



May 1st, 2023

Dr. Chris Greiner  
Chief Executive Officer of Academics  
Raytown School District  
10750 E. 350 Hwy.  
Raytown, MO 64138

RE: **Trauma Smart**<sup>®</sup> Services Letter Agreement

Dear Dr. Greiner:

Saint Luke's Hospital of Kansas City d/b/a Crittenton Children's Center ("Crittenton") is pleased to be working with Raytown School District ("Agency") to provide consultation on the **Trauma Smart**<sup>®</sup> innovative practice model designed to address the high incidence of complex trauma that negatively impacts children's lives. This letter agreement ("Agreement"), effective as of July 1<sup>st</sup>, 2023 (the "Effective Date"), will outline the services to be provided by Crittenton.

1. **Services.** Crittenton will provide to Agency consultation services of a Crittenton employee ("Trauma Smart Specialist") qualified to assist in the development and implementation of the **Trauma Start**<sup>®</sup> Program ("Program") within the Agency. The services to be provided by the Trauma Smart Specialist are detailed on Exhibit A.
2. **Protected Health Information.** The Trauma Smart Specialist will maintain compliance with the requirements of the Health Insurance Portability and Accountability Act ("HIPAA"). In the event that Crittenton and Agency contemplate that either the Programs or participants will disclose Protected Health Information ("PHI") in the course of this Agreement, Crittenton and Agency shall enter into a Business Associate Agreement governing the handling of PHI and breach notification procedures.
3. **Term and Termination.** This Agreement shall begin on the Effective Date and remain in effect for one year. Either party may terminate this agreement with or without cause by providing ninety (90) days written notice to the other party. However that Agency shall pay Crittenton all amounts due and owing for Services provided prior to the effective date of such termination.
4. **Training Materials.** Crittenton will provide program materials ("Program Materials") to Agency for the administration of the Program. Crittenton grants to Agency a non-exclusive, non-transferable, royalty-free and limited license to use the Program Materials solely for the administration of the Program. Except for the rights expressly granted to Agency under this



**Crittenton  
Children's Center**

**SAINT LUKE'S HOSPITAL OF KANSAS CITY**

Agreement, Crittenton will retain all right, title and interest in and to the Program Materials, including all worldwide intellectual property and proprietary rights. A violation of this section shall be considered a material breach of this Agreement.

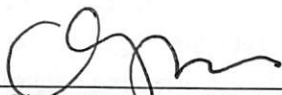
5. **Schedule and Compensation.** Agency shall compensate Crittenton for the Program and the Program Materials according to the rates provided for in Exhibit B. Crittenton shall invoice Employer on a monthly basis. Agency shall remit payment for services within thirty (30) days of the date of the invoice. Agency may pay ahead for services if desired. The services described in Exhibit A shall be provided by Crittenton at a time and place mutually agreed to by the parties.
6. **General Terms.** The Trauma Smart Specialist shall be considered an independent contractor and not an agent or employee of Agency. Neither party may assign any interests in this Agreement without the express written consent of the other party. This Agreement may only be amended by mutual written and signed consent of the parties. This Agreement, and any attached appendices, addendums, exhibits, or any other writing incorporated herein, constitutes the entire and integrated agreement between the parties.

Please indicate your approval of the terms provided in this letter by signing below and returning to me. If you have questions, please feel free to contact me. Thank you for the opportunity to work with you to ensure that every child has the opportunity to learn and grow in a safe and nurturing environment.

Sincerely,

Marshaun R. Butler, MHSA  
Vice President and Administrator  
Crittenton Children's Center

**Agreed to by:**  
RAYTOWN SCHOOL DISTRICT



Dr. Chris Greiner, Chief Executive Officer of Academics





## **Exhibit A**

### **Trauma Smart® Services Prepared Exclusively for Raytown School District 10750 E. 350 Hyw. Raytown, MO 64138**

#### **Leadership Meeting**

The Leadership Meeting is held at a location determined by Raytown School District . Three hours are devoted to introducing agency leaders, parent leaders, funders and community members to the Trauma Smart® initiative (Maximum 100 attendees). Three hours are devoted to an opportunity for Agency leaders to begin developing a trauma informed care team, intensive assessment, planning and goal setting for the Trauma Smart® partnership.

#### **Staff Training and Consultation visits for Agency staff**

During on-site training and consultation visits, Crittenton Trauma Smart® Consultant(s) will provide 14 hours of training for up to 420 Agency staff (60 staff per cohort) and work with all year one and sustaining sites to coordinate with each trauma informed care team to develop and execute the system-wide implementation and sustainability plan. All guidebooks and materials are included. The consultant will also work with staff members to ensure the Smart Connections curriculum and workshops for parents are implemented throughout the school year and meet with Agency coaches and training facilitators to provide assistance in their efforts to fulfill their roles. The Agency staff members who will serve in these roles will work in an apprentice like manner with the consultant when the consultant is on site.

Each on-site training and consultation week includes a one-hour telephone consultation session before or after the site visit.

#### **Trauma Smart® Coaching and Smart Connections Academy**

Proposed total includes enrollment for Agency 16 staff members.

The Coaching and Smart Connections Academy provides additional information for selected staff about the model, trauma informed care and how to coach their peers and provide the Smart Connections caregiver curriculum to families. Additional staff may attend a Coaching and Smart Connections Academy in the future. Participants receive 32 hours of training at Crittenton Children's Center in Kansas City, MO. They will receive guides and other tools to aid in their role. The Agency may choose to host an academy on-site in . The minimum enrollment for an on-site academy is 15 staff.



**Trauma Smart® Training Facilitator's Academy**

Proposed total includes enrollment for Agency 16 staff members.

The Training Facilitator's Academy will prepare Agency staff members who will become responsible for the ongoing training of newly hired staff members employed within centers, grade levels and schools previously trained by Trauma Smart®. Participants receive 32 hours of training at Crittenton Children's Center in Kansas City, MO. They will receive guides and other tools to aid in their role. The Agency may choose to host an academy on-site. The minimum enrollment for an on-site academy is 15 staff. Each participant will receive a training facilitator's guide.

**Note 1 of 1:** Additional staff members may attend an Academy in the future at an additional cost. Please contact Crittenton Trauma Smart for details.



**Exhibit B**

**Trauma Smart® Price Agreement**  
**Prepared Exclusively for Raytown School District**  
10750 E. 350 Hwy. Raytown, MO 64138

	Cost
Services	\$201,728
<b>TOTAL</b>	<b>\$201,728</b>