

**Statement of Agreement Between
Mendocino County Office of Education
and
Point Arena Joint Union High School District**

This letter of agreement between the Mendocino County Office of Education/ SELPA and the Point Arena Joint Union High School District covers the period of July 1, 2017 through June 30, 2018.

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

1. Mendocino County Office of Education agrees to:

- provide training and support for WorkAbility (WA) Teachers/Transition Partnership Program (TPP) Vocational Services Coordinators (two county-wide business meetings /trainings and on-site support as needed)
- provide information on other relevant professional development opportunities
- provide a budget to the high school WA Teachers for student wages, based on the teachers' budget request, amount of funding allocated from CA Department of Education WA, the number of paid placements and amount of funding used in prior year
- provide limited funding for requested transition-related materials and supplies as needed (request is submitted to WA Program Director and purchases are made by MCOE WA)
- provide fiscal monitoring of WA and TPP budgets, gather information and submit budget requests/contracts for State-mandated reporting and application for funds

2. Point Arena Joint Union High School District agrees to:


- collaborate with WA/TPP manager to assure requirements are met and to support quality program implementation
- provide WA Teacher/ TPP Vocational Services Coordinator the time within their day to perform the required duties to support the programs (*see attached for duties*)
- support WA Teachers' attendance at two mandatory business meeting/trainings by providing substitute teachers

- have a clear understanding of student wage 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 participating parties have agreed upon the above conditions. This agreement is effective from July 1, 2017 through June 30, 2018.



Barbara Bloom, SELPA Director
Mendocino County Office of Education



Date

Blake VandeBunte, Principal
Point Arena High School

Date

Warren Galletti, Interim Superintendent
Point Arena Joint Union High School District

Date

Teacher Duties
WorkAbility I (WAI) & Transition Partnership Program (TPP)
2017-18

- Coordinate activities/curricula for all high school students with IEPs to receive the mandatory WorkAbility I (WAI) services from the WAI Array of Services.
- Submit Work Experience Budget & TPP Referral Request during the spring for the next year.
- Request TPP packets from Teresa Erickson, our Program Secretary at SELPA 467-5176 or terickson@mcoe.us and have them completed and signed by the students' parents. Submit completed packets to TPP School-to-Work Specialist who will then make intake appointments with the Department of Rehabilitation (DoR) Counselor.
- Assure that students have pre-requisites (good school attendance, clean and sober, learning styles assessment, vocational interest assessment, job application, resume, job finding and keeping skills, interview skills, and review of the WA Safety Handbook) and signed Multi-Agency Authorization to Exchange Confidential Information before being placed in WAI work experience. **Keep copies of evidence in students' site WAI file and send required copies to SELPA.**
- Job develop and place students in work experience positions (may have assistance from TPP Specialists for TPP students during their last year of school).
- Complete WAI Work Experience Application on computer with student and submit to SELPA before student begins placement (social security number must be cleared before starting job).
- Assure employers have and are familiar with the required forms from the WAI Work Experience application, the WAI Safety Handbook and the WAI Supervisor Handbook.
- Provide follow-along with student and employer during work experience.
- Complete and submit WAI wage claims and progress reports **due by the 23rd of each month** (with input from employer) and review with student.
- Monitor teacher work experience budget and request budget adjustments as needed (release unneeded funding or request additional funding from Program Director).
- Attend two mandatory county-wide WAI meetings.
- Coordinate vocational services for students through the IEP/ITP process.
- Collaborate with TPP Specialists to provide services for TPP students during their senior year (job shadows, visits to post-secondary training, and other appropriate transition activities).
- Complete TPP Certified Time Card to document time dedicated to transition activity with TPP students and **submit by the 23rd of each month.**
- Assure that all special ed. case carriers are writing WA and TPP services and goals into IEP/ITP (on the Transition Plan and the services page).
- Document WA Array of Services provided for all students in our WA Data System www.caworkability.org (January and April)

8/12/17