



2240 Old River Road
Ukiah, CA 95482-6156

Ph. (707) 467-5001
Fax (707) 462-0379

MICHELLE HUTCHINS
Superintendent of Schools

INTEGRITY CUSTOMER SERVICE ACCOUNTABILITY TEAMWORK INNOVATION PASSION

Contract # _____

**Memorandum of Understanding
Mendocino County Office of Education
State Preschool Consortium**

July 1, 2021 - June 30, 2022

Arena Union Elementary **School District** agrees to enter into this Memorandum of Understanding with the **Mendocino County Office of Education** for participation in the **Mendocino County State Preschool Consortium**.

The purpose of this agreement is to outline the roles of Arena Union Elementary School District (AUESD) and the Mendocino County Office of Education (MCOE). The services to be rendered and the terms and conditions of the Memorandum of Understanding are as follows:

The Mendocino County Office of Education shall:

- Provide a CSPP Program Lead and program secretarial support
- Serve as Coordinator for Consortium districts
- Act as Lead Educational Agency (LEA)
- Act as Community Care Licensing (CCL) Liaison and complete CCL applications
- Provide training, support, and technical assistance
- Plan, coordinate, and conduct in-service activities
- Provide information on relevant professional development opportunities
- Provide guidance for continuous program improvement to ensure objectives are met
- Draft and submit mandated State reports
- Participate on selection committees for Site Supervisor and Lead Teacher positions
- Provide input on Site Supervisor and Lead Teacher evaluations
- Provide joint fiscal monitoring
- Charge no more than 3% indirect costs to the State Preschool grant
- Maintain equipment inventory lists on all purchases made with allocation dollars that are over \$250 per item; these items belong to the State Preschool Consortium, as per State grant regulations
- Provide funds for the operations of the program as follows:
AUESD will be reimbursed at the rate of \$27.69 per child, per day of attendance up to full entitlement, not to exceed actual expenditures, subject to the final 2021/22 grant allocation. AUESD will be reimbursed at the rate of \$42.54 for students with IEPs.
- Provide technical assistance on grant participation in Quality Counts California, to district preschool staff and administrators.

The Consortium District (AUESD) shall:

- Operate the State Preschool program according to California Department of Education, Early Education and Support Division (CDE/ELCD) guidelines for a minimum of 5 days per week, 175 days per school year, 3 hours per day
- Provide and maintain the preschool facility and make any required repairs
- Coordinate and provide support services and categorical services for students as needed (i.e.: food services, special education services, secretarial support, nursing services)
- Comply with CDE/EESD 21/22 Funding Terms and Conditions as found at <https://www.cde.ca.gov/fq/aa/cd/ftc2122.asp> .
- Meet Title 22 Division 12, Chapter 1 health and safety standards as found at <http://cclcd.ca.gov/res/pdf/ChildCareCenters.pdf>
- Provide staffing for sites per CDE/ELCD requirements - Attachment A
- Provide staff supervision at sites, who will communicate with the CSPP Lead.
- Require Site Supervisors and Lead Teachers to attend scheduled monthly meetings which will include professional development activities.
- Provide paid time for Preschool staff to participate in the Quality Counts California continuous improvement grant program (max of fifteen hours annually, may ask for more depending on site goals/chosen programs of improvement).
- Include the CSPP Lead (or designated representative) in interviews and/or decisions for Site Supervisor and Lead Teacher positions
- Accept input from the CSPP Lead regarding evaluation and review of staff performance into district personnel files or for disciplinary measures
- Perform an annual performance evaluation on Site Supervisor and Teacher positions with input from MCOE CSPP Lead
- Comply with CDE Desired Results Program requirements: www.desiredresults.us
- Draft and submit mandated reports to MCOE by due dates
- Identify an individual responsible for data collection/reporting who will maintain a data collection system for monthly reporting to CDE for 801A reports and daily attendance
- Comply with fiscal monitoring guidelines for CSPP as outlined by CDE
- Provide joint fiscal accountability
- Charge no more than 5% indirect costs to the State Preschool grant
- Submit a detailed 2021-22 budget to the MCOE CSPP Lead or MCOE Business Manager upon request