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

This letter of agreement between the Mendocino County Office of Education/ SELPA and the Point Arena High School District covers the period of July 1, 2022 through June 30, 2023.

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 (VSC) (two county-wide business meetings /trainings and on-site support as needed)
- provide information on other relevant professional development opportunities
- provide a work experience budget to the high school WA Teachers/ VSCs for student wages, based on the teachers' budget request, amount of funding allocated from CA Department of Education WA and CA Department of Rehabilitation (DOR), 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/TPP Program Director and purchases are made by MCOE WA/TPP)
- 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 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 county-wide business meetings/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, 2022 through June 30, 2023.



Gina Danner, SELPA Director
Mendocino County Office of Education



Date



Warren Galletti, Superintendent
Point Arena Schools District



Date

2022-23 Teacher Duties & Timeline

WorkAbility I (WAI) & Transition Partnership Program (TPP)

For additional information, transition resources, and our contact directory, please follow the link to our WA/TPP website:
<https://sites.google.com/mcoe.us/watpp>

SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE
<p>Coordinate activities/curricula for all high school students with IEPs to receive the mandatory WorkAbility I (WA) services from the WA Array of Services, and TPP Student Services once the student has had a TPP intake.</p>									
<p>Collaborate with TPP Specialists to provide services for TPP students during their last year (job shadows, visits to post-secondary training, and other appropriate transition activities).</p>									
<p>Assure that students have the pre-requisites for work experience placement:</p> <ul style="list-style-type: none"> Good attendance Clean & sober Learning styles assessment Vocational interest assessment Sample job application Resume Job finding & keeping skills Interview skills <p>Review of the WA Student Safety Handbook</p>									
<p>This prerequisite workbook can meet this need, or you can use any other resources that work for you and the student.</p> <p>Keep copies of evidence in the student's site WA/TPP file and send required copies to Teresa Erickson at SELPA. If the student completed prerequisites in a prior year, they do not need to be submitted again for future placements.</p>									
<p>Job develop & place students in work experience (TPP Specialists may assist TPP students in their last year of school).</p>									
<p>Complete Work Experience Application on the computer with student: Collect student, parent, & employer signatures, social security card, request work permit from your site, and submit to SELPA before the student begins placement.</p>									
<p>For TPP Students in Work Experience: Complete form DOR Request for Work Experience Authorization (100 hrs. jrs/srs & 200 hrs. 18-22 transition program students). Email the request form to the student's DOR Counselor for approval & cc Teresa Erickson. Hours are approved when you receive a DOR authorization for the hours, Teresa Erickson will email you a copy when she receives it. This secures the enhanced hours in addition to WA funds. These hours are not available to the student until the approved authorization has been received by the teacher.</p>									
<p>MONTHLY: Provide follow along with student & employer during work experience:</p> <p>Complete and submit work experience Wage Claim & Progress Report for each student to SELPA, due by the 23rd of each month (with evaluation input from the employer), and review with the student.</p>									
<p>Monitor teacher work experience budget allocation (# of student placements and hours approved each school year); request budget adjustments as needed (release unneeded funding or request additional funding from Program Director).</p>									

SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE
<p>TPP referrals for juniors and seniors who were not signed up as a spring semester sophomore: Request TPP referrals by emailing Teresa Erickson, Program Assistant at terickson@mcoe.us or (707) 467-5176. Once added to our referral list, hard copy packets are available to mail to you, or you can use download our digital packet here or from our WA/TPP website. Please have students and parents sign and return it; once completed, the packet can be submitted to your site's TPP Specialist who will schedule an intake appointment with the Department of Rehabilitation counselor assigned to your site.</p> <p><i>Signing up for TPP enhances their work experience with 100 additional work hours funded by DOR (200 hours for 18-22 transition students).</i></p>									
<p>TPP referrals begin for sophomores: Request TPP referrals by emailing Teresa Erickson, Program Assistant at terickson@mcoe.us or (707) 467-5176. Once added to our referral list, hard copy packets are available to mail to you, or you can use download our digital packet from our WA/TPP website. Please have student and parents sign and return; once completed, the packet can be submitted to your site's TPP Specialist who will schedule an intake appointment with the Department of Rehabilitation counselor assigned to your site.</p> <p><i>Signing up for TPP enhances their work experience with 100 additional work hours funded by DOR (200 hours for 18-22 transition students).</i></p>									
<p>MONTHLY: Complete & submit monthly TPP Certified Time Sheet to SELPA, due by the 23rd of each month (same as the wage claim due date). This timesheet documents your time spent providing TPP Student Services to TPP students. The teachers serve as Vocational Services Coordinators in our TPP contract and this documentation supports "match time" from the district to draw down federal funding and bring TPP services to our county.</p>									
<p>Work with Program Manager to submit Work Experience Budget & TPP Referral Request for the following school year</p>									
<p>Enter the WA Array of Services provided for each student with an IEP 7-12+ grades on www.caworkability.org no later than May 15. Time estimation is required for each service - entering data quarterly is a recommended to capture time accurately.</p> <p>The WA/TPP Program Manager will issue a user account login to you.</p>									
<p>Attend two mandatory countywide WA/TPP business meetings each year in the fall and spring.</p>									
<p>Coordinate vocational services for students through the IEP/ITP process. Assure that all special ed. case carriers at your site are writing transition services and goals into the IEP/ITP (on the Transition Plan, Present Levels of Performance, and the Services Page).</p>									