

NAPA COUNTY OFFICE OF EDUCATION
2121 Imola Avenue, Napa CA 94559

Memorandum of Understanding

This agreement for personal or subcontract services and/or advice is hereby entered into between the **NAPA COUNTY OFFICE OF EDUCATION**
hereinafter “**NCOE**” and:

Contractor: **Napa Valley Unified School District**

Attn: Chief Financial Officer

Street: 2425 Jefferson Street City: Napa State: CA Zip: 94558

Telephone #: (707) 253-3715

Taxpayer I.D. #: 52 155 0087

hereafter known as “**NVUSD.**”

RECITALS

- A. NCOE has received grants for Prevention, Health and Wellness work to be provided to students in Napa County.
- B. NCOE and NVUSD both desire for the funded grant programs to benefit the students of NVUSD and for services to be provided to them within NVUSD’s schools and facilities.

AGREEMENT

TERM

The term of this Agreement shall be for one year commencing on **July 1, 2019** and ending on **June 30, 2020**.

2. COMPENSATION/ADMINISTRATIVE FEES

NVUSD will provide **NCOE \$72,805** for services as detailed in attachment A.

3. SCOPE OF SERVICES

NCOE is specially trained, experienced and competent and agrees to provide the special services required on a limited basis to the **NVUSD**. **NCOE** shall satisfactorily complete activities according to the specific services outlined in the **WORK TO BE PERFORMED** section of this Agreement.

NCOE understands and agrees that **NCOE** and all of its employees or subcontractors are not employees of the **NVUSD** and are not entitled to benefits of any kind or nature normally provided employees of the **NVUSD** and/or

to which **NVUSD** employees are normally entitled. **NCOE** shall be responsible to pay, according to law, all payments for income taxes, worker's compensation, unemployment insurance and self-employment (social security) taxes. No income or payroll taxes shall be withheld or paid by **NVUSD** on behalf of **NCOE** or its employees or subcontractors. **NCOE** is responsible for maintaining appropriate tax related records.

NCOE shall furnish, at own expense, all labor, mileage, materials, equipment, and other items necessary to carry out the terms of this Agreement except as expressly set forth herein.

4. PERFORMANCE

In the performance of the work herein contemplated, **NCOE** is an independent contractor, with the authority to control and direct the performance of the details of the work, **NVUSD** being interested only in the quality of the services and the results obtained.

NCOE shall comply with all laws, ordinances, rules, regulations and orders of any public authority bearing on the performance of the work and shall notify **NVUSD** if contract documents are at variance therewith. In the performance of the work authorized under this contract, **NCOE** shall not discriminate against any person, because of race, creed, color, religion, sexual orientation, gender or national origin.

5. INDEMNIFICATION

NCOE agrees to hold harmless, indemnify and defend **NVUSD** and its trustees, employees, agents and volunteers from any and all claims, damages, losses and expenses, including attorney fees, arising or resulting from damage to property, injury or death to any person, firm or corporation in connection with its performance of this Agreement except to the extent caused by the negligence or willful misconduct of **NVUSD**. **NCOE** also agrees to hold harmless, indemnify and defend **NVUSD** and its trustees, officers, and employees from any and all claims or losses incurred by any supplier, contractor, or subcontractor furnishing work, services or materials to **NCOE** in connection with the performance of this Agreement, except to the extent caused by the negligence or willful misconduct of **NVUSD**.

NVUSD shall hold harmless and indemnify **NCOE** and its officers and employees, from all damages of every nature and description to the extent caused by the negligence or willful misconduct by **NCOE** related to its performance under this Agreement.

6. INSURANCE

During the term of this contract and any extension or modification thereof, **both NCOE and NVUSD** shall keep in effect a policy of Comprehensive/Commercial general liability insurance of at least \$2,000,000 combined single limit for all damages arising out of injury to person/s or destruction of property for each occurrence. Not later than the effective date of this contract, either party will provide the other with a certificate of insurance and an endorsement page naming the other party, its Board of Trustees, officers, employees, volunteers and students as

additionally insured. Coverage provided by this policy shall not be cancelled or materially changes without thirty (30) days written notice given to the other party.

7. TERMINATION OF CONTRACT

Either party may terminate this agreement, in writing, at least 30 days prior to the date of termination.

8. WORK TO BE PEFORMED

Services to be rendered and responsibilities of each party are described in attachments “A”, which is incorporated herein by reference.

9. MISCELLANEOUS

This Agreement is governed by the laws of the State of California and represents the entire understanding by and between NVUSD and NCOE as to those matters contained herein. No prior oral or written understanding will be of any force or effect with respect to those matters covered hereunder. This Agreement may not be modified or altered except in writing signed by both parties.

NCOE

NVUSD

Deputy Superintendent

NVUSD /Officer

Joshua Schultz

Print Name

Print Name

Date

Date

**Learning Communities for School Success Program (LCSSP)
Agreement between the Napa County Office of Education
and the Napa Valley Unified School District**

**Scope of Work
July 2018-June 2019**

ATTACHMENT “A”

NVUSD will provide NCOE **\$43,805** toward the Community and Family Liaison position as detailed in the LCSSP budget.

