



MENDOCINO COUNTY OFFICE OF EDUCATION

WARREN GALLETTI, SUPERINTENDENT OF SCHOOLS

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INTEGRITY • CUSTOMER SERVICE • ACCOUNTABILITY • TEAMWORK • INNOVATION • PASSION

MEMORANDUM OF UNDERSTANDING

Mendocino County Office of Education and Point Arena Joint Union High School District
2016-2017 School Year

This Memorandum of Understanding (MOU) is entered into by and between the Mendocino County Office of Education (hereinafter referred to as "MCOE") and the Point Arena Joint Union High School District (hereinafter referred to as "District").

TERMS OF CONTRACT

The term of this agreement is for the remainder of the 2016-17 academic year, February 6, 2017 through June 9, 2017. At any time during the term of this agreement the parties may agree to extend the term of this agreement. Written modification of this agreement by mutual agreement may be made.

The parties agree as follows:

1. Scope of Work: MCOE agrees to provide Certificated Administrator support to the District at Point Arena High School. This support will include:

- Routine, day-to-day duties of a site principal, i.e. meetings with parents, teachers, processing purchasing requisitions and purchase orders, various business and administrative tasks for the site
- Supervision of student events
- Handling minor discipline issues of students at the site
- Attending AST, SST, 504 and IEP meetings
- Being a presence on the site campus
- Communication liaison with the District Superintendent

Support not included and to be completed by District staff:

- Staff meetings
- Board meetings
- Personnel matters and evaluations of personnel
- Chronic behavior/discipline issues of students at the site
- Anything involving work around the Local Control Accountability Plan, school calendars and master schedules for the current school year or the following school year

2. MCOE will provide support on Mondays, Tuesdays, Thursdays and Fridays, in which there is no school holiday or closure, through the remainder of the District's school year. MCOE will strive for consistency of support staff, but this will likely be a team effort. Whoever is providing the support will have the proper credentials for the work they are doing. This support will be provided up to and not to exceed 64 days.
3. Duty of Care: In the performance of duties, MCOE shall utilize the skill and knowledge standard for the performance of similar duties for all other public school districts within Mendocino County.
4. Payment: The District will be responsible for a fee of \$65 per hour. This rate includes staff compensation, benefits and mileage reimbursement. Travel time to and from is to be paid by the District and is charged at the \$65 hourly rate. If any overnight time is required in order to support the District, the lodging will be an additional charge to the District and will be the actual cost of the lodging. Total fees for the duration of this agreement is not to exceed \$60,000. MCOE agrees to track actual costs of staff time to provide this service. Payment will be made in the form of a cash transfer processed by MCOE on June 30, 2017, unless another agreement is mutually agreed to by both parties. Board Monthly Packet for February 8, 2017 be reported to the District.

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5. Any changes to this MOU will require approval of both parties prior to changes taking effect.

TERMINATION

Either party may elect to terminate this contract for its convenience; such termination shall be effective fifteen (15) days after delivery of Notice of Termination to the other party, unless a later date is specified in the Notice of Termination.

Any and all work performed through the date of termination will be billed and paid by the District to MCOE for services rendered.

Signed by:

Warren Galletti, County Superintendent Date
Mendocino County Office of Education

Brent Cushenbery, District Superintendent Date
Point Arena Joint Union High School District