



Subcontracting Agreement: Mendocino County Office of Education - State Preschool Consortium

July 1, 2025 - June 30, 2026

Arena Union Elementary School District (AUESD) agrees to enter into this Subcontracting Agreement with the **Mendocino County Office of Education** for participation in the **Mendocino County State Preschool Consortium** as part of the **California State Preschool Program (CSPP)**.

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 Subcontracting Agreement are as follows:

The Mendocino County Office of Education shall:

- Provide a CSPP Program Lead and program secretarial support
- Provide a data technician to enroll all children/families, to maintain required data systems and reports, including attendance (HUBBE), fiscal reports, assessment (Learning Genie) and the California Preschool Data Collection (CAPSDAC) system
- Provide a multilingual family liaison to improve access to Spanish-speaking families and children
- Provide observations and scores for sites as outlined in [Management Bulletin 23-10](#) in order to implement the Classroom Assessment Scoring System (CLASS) and CLASS Environment tool
- Serve as Coordinator for Consortium districts
- Act as Lead Educational Agency (LEA), draft and submit mandated state reports
- Act as Community Care Licensing (CCL) Liaison and complete CCL applications, write and/or approve reports, as appropriate
- 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
- 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 contract
- Maintain equipment inventory lists on all purchases made with allocation dollars that are over \$500 per item OR that are designated equipment with a life beyond one year (see Attachment A); this inventory belongs to the State Preschool Consortium, per California State Preschool Program contract regulations

- Provide funds for the operations of the program as follows: AUESD will be reimbursed at the rate of **\$41.00** per child, per day for the number of slots allocated in Attachment B, not to exceed actual expenditures, subject to the final 2025/26 CSPP contract allocation. In addition, a payment of \$141 per child enrolled per month will be paid on a quarterly basis.
- Provide technical assistance on participation in Quality Counts Mendocino to site preschool staff and site administrators.
- MCOE reserves the right to terminate a subcontract if Title 5 and/or Title 22 requirements outlined under the Subcontractor duties are not met.

The Subcontractor (AUESD) shall:

- Operate the California State Preschool Program according to California Department of Education, Early Education Division (CDE/EED) 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/categorical services for students as needed (i.e.: food services, special education services, secretarial support with facilities or Human Resources, nursing services)
- Comply with CDE/EED 25/26 Contract Terms and Conditions as found at <https://www.cde.ca.gov/fg/aa/cd/ctc2025.asp>.
- Meet California Code of Regulations, Title 22 Division 12, Chapter 1 health and safety standards as found at <https://www.cdss.ca.gov/inforesources/letters-regulations/legislation-and-regulations/community-care-licensing-regulations/child-care>
- Provide staffing for sites per MCOE State Preschool Consortium quality standards:
 - Maintain a minimum of a 1:6 adult to child ratio
 - Maintain a maximum class size of 18
 - Provide a designated site lead who holds a Site Supervisor Child Development permit issued by the Commission on Teacher Credentialing, a Site Supervisor waiver, or an Administrative Credential
 - No staff without an Associate Teacher Child Development permit (or higher) shall supervise children alone
- Provide staff supervision at sites, who will communicate with the MCOE CSPP Lead regarding any accolades or concerns with Site Supervisor or Lead Teacher personnel
- Require Site Supervisors and Lead Teachers to attend scheduled monthly meetings which will include professional development activities and updates to regulations
- Provide paid time for Preschool staff to participate in Quality Counts Mendocino or Embedded Instruction continuous improvement grant programs. The Subcontractor agrees to provide 15 supplemental hours per staff member participating in Quality Counts Mendocino, if additional hours are required to complete the Quality Improvement goals set by their QCC coach and staff.
- Include the CSPP Lead in interviews and/or decisions for Site Supervisor and Lead Teacher positions, including hiring and employment separation
- 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 Lead Teacher positions with input from MCOE CSPP Lead
- Comply with CDE Desired Results Program requirements: www.desiredresults.us
- Comply with CDE [Management Bulletin 23-10](#) on the implementation of the Classroom Assessment Scoring System (CLASS) and CLASS Environment observation tool
- Draft and submit mandated reports to MCOE by due dates
- Comply with fiscal monitoring guidelines for CSPP as outlined by CDE
- Provide joint fiscal accountability
- Charge no more than 5% indirect costs to the California State Preschool Program contract
- Submit a detailed cost allocation 2025-26 budget to the MCOE CSPP Lead or MCOE Business Manager upon request

