



## Mendocino County Office of Education Routing Sheet

Department: Special Education

Requisition #: N/A

Title: MOU - School Nurse Services - Arena Union Elem.

Step	Name	Signature	Date
1	Initiator	<i>Christine Maffia</i>	07/18/2024
2	Program Manager/Coordinator	<i>Trina Wagar</i>	07/18/2024
3	Director of Department	<i>Isaac Ramey</i>	07/18/2024
4	Grant Administrator	<i>Debbi Conner</i>	07/18/2024
5	Director Internal Fiscal	<i>Suzanne Steely</i>	07/23/2024
6	Risk Manager	<i>Kiley Heath</i>	07/24/2024
7	Final Approval <input checked="" type="checkbox"/> Ed Services <input type="checkbox"/> Business & Administrative Services	<i>Nicole S Odell</i>	07/24/2024
8	Superintendent	<i>Nicole H. Glentzer</i>	07/25/2024

I have reviewed all attached documentation linked at the end of page two.

Step 2 Agree      Step 5 Agree      Step 8 Agree  
 Step 3 Agree      Step 6 Agree      Step 9 Agree  
 Step 4 Agree      Step 7 Agree



# MEMORANDUM OF UNDERSTANDING

2024-2025

Mendocino County Office of Education (MCOE)

AND

Arena Union Elementary

Description of Services: MOU - School Nurse Services - Arena Union Elem.

AUTHORITY TO CONTRACT: The undersigned person, if signing on behalf of an organization, warrants that he or she has the authority to enter into this Memorandum of Understanding on behalf of the organization.

In witness whereof, the parties have executed this MOU on the date written:

Nicole H. Glentzer

Nicole H. Glentzer, Superintendent  
Mendocino County Office of Education  
2240 Old River Road  
Ukiah, CA 95482

07/25/2024

Date

Warren Galletti

Superintendent/Designee

07/25/2024

Date



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Ukiah, CA 95482-6156

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NICOLE H. GLENTZER  
*Superintendent of Schools*

**SERVICE**

**EXCELLENCE**

**INNOVATION**

**TEAMWORK**

**STATEMENT OF AGREEMENT  
BETWEEN  
MENDOCINO COUNTY OFFICE OF EDUCATION  
AND  
ARENA UNION ELEMENTARY DISTRICT**

This agreement is to serve as a memorandum of understanding between the Mendocino County Office of Education (MCOE) and the Arena Union Elementary (District) for the period of August 21, 2024 through June 30, 2025.

The Mendocino County Office of Education shall provide the following:

- A. Actual School Nurse services for up to 41 days at \$837.09 per day (daily rate includes benefits). Total sum approximately \$34,320.69.
- B. Mileage fees will be billed at the current federal rate at the time services rendered. Mileage fees will be billed to the District by the Mendocino County Office of Education for the balance due at the end of the term above.
- C. Services will be billed to the District by the Mendocino County Office of Education for the balance due quarterly.
- D. District will be billed for actual supplies and cell phone reimbursement costs at the end of the term above.
- E. The above amount does not include any salary increase that may be granted during the year. The final billing will be adjusted to actual costs.

Any services extending beyond the requested time shall be communicated to MCOE's Director of Special Education. The Director of Special Education will assign additional services to the appropriate staff, if available.

Account Coding: 01-0000-0-8677-001-7110-3140-0000