ensure the best continuity of care for students, and (3) offer professional learning for WCSD staff and family outreach around mental health topics.



Request for Proposals  
Behavioral Health Partnership  
Date of Release: April 15, 2021

### **Introduction and Background**

The purpose of this document is to provide interested parties with information to enable them to prepare and submit a proposal for a Behavioral Health Partnership with the Waunakee Community School District, specifically serving Waunakee Community High School.

Waunakee Community School District (WCSD) has approximately 4,400 students enrolled PreK-12th grade. Waunakee Community High School's enrollment is approximately 1,377 students grades ninth through twelfth. WCSD is unique in that it serves communities from Waunakee, DeForest, Dane, Middleton, Madison, Springfield, Westport, and Vienna. Our district includes rural and suburban populations. One of the advantages of our location is that we are part of a resource-rich county and in close proximity to Madison's resources.

Although an affluent community, WCSD also has significant student mental health needs. WCSD participates in the Dane County Youth Assessment (DCYA) which surveys Dane County youth in grades 7th-12th every three years, regarding their opinions, concerns, attitudes, behaviors, and experiences. Our Winter 2018 results shared critical information regarding the mental health needs of our secondary level students. Nearly 50% of our Waunakee Community Middle School students and over 60% of our Waunakee Community High School students reported that at times they felt as though their problems were piling up so high that they were not able to manage. When asked if students ever felt so sad or hopeless almost every day for at least two weeks in a row that they stopped doing some of their usual activities, over 12% of Waunakee middle schoolers and nearly 20% of Waunakee high schoolers answered, "yes." Additionally, 18% of our middle schoolers and 16% of our high schoolers indicated they had thought seriously about killing themselves. Only 6.9% of students indicated they were receiving mental health services outside of school at the time of the 2018 DCYA.

In addition to DCYA data, WCSD has data from screening students with the Social Skills Improvement System (SSIS): Social-Emotional Learning Edition as well as the Behavior Assessment System for Children (BASC-3): Behavioral and Emotional Screening System (BESS). Our district utilized the SSIS with our third, fifth and sixth graders and used the BESS

for students in 7th and 9th grade through 2019. At the K-6 level we were able to use the results from the SSIS to plan universal lessons, implement small groups and provide individual support and interventions for students. Our high school screening data utilizing the BESS indicates an upward trend. In 2017, 11% of high school 9th grade students flagged in the “elevated” or “extremely elevated risk.” In 2018, 15% of 9th grade students flagged in these same categories and in 2019, we saw 18% of 9th grade students flagging in the “elevated” or “extremely elevated” risk categories.

During the 2019-2020 school year our district facilitated the Department of Public Instruction Mental Health Needs Assessment with school teams at each of our WCSD’s six schools. School teams then worked to create mental health action plans. This process allowed for a deeper understanding of current practices and resources, as well as revealed current gaps within the district for meeting the mental health needs of our learners.

One of the identified areas of need that came from our Mental Health Needs Assessment is having more intensive supports available to meet the mental health needs of our high school students. Although some areas of our district are within Madison, most of our population sits far enough outside of Madison that it creates access challenges. We do not have public transportation in Waunakee or between Waunakee and Madison. Students (and their families) may miss a half-day of school (and work), at a minimum, to drive into Madison for preventative and intervention services. We are looking to find a community provider who is able to locate and provide services from our high school, eliminating some of the barriers that may be preventing students from receiving mental health services.

Our district currently partners with Dane County Human Services and Catholic Charities to offer the Building Bridges Program. Building Bridges is a 90 day wraparound mental health stabilization program that is available for students grade 4K through eighth grade. In addition, the district partners with Five + Agency Collaborative Effort (FACE-Kids) to provide co-facilitated intervention groups, grades K-12, on a variety of needs and topics. Lastly, WCSD recognizes the critical need to address the social-emotional well-being of our school community, especially over the past year. We understand our students have faced the loss of school-based relationships, academics, and routines over the past year. In addition, some of our students and families have faced additional stress, trauma, economic hardship and/or health concerns. This is a time when social-emotional connectedness is essential, and the district has taken steps to prioritize social emotional learning opportunities.

### **Scope of Services and Project Outcomes**

Our vision is one built on a partnership with a provider who is committed to nurturing a culturally responsive, trauma-informed, and strengths based approach to mental health practices and supports. This partnership will focus on addressing the unmet mental health needs of students and their families who have barriers to accessing community-based mental health care. There is also an expectation that time is spent collaborating and coordinating with school-based staff, providing staff consultation, and on occasion, professional development opportunities. The

provider is a licensed mental health provider who is responsive to the changing needs of our students and the school community. The provider will work with school staff so they have a better understanding of how to support students with mental health concerns.

Project outcomes include:

- To improve the social emotional and mental health wellness and reduce symptoms that interfere with learning for identified students.
- Establish continuity of care for referred students that is inclusive of family, school and health care providers.
- Increase staff efficacy in supporting students with social emotional and mental health challenges.

Inquiries concerning the request for proposal must be made no later than Friday, April 23rd, 2021 at 12:00pm. Any inquiries, along with the District response, will be shared with all RFP recipients at the conclusion of the question and additional information timeframe.

**Anticipated Selection Schedule**

Listed below are estimated dates and times of action related to this Request for Proposal (RFP).