Title: Community and Family Liaison

The Community and Family Liaison will work with the Student Engagement Manager to gather data and run reports, distribute information to school sites and community organizations. The Community and Family Liaison provides communications, assistance with administrative and academic processes, and referral support to parents and students qualifying for programs such as, but not limited to those involving individual education plans or alternative education. This project will provide one full time Community and Family Liaison to work closely with foster and homeless youth at the Napa County Office of Education.

$\$22.58 \text{ hourly rate} \times 1.0 \text{ FTE} \times 1552 \text{ hours (194 days} \times 8 \text{ hours/day)} = \$ 35,044$

Title: Community and Family Liaison

Benefits include:

$\$35,044 \times \text{Benefit rate of } 25\% = \$8,761$

Position Description Attached.

Additionally, NVUSD will provide NCOE with **\$25,000** to provide the following services as detailed in the LCSSP budget.

- CHKS survey implementation support. Target schools with lowest response rates for additional services. Scheduling and school implementation, analysis and evaluation. \$5000
- Recognition for students with the most improved attendance at the Heron Lake Ropes Course
(1 class at 2 high schools and 3 middle schools) 5 classes x \$2,020= \$10,100
- 9 AmeriCorps mentors at 3 high need elementary (2 each) and 3 middle schools (1 each) to set expectations for success and support attendance. 9 x \$1,200=\$9,900

NAPA COUNTY OFFICE OF EDUCATION
Barbara Nemko, Ph.D., Superintendent

August 20, 2019

**ANNOUNCEMENT OF CLASSIFIED MANAGEMENT
POSITION**

POSITION AVAILABLE: Coordinator, Community & Family Liaison - Community Programs
STARTING DATE: Immediately
SALARY: \$24.34 per hour, 8 hours/day, 5 days per week, 180 days/year

GENERAL INFORMATION:

Napa County Office of Education is interested in hiring an individual to gather data and run reports, distribute information to school sites and community organizations. This position will report to the Foster Youth County Coordinator and collaborate with the Napa Valley Unified School District Student Engagement Manager. The Community and Family Liaison will support communication and provide assistance with administrative and academic processes as well as provide referral support to parents and students qualifying for programs such as, but not limited to those involving individual education plans, alternative education, foster and homeless youth.

QUALIFICATIONS:

- Bachelor's Degree
- Must possess a valid driver's license
- Bilingual preferred

ABILITIES AND REQUIREMENTS:

- Ability to communicate well with people of all ages, ethnicities, economic statuses, sexual orientation
- Excellent written and oral communication skills including public speaking.
- Experience building community partnerships
- A professional appearance and manner at schools, community events and the office
- Ability to complete work in an unstructured and informal environment with limited supervision
Desire to work in a team environment
- Problem solving skills, creativity and self-motivation
- Ability to write and present findings and suggest appropriate recommendations, in written or oral form.
- Ability to take initiative, plan, organize, coordinate, and complete work on multiple tasks with concurrent deadlines. Possess the ability and willingness to learn new skills and maintain cooperative working relationships with staff and the program constituents and stakeholders.
- Strong knowledge of computers, spreadsheets, database, email, Internet, and teleconferencing.

PRIMARY RESPONSIBILITIES:

- Promote the program in the community and focus particularly on the high-need Foster and Homeless youth.
- Work closely with the Student Engagement Manager to ensure parents and students receive critical support to improve attendance and stay in school.
- Gather data and communicate with school staff about student attendance, including best practices and strategies for reducing absenteeism for this population.
- Organize community outreach events to connect families with needed external support services.
- Attend monthly Foster and Homeless Advisory Committee meetings and distribute this information appropriately.
- Provide communications, assistance with administrative and academic processes, and referral support to parents and students qualifying for programs such as, but not limited to those involving individual education plans or alternative education.
- Other duties as assigned.

APPLICATION PROCEDURE

Apply online at www.napacoe.org and click on “JOBS”, then select the position of interest. Complete the online application and scan/attach the required documents to your online application, which includes the following:

- Cover Letter
- Resume
- Three (3) Letters of Recommendation.

Letters of Recommendation may also be mailed to:

**Human Resources
RE: Site Coordinator, Safe
Routes to School Napa
County Office of Education

2121 Imola Avenue

Napa, CA 94559**

Should applicants have any difficulties with the application process or need assistance, please call (707) 265-2352.

DEADLINE: This position will remain open until filled.

Napa County Office of Education is an Equal Opportunity Employer. State and federal law and Napa County Office of Education policy prohibit discrimination or sexual harassment toward students or staff during any educational activity. Napa County Office of Education does not discriminate on the basis of race, color, national origin, religion, gender, marital or parental status, sexual orientation, age, or handicap in its educational programs, activities, or the employment practices as required by Title VI of the Civil Rights Act, Title IX of the Educational Amendments, the Age Discrimination Act, Section 504 of the Rehabilitation Act, and the Vocational; Educational Act. For information concerning the complaint procedure, call (707) 253-6824.