

## MEMORANDUM OF UNDERSTANDING

### (Contract Hours and Services)

This Memorandum of Understanding (MOU) was entered into on December 3, 2025, by and between S.E. Brown Educational Consulting Services, address Frazier Park, CA 93225, and El Tejon Unified School District (ETUSD), El Tejon Community Schools, address 4337 Lebec Road, Lebec, CA 93243-0876. S.E. Brown Educational Consulting Services and ETUSD are collectively hereafter known as the "the Parties"

Upon acceptance and signatures by both S.E. Brown Educational Consulting Services and ETUSD, this proposal becomes an agreement for services wherein each mutually agrees as follows:

### RESPONSIBILITIES AND OBLIGATIONS OF THE PARTIES

#### 1. S.E. Brown Educational Consulting Services shall:

The Trauma-Informed Learning Consultant will partner with El Tejon Unified School District (ETUSD) to provide specialized trauma-informed support services to students in grades 9–12, with expanded services available to the greater mountain community. This independent contractor position is funded by California's Community Schools Partnership Program (CCSPP) and will directly support the implementation of the four CCSPP pillars: Integrated Student Supports, Expanded Learning Time, Family and Community Engagement, and Collaborative Leadership and Practices.

- a) Provide direct trauma-informed interventions for high school students experiencing emotional dysregulation, anxiety, or academic disruptions due to trauma or adverse experiences.
- b) Support individual and small-group SEL sessions focused on resilience, mindfulness, self-regulation, and communication.
- c) Coordinate with ETUSD Support Services to identify at-risk students and support re-entry from disciplinary absences, hospitalizations, or family crises.
- d) Make referrals and collaborate with Clinica Sierra Vista and other mental health providers to connect students and families with additional care.
- e) Facilitate training and coaching for school staff to increase trauma-informed practices in classrooms.
- f) Participate in school site council, community school leadership teams, and relevant planning committees to ensure community voices are reflected in service planning and delivery.
- g) Collect and report service data, impact stories, and outcomes to support grant compliance and continuous improvement.
- h) Act as a liaison to community members seeking support, creating bridges between ETUSD and local service providers

#### 2. ETUSD Shall:

- a) Provide a space for S.E. Brown Educational Consulting Services to meet with students and families in private
- b) Provide a translator if needed, and the translator agrees to confidentiality
- c) Allow use of the copier and scanner to make copies or send items for families as needed.

3. ETUSD Understands:

- a) S.E. Brown Educational Consulting Services is a mandated reporter.
- b) S.E. Brown Educational Consulting Services can share student and family information with school district staff, but all information is to remain confidential

4. ETUSD agrees to pay S.E. Brown Educational Consulting Services:

- a) A rate \$7,143.00 per month from December 2025 to June 2026.

TERMS OF UNDERSTANDING

The term of this Memorandum of Understanding shall be for the period from December 3, 2025, to June 30, 2026, and may be extended upon written mutual agreement of both Parties.

AMENDMENT OR CANCELLATION OF THIS MEMORANDUM

This Memorandum of Understanding may be amended, modified, or canceled at any time in writing by mutual consent of both Parties.

GENERAL PROVISIONS

If at any time either party is unable to perform their duties or responsibilities under this Memorandum of Understanding, the affected party shall immediately provide written notice to the other party to establish a date for resolution of the matter.

This Agreement shall be signed by Suellen Brown, S.E. Brown Educational Consulting Services, Mike Vogenthaler, Principal, FMHS, and Sara Haflich, Superintendent, ETUSD, and shall be effective as of the date first written above.

Suellen Brown, S.E. Brown Educational Consulting Services

Suellen Brown

12/03/2025  
(Date)

Mike Vogenthaler, Principal, FMHS

Mike Vogenthaler

12/03/2025  
(Date)

Sara Haflich, Superintendent, ETUSD

Sara Haflich

12/03/2025  
(Date)