Further, the Subcontractor (AUESD) understands:

- The time for Subcontractor performance shall not begin prior to, nor shall the time extend beyond, the time period of the contract between MCOE and the state.
- The Subcontractor, and the agents and employees of the Subcontractor, in the performance of the subcontract, are acting in an independent capacity, and not as officers, agents or employees of the State of California.
- Any modifications of the subcontract shall be in writing, and for subcontracts in excess of ten thousand dollars (\$10,000), prior written CDE approval is required unless the subcontract is otherwise exempt from prior CDE approval.
- The subcontract is the complete and exclusive statement of the mutual understanding of the parties and that the subcontract supersedes and cancels all previous written and oral agreements and communications relating to the subject matter of the subcontract.
- The remedies, in case of a breach of contract, for subcontracts in excess of ten thousand dollars.
- The State of California retains title to any equipment or supplies purchased with state funds and the equipment shall be returned to MCOE upon termination of the subcontract. The subcontract shall also specify that the Subcontractor shall obtain prior written approval from MCOE and the CDE for any unit of equipment that costs in excess of five thousand dollars (\$5,000).
- The Subcontractor shall be reimbursed for travel and per diem expenses only at rates that do not exceed the rates paid to the CDE's non-represented employees computed in accordance with California Department of Human Resources regulations, CCR, Title 2, Division 1, Chapter 3, Subchapter 1.
- The Subcontractor agrees to indemnify and hold harmless the State of California, its officers, agents and employees from any and all claims and losses occurring or resulting to any and all contractors, subcontractors, materialmen, laborers and any other person, firm or corporation furnishing or supplying work, services, materials or supplies in connection with the performance of the subcontract, and from any and all claims and losses occurring or resulting to any person, firm or corporation that may be injured or damaged by the Subcontractor in the performance of the subcontract.

- The Subcontractor shall maintain records for program review, evaluation, audit and/or other purposes and make the records available to agents of the state for a period of five (5) years.
- The provisions of the “Nondiscrimination Clause” included in the prime contract as specified in the 2 CCR 11105.
- The Subcontractor is liable for any audit exception caused by, or as a result of, the Subcontractor’s lack of performance as required by the subcontract.
- The Subcontractor, its agents, and employees, in the performance of the subcontract, are acting in an independent capacity and not as agents or employees of MCOE.
- Subcontracts for ten thousand dollars (\$10,000) or more cannot become effecting and binding on either the prime contractor or the Subcontractor until approved in writing by the CDE, and any work performed by the Subcontractor prior to the date of such approval shall not be used as a claim against the state.
- Modifications to any contracts for \$10,000 or more shall also not be effective until approved in writing by the CDE and any work in performance of such modification prior to the date of approval of the modification shall not be used as a claim against the state.

Signatures:

<p><i>Warren Galletti</i> <hr/> Warren Galletti, Superintendent Arena Union Elementary School District</p>	<p><u>08/07/2025</u> Date</p>
<p><i>Nicole H. Glentzer</i> <hr/> Nicole Glentzer, Superintendent Mendocino County Office of Education</p>	<p><u>07/23/2025</u> Date</p>

1 Attachment A

1 Attachment B

California State Preschool Program Inventory Practices

Attachment A

Equipment Inventory: to safeguard against loss, damage, and theft and to maintain equipment in good condition

- Detailed property records (recommended for all assets)
- Physical inventory every 2 years; reconciled to property records
- CSAM – recommended annually

(2 CFR 200.313 & 200.302(b) CT&C III, CSAM Procedure 770 & 410)

Distinguish Between Supply & Equipment

- Does the item lose its original shape and appearance with use?
- Is it consumable, with a normal service life of less than one year?
- Is it easily broken, damaged, or lost in normal use?
- Is it usually more feasible to replace it with an entirely new unit than to repair it?
- Is it included into another unit item, rather than being an independent unit?
- Is the cost of tagging and inventory a substantial percentage of the item’s cost?
- Is the cost of the item below the LEA’s capitalization threshold?

