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MICHELLE HUTCHINS
Superintendent of Schools

INTEGRITY CUSTOMER SERVICE ACCOUNTABILITY TEAMWORK INNOVATION PASSION

**MEMORANDUM OF UNDERSTANDING
2021-2022**

for MENDOCINO POETS IN THE SCHOOLS

MENDOCINO COUNTY OFFICE OF EDUCATION
AND
UKIAH UNIFIED SCHOOL DISTRICT

This Memorandum of Understanding ("MOU") is entered into by and between the Mendocino County Office of Education ("MCOE") and the Ukiah Unified School District ("DISTRICT") for the fiscal year beginning July 1, 2021 and ending June 30, 2022. The purpose of this MOU is to specify the terms of the agreement regarding the MCOE Student Event known as the Poets in the Schools ("POETS").

It is mutually agreed between parties as follows:

WHEREAS, the Mendocino COE Board of Education has approved funding for the POETS for the 2021-2022 school year. The coordinator responsible for this program, including assigning poets to the schools, is Blake More. Her contact number is (707) 884-9189.

POET ASSIGNED, NUMBER OF SESSIONS, AND SCHOOL NAME: Blake More is scheduled to present 12 sessions at the Ukiah High School.

DISTRICT AGREES TO: 1) Ensure these services are coordinated with a school representative; 2) Provide payment to the poet who performs the service; 3) Use this allocation for no other purpose than the Poets in the Schools Program and that the work performed by the poet should be completed prior to the last day of school; and 4) Forward an invoice to MCOE at the end of the sessions.

All correspondence relating to this MOU should be addressed to: Mendocino County Office of Education, ATTN: Wynona Idica, 2240 Old River Road, Ukiah, CA 95482.

MCOE AGREES TO: Reimburse DISTRICT for an amount not to exceed \$720.00 for the services provided by the poet.

AMENDMENT: This MOU may be modified or amended at any time by written mutual agreement of the parties. This agreement may be terminated by either party for any reason by delivery of a written notice thirty (30) days prior to the date of termination.

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:

Mendocino County Office of Education
2240 Old River Road, Ukiah, CA 95482

Ukiah Unified School District
511 South Orchard Ave, Ukiah, CA 95482

BY: _____
Superintendent or