



Mendocino County Office of Education Routing Sheet

Department: Special Education

Requisition #: _____

Title: Point Arena Schools Unified MOU School Nurse

Step	Name	Signature	Date
1	Initiator	<i>Lilyanna Redin</i>	05/20/2025
2	Program Manager/Coordinator	<i>Trina Wagar</i>	05/20/2025
3	Director of Department	<i>Isaac Ramey</i>	05/21/2025
4	Grant Administrator	<i>Debbi Conner</i>	05/21/2025
5	Director Internal Fiscal	<i>Suzanne Steely</i>	05/21/2025
6	Risk Manager	<i>Kiley Heath</i>	05/23/2025
7	Final Approval <input checked="" type="checkbox"/> Ed Services <input type="checkbox"/> Business & Administrative Services	<i>Nicole Odell</i>	05/27/2025
8	Superintendent	<i>Nicole H. Glentzer</i>	05/28/2025

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

2025-2026

Mendocino County Office of Education (MCOE)

AND

Point Arena Schools Unified School District

Description of Services: School Nurse Services

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

05/28/2025

Date

Warren Galletti

Superintendent/Designee

05/28/2025

Date



MEMORANDUM OF UNDERSTANDING BETWEEN
MENDOCINO COUNTY OFFICE OF EDUCATION (MCOE) AND
POINT ARENA SCHOOLS UNIFIED SCHOOL DISTRICT (LEA)

SCHOOL NURSE SERVICES

I. Recitals

A. This MOU aims to detail the roles and responsibilities of MCOE and LEA for School Nurses to perform legally mandated services for districts and charters. This rate is inclusive of salaries, professional development, benefits, supplies, mileage, and administrative costs.

II. Terms

The effective date of this Agreement is from July 1st, 2025 to June 30th, 2026. The terms of this Agreement shall remain in force unless mutually amended. Either party may terminate this Agreement upon 30 days written notice.

III. Scope of Work:

MCOE Shall:

Provide School Nurse Services for up to 41 days at \$1,016.00 per day.

This can include, but is not limited to, the following:

Mandatory Hearing and Vision Screening

Immunization Reporting

Support Health Technicians

Develop Emergency Health Protocol's

Train School Personnel in Specialized Health Care Procedures

Conduct Health Assessments for IEP's

Work with Community Health Care Providers

Medication Administration

The project coordinator for this program is:

Name: Isaac Ramey, Senior Director, Special Education

Email: iramey@mcoe.us

Phone Number: 707-468-5181

LEA Shall:

Provide access to the School/District SIS.

Provide access to the School/District Students in SEIS.
Provide Assessment Plans in a timely manner.

IV. Fiscal/Budgeted Agreements

MCOE shall:

Deliver program or service invoice to LEA quarterly for the 2025-2026 school year, total sum approximately \$127.00 an hour. Per request MCOE will provide audit documentation to substantiate any invoice amounts for a minimum of three years.

The LEA will be billed for actual supplies, cell phone reimbursement, professional development, and mileage fees at the end of the term. Mileage fees will be billed at the current federal rate at the time services are rendered.

The above amount does not include any negotiated salary increases that may be granted during the year. The final billing will be adjusted to actual costs.

LEA shall:

Remit payment to MCOE within 30 days of invoice submission.

V. General Terms

1) Indemnification

LEA/COE shall hereby indemnify, defend, and hold harmless MCOE, and MCOE's officers, employees, agents and representatives from and against any and all claims, demands, losses, costs, expenses, obligations, liabilities and damages, including, without limitation, interest, penalties, and reasonable attorney fees and costs, that MCOE may incur or suffer and that rise from, or are related to any breach or failure of LEA/COE to perform any of the representations, warranties and agreements contained in this Agreement.

2) California Law

This Agreement shall be governed by, and the rights, duties, and obligations of the parties shall be determined and enforced in accordance with the laws of the State of California. The parties further agree that any action or proceeding brought to enforce the terms and conditions of this Agreement shall be maintained in Mendocino County, California.

3) Rules and Regulations

All rules and regulations of MCOE and all federal, state, and local laws, ordinances and regulations are to be observed strictly by staff members providing services pursuant to this Agreement.

4) Audit

MCOE or its agent shall have the right to review and to copy any LEA/COE records and supporting documents pertaining to the performance of this MOU. LEA/COE agrees to maintain such records for a minimum of three years.

5) Independent Agents

This MOU is by and between independent agents and is not intended to and shall not be construed to create the relationship of agent, servant, employee, partnership, joint venture and/or association between the independent agents. LEA/COE employees shall have no rights to MCOE employee benefits, including pension, retirement, health and welfare, and any other similar benefits as a result of this Agreement.

6) Nondiscrimination

Any service provided by the parties pursuant to this Agreement shall be free from discrimination based on sex, sexual orientation, ethnic-group identification, race, ancestry, national origin, religion, color, mental or physical disability, pregnancy, marital or parental status, or any other unlawful consideration.

7) Insurance

All parties shall maintain in full force Commercial Liability Insurance with limits of no less than \$1,000,000 per occurrence. Such a requirement may be satisfied by coverage through a joint powers authority. Evidence of insurance coverage shall be furnished upon request by a party to this agreement.