Examples:

Items to Inventory	Not Considered Inventory
Appliances – dishwasher, refrigerator, deep freezer, etc.	Bedding – cushions, blankets, pillows, etc.
Commercial-grade furniture – tables, chairs, cubbies, playground equip., etc.	Instructional Materials – puzzles, Lego blocks, soft toys, dramatic play props, etc.
Electronic Devices – iPads, tablets, cameras, security system, etc.	Supplies – pens, pencils, paper, paint, markers, etc.
General – commercial-grade area rugs, air conditioning units, etc.	Utensils – food services items such as plates, cups, silverware, etc.
Office Equipment – copy machine, shredder, computers, etc.	

(from CDE slides on Fiscal Training for CSPP, October 2023)

	AM	PM	TOTAL SLOTS	\$41.00/ PER CHILD, PER DAY	180 DAYS/ PER YEAR	COST OF CARE ESTIMATE	TOTAL	ESTIMATED 24/25 TOTALS	DIFFERENCE
					RS 6105	RS 7812			
Arena	14	13	27	\$1,107.00	\$199,260.00	\$34,263.00	\$233,523.00	\$225,014.00	\$8,509.00
Brookside	11	10	21	\$861.00	\$154,980.00	\$26,649.00	\$181,629.00	\$172,991.00	\$8,638.00
Children's Garden	10	8	18	\$738.00	\$132,840.00	\$22,842.00	\$155,682.00	\$170,030.00	-\$14,348.00
Greenwood (Elk)	5	0	5	\$205.00	\$36,900.00	\$6,345.00	\$43,245.00	\$38,331.00	\$4,914.00
Laytonville	14	13	27	\$1,107.00	\$199,260.00	\$34,263.00	\$233,523.00	\$231,782.00	\$1,741.00
Leggett	0	8	8	\$328.00	\$59,040.00	\$10,152.00	\$69,192.00	\$63,126.00	\$6,066.00
Peachland	14	13	27	\$1,107.00	\$199,260.00	\$34,263.00	\$233,523.00	\$233,474.00	\$49.00
Potter Valley	16	0	16	\$656.00	\$118,080.00	\$20,304.00	\$138,384.00	\$162,839.00	-\$24,455.00
Redwood	12	12	24	\$984.00	\$177,120.00	\$30,456.00	\$207,576.00	\$264,244.00	-\$56,668.00
Round Valley CDC	17	17	34	\$1,394.00	\$250,920.00	\$43,146.00	\$294,066.00	\$340,906.00	-\$46,840.00
Shanél Valley	10	0	10	\$410.00	\$73,800.00	\$12,690.00	\$86,490.00	\$100,663.00	-\$14,173.00
Talmage - Full Day+	15	0	15	\$1,492.35	\$304,439.40	\$19,035.00	\$323,474.40	\$167,492.00	\$155,982.40
TOTAL	138	94	232	\$10,389.35	\$1,905,899.40	\$294,408.00	\$2,200,307.40	\$2,170,892.00	\$29,415.40
Calpella*	11	11	22	\$902.00	\$162,360.00	\$27,918.00	\$190,278.00	\$199,003.00	-\$8,725.00
Small Wonders*	16	16	32	\$1,312.00	\$236,160.00	\$40,608.00	\$276,768.00	\$230,090.00	\$46,678.00
UUSD - Bilingual*	16	0	16	\$656.00	\$118,080.00	\$20,304.00	\$138,384.00	\$167,492.00	-\$29,108.00
UUSD - Inclusion*	11	11	22	\$902.00	\$162,360.00	\$27,918.00	\$190,278.00	\$167,915.00	\$22,363.00
Yokayo*	11	11	22	\$902.00	\$162,360.00	\$27,918.00	\$190,278.00	\$213,170.00	-\$22,892.00
*UUSD Totals	65	49	114	\$4,674.00	\$841,320.00	\$144,666.00	\$985,986.00	\$977,670.00	\$8,316.00
GRAND TOTAL			346	\$15,063.35	\$2,747,219.40	\$439,074	\$3,186,293.40	\$3,148,562.00	\$37,731.40