

Statement of Agreement

Mendocino County Office of Education WorkAbility Middle School September 1, 2017-June 30, 2018

Arena Union Elementary School District agrees to enter into this Memorandum of Understanding with the Mendocino County Office of Education for participation in the WorkAbility Middle School Program.

Point Arena Middle School agrees to implement a WorkAbility I Middle School Program serving 6 students (7th and 8th grade) who have Individualized Education Plans (IEPs).

The services to be rendered and the terms and conditions of this Memorandum of Understanding are as follows:

1. Mendocino County of Education agrees to:

- provide the Arena Middle School WorkAbility Teacher access to limited funding for transition/career awareness-related materials, training and transportation to job shadows, tours and other relevant transition-related activities (request is submitted to WA Program Director and purchases are made by MCOE WA)
- provide clerical support for materials, travel reimbursement (if staff provide transportation for field trips or drive to training) and training requests processed through MCOE/SELPA
- plan, coordinate and conduct in-service activities
- provide program monitoring to ensure objectives are met
- provide fiscal monitoring
- develop and conduct program evaluations based on state guidelines
- draft and submit mandated state reports
- provide information on relevant professional development opportunities

2. Arena Union Elementary School District agrees to:

- process billing for the transportation for career exploration/awareness field trips and bill MCOE WorkAbility after each field trip (if district transportation is used for field trips)
- provide program monitoring and staff supervision at site
- provide the mandated WorkAbility Array of Services to 6 students with IEPs
- assist with any needed data collection
- release staff and provide substitutes for relevant in-service trainings (two mandatory WA business meetings each year)

- have a clear understanding of budget limitations and maintain fiscal accountability
- indemnify and hold the superintendent, its employees, agents and officers harmless for any and all claims, costs, damages, loss or liability of any kind which arise from the performance of this agreement and/or the performance of the employee's duties, except that a party's obligation under this paragraph to indemnify and hold harmless shall be limited to the sum that exceeds the amount of insurance proceeds, if any, received by the party being indemnified

The authorized representatives of the contracting parties have agreed upon the above conditions. This agreement is effective from September 1, 2017 through June 30, 2018.

BB

Barbara Bloom, SELPA Director

10-20-17

Date

Scott Carson, Principal

Date

Warren Galletti, (Interim) Superintendent
Arena Union Elementary School District

Date



**Middle School WorkAbility I Coordinator
Roles & Responsibilities
2017-18**

Site MS WAI Coordinators are responsible for the development and implementation of the WAI program at their middle school. Their responsibilities include:

- ✓ coordination with middle school teachers to develop site program and ensure program implementation and achievement of goals
- ✓ submission of Site Program Description to WA Director by **November 30** (to be completed with input from site special education team)
- ✓ serving as liaison with SELPA office (WA Program Director and Program Secretary) for requesting transportation, materials and/or supplies.
- ✓ keeping site administration, teachers and staff up to date on any pertinent changes or developments
- ✓ assisting in development of site MOU
- ✓ attending the two mandatory County-Wide WorkAbility I Business Meetings & Trainings each year
- ✓ entering all Array of Services data into the WA Data System by **April 1, 2018** (with initial entries beginning January 2018)
- ✓ monitoring of supplemental hours for staff so the amount budgeted is not exceeded
- ✓ create and submit the WorkAbility Middle School Site End-of-Year Report by **May 1** (with input from all involved teachers and staff)