<b><u>Date:</u></b>	<b><u>Event:</u></b>
April 15, 2021	Date of RFP issue
May 14, 2021	Proposals due from vendors
May 17-28, 2021	Proposals reviewed
June 1-11, 2021	Interviews (if needed)
June 14, 2021	Recommendations to school board
June 15, 2021	Notification of intent to award
July 30, 2021	Memorandum of Understanding completed

**Preparing and Submitting a Proposal:**

Proposals should be typed and submitted via email in pdf format to:

Chris Mand  
 Director of Student Services  
 Waunakee Community School District  
[christinamand@waunakee.k12.wi.us](mailto:christinamand@waunakee.k12.wi.us)

All Proposals must address questions and requests under Elements and Requirements of Proposal. The district is not liable for any cost incurred by proposers in replying to this RFP. Proposals may be withdrawn in writing at any time during the process.

All RFP responses are considered public records. Please do not include any information in your RFP that would be considered confidential and not appropriate to view through a Public Records Request.

The School District reserves the right to reject any or all proposals or portions thereof, and to accept any proposal or portions thereof, which may be the most advantageous to the School District.

The School District reserves the right to negotiate certain points of the final contract with the qualified bidder.

Bidders may submit additional information and data they believe to be helpful to the School District in the evaluation process.

## **Elements and Requirements of Proposal**

### **Introduction**

Please provide an appropriate brief introduction as it pertains to your organization/agency. Please include information on the scope of services currently offered by the agency and highlight your experience partnering with school districts.

### **Organizational capabilities**

Describe your agency's experience and capabilities in providing services as stated in this RFP.

### **Key staff**

Provide resumes describing the educational and work experiences for the provider who would be providing services at Waunakee Community High School.

### **References**

Proposals must include a list of organizations, including points of contact, which can be used as references for services provided. Selected organizations may be contacted to determine the quality of work performed and personnel assigned to the project. The results of the references will be provided to the RFP evaluation team and considered when reviewing proposals.

### **Budget**

WCSD will provide the following in kind contribution:

- Office/space and furniture
- Internet access
- Phone

- Access to copier

If there are additional costs, please provide a budget that details any/all of the expenses for the proposed partnership. Provide a narrative/justification for what these costs will cover by describing each element of the program budget. Please include:

- How the agency plans to address costs that are not reimbursable.
- How the agency will meet the needs of uninsured or underinsured students and their families.
- Identify the health plans with whom the vendor has contracts.
- Identify any financial commitment expected by WCSD.

***Proposals and partnerships that are cost neutral with in-kind contribution from the district will be highly considered.***

Requirements include:

- Service Delivery Experience: The vendor must have a history of successfully implementing services that are (1) culturally responsive, (2) trauma-informed, (3) data-driven, and (4) student/family-based.
- Maintenance of Licensure: Provider shall maintain all appropriate licenses required by the State of Wisconsin.
- Insurance Requirements:
  - Carrier with no less than A-A.M. Best Rating
  - Name the district as an Additional Insured
  - Insurance Limits:
    - General Liability: \$1mm occurrence/\$2mm aggregate
    - Excess Liability: \$10mm occurrence/aggregate with no retention
    - Auto Liability: \$2mm Combined Single Limit
    - Professional Liability: \$10mm occurrence/aggregate
    - Workers' Compensation: WI Statutory limits with \$100,000/\$500,000/\$100,000 Employer Liability
    - Cyber: \$5mm aggregate including Data Compromise/Security-Breach Liability/Social & Other Media Liability/Extortion Threat & Public Relations
- The vendor's responsibility for its negligence under the contract has no limitation tied to the value of the contract or punitive, consequential, or exemplary damages.
- The contract must include a mutual hold harmless and indemnification agreement like the below recommended by the District's liability carrier (\*see page 7).
- Experience in treatment of ATODA issues is highly encouraged
- Multilingual providers highly encouraged
- Independent Provider: Provider shall perform under an MOU as an independent provider for the district's high school students, and not as an agent, employee, representative or partner of the district.

- General data from provider will be shared with the Director of Student Services on a quarterly basis to include:
  - Number of referrals
  - Number of referrals who are uninsured and underinsured
  - Average number of sessions for WCHS referrals/caseload
  - Barriers to treatment
  - Number of hours spent on school-staff consultation
  - Number of hours spent on school-staff professional development
  - Recommendations for continuous improvement by school/district.

**Evaluation & Selection Criteria**

The below chart is for illustrative purposes to articulate identified priority areas for evaluation. Recommended weights will be taken into account by RFP reviewers.

<b>CRITERIA</b>	<b>PROPOSED WEIGHT (%)</b>
Cost	20%
Organization’s ability to meet service and support requirements	40%
Organization qualifications and experience	30%
References	10%
Total Score:	

**\*CIC-Recommended Indemnification/Hold Harmless Agreement**

\_\_\_\_\_ (name of other party) agrees to defend, indemnify, and hold harmless \_\_\_\_\_ (the district), its school board, administration, employees and volunteers, individually and collectively, from and against all costs, losses, claims, actions, attorney fees, and judgments arising from personal injuries, property damage, or otherwise, that may arise from or alleged to be caused by \_\_\_\_\_'s (other party) negligence as a result of \_\_\_\_\_'s (other party) services, products, transporting District students or staff, or use of District's land, facilities, or equipment. The \_\_\_\_\_ (other party) agrees to provide a certificate of insurance for liability coverages satisfactory to the District and will name the District as an additional insured on said liability policy and provide a physical copy of the additional insured endorsement to the District's representative.

The District agrees to defend, indemnify, and hold harmless \_\_\_\_\_ (other party), its board, agents, employees and volunteers, individually and collectively, from and against all costs, losses, claims, actions, and judgments arising from personal injuries, property damage, or otherwise, that may arise from or alleged to be caused by District's negligence as a result of the District's use or occupancy of the District's land, facilities, or equipment, or student/staff transportation. The District further agrees to provide a certificate of insurance for liability coverages satisfactory to the \_\_\_\_\_ (other party).