



MEMORANDUM OF UNDERSTANDING

Mendocino County Office of Education and Point Arena Schools District
2017-2018 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 Schools District (hereinafter referred to as "District").

TERMS OF CONTRACT

The term of this agreement is from, October 1, 2017 through December 31, 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 Business Management Services to the District during the leave of the District's Business Manager. MCOE will provide services for not more than 48 days during the October through December period. MCOE's staff member will work on average two days per week on-site and two days per week off-site for the District. Appendix A lists the types of duties to be performed.
2. Payment: The District will be responsible for a fee of \$632.48 per day. The District will be billed on a monthly basis for actual time to perform District duties. Total billing not to exceed \$30,360.

TERMINATION

Either party may elect to terminate this contract for its convenience; such termination shall be effective thirty (30) 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:

Becky Jeffries, Assistant Superintendent Date
Mendocino County Office of Education

Warren Galletti, Interim Superintendent Date
Point Arena Schools District



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WARREN GALLETTI
Superintendent of Schools

INTEGRITY CUSTOMER SERVICE ACCOUNTABILITY TEAMWORK INNOVATION PASSION

Appendix A
MOU – MCOE and District (Point Arena)
Business Services
2017-18 School Year

- Monitor District budget – complete updates, transfers, reconciliations, and all other fiscal entries as needed
- Provide fiscal data and analysis to Superintendent, Board of Trustees and committees as needed
- Complete District 1st Interim Report – including report out at Board meeting
- Liaison with District Financial Auditor to complete 2016-17 Financial Audit
- Manage and monitor District transition to new Countywide Financial Accounting System
- Provide fiscal data and assist in completion of program reporting as necessary
- Monitor and review business office functions including payroll, leaves, accounts payable and accounts receivable
- Any other duties that arise to maintain fiscal stability of District