

STATEMENT OF AGREEMENT
between
POINT ARENA SCHOOLS DISTRICT
and
HOLLY RAWLINS, COUNSELOR

This Agreement is entered into between the Point Arena Schools District (DISTRICT) and Holly Rawlins (CONTRACTOR) for the period of July 1, 2016 through June 30, 2017.

The parties agree as follows:

1. **CONTRACTOR SERVICES.** CONTRACTOR agrees to provide administrative support services as well as duties defined in “Holly Rawlins’ Duties and Responsibilities” attached.
2. **COST OF TOTAL CONTRACT.** CONTRACTOR agrees to undertake the work defined in item 1 for the rate of \$350 per day, based on \$50 per hour, 7 hours per day, 150 days per school year. Total contract not to exceed \$52,500 excluding mileage reimbursement described at end of same paragraph. 143 days of the service will occur during regularly scheduled student days. 7 days of service may occur on non-student days prior to the school start and at the principal’s request. Any days of service in one calendar year are not transferrable to another year. In addition, the Contractor will be reimbursed at the IRS rate per mile rate roundtrip from Mendocino, 68 miles, for each day served not to exceed 150 days.
3. **INVOICING.** All payments will be based on invoices submitted to DISTRICT by CONTRACTOR.
 - a. Invoicing for Arena Union Elementary School shall be sent on a separate statement from invoicing for Point Arena High School.
 - b. Billings shall be sent to Point Arena Schools District Office, Attention: Accounts Payable, P.O. Box 87, Point Arena CA 95468.
 - c. CONTRACTOR is responsible for tracking invoice amounts as the DISTRICT will not pay for services beyond the “not to exceed” amount as defined in item 2.
 - d. The invoice shall be signed and worded as follows: “Service per contract for period of time ___ through ___: \$xxx.xx.”
 - e. CONTRACTOR will invoice DISTRICT not more frequently than monthly for services performed during the previous month.
 - f. DISTRICT will render payment to CONTRACTOR within 30 days of receipt of invoice.
 - g. CONTRACTOR shall provide DISTRICT a completed W9 upon signing this Agreement.
4. **TERM.** The term of this Agreement begins on July 1, 2016, and terminates on June 30, 2017. Extension or renewal requires approval of the DISTRICT. This Agreement may be terminated by DISTRICT or CONTRACTOR at any time on 15 days prior written notice to the other party. In the event of termination for cause, the CONTRACTOR need be compensated only to the extent required by law.
5. **TIME FOR PERFORMANCE.** All services required of the CONTRACTOR will be completed on or before the specified end of the term.

Board of Trustees

Leslie Bates – Cynthia Cione – Jim DeWilder – Bob Gardiner
Ron Miles – Vikki Robinson – Bob Shimon




**Statement of Agreement
Arena Union Elementary and Holly Rawlins**

6. FINGERPRINTING CLEARANCE. CONTRACTOR shall provide proof of fingerprinting clearance at CONTRACTOR's expense. Services shall not be performed until proof of clearance is provided.
7. RECORDS. CONTRACTOR will maintain full and accurate records in connection with this Agreement and will make them available to DISTRICT for inspection at any time.

CONTRACTOR'S work product produced under this Agreement shall be the property of the DISTRICT.

8. HOLD HARMLESS. CONTRACTOR shall hold DISTRICT, its officer, agents and employees harmless from all suits, claims and liabilities resulting from negligent acts or omissions of CONTRACTOR, its officers, agents or employees taken under this Agreement.



Brent Cushenbery, Superintendent
Point Arena Schools District

8-2-2016
Date



Holly Rawlins, Counselor

8/2/16
Date

Holly Rawlins'
Duties and Responsibilities
Arena Elementary School Counselor

Develop, plan, implement and evaluate a school counseling and guidance program that includes academic, career, personal, and social development

- ❖ Create and conduct a social/emotional learning program K-8
 - One class meeting per grade level per week
- ❖ Counsel individual students
 - As referred by parents or via AST process
- ❖ Small group counseling
 - As referred via AST process
- ❖ Conduct crisis intervention and discipline as needed
- ❖ Lunchroom and play yard, individual and small group counseling as often as possible

Advocate for the high academic achievement and social development of all students

- ❖ Coordinate Homeless and Foster Youth programs for district
- ❖ Coordinate and administer Healthy Families survey
- ❖ Administer and analyze testing data for use in determining intervention groups for all students K-8
- ❖ Create intervention groups and assign students
- ❖ Gather elective class preference data from students and create balanced classes
- ❖ Co-coordinate (with Kristi Hahn) weekly AST meeting
- ❖ Attend IEPs when appropriate

Provide consultation, training, and staff development to teachers and parents regarding students' needs

- ❖ Attend and participate in district special education meetings
- ❖ Attend and participate in staff and middle school meetings

- ❖ Attend and participate in district counseling meetings
- ❖ Ongoing support/consultation with students, staff and parents as needed

Other

- ❖ Schedule grade 4-8 students elective choices and interventions in Aeries
- ❖ Act as district representative at county-wide meetings, as directed by the superintendent
- ❖ Act as “Administrative Designee” in principal’s absence
- ❖ Emergency only substitute for teachers and para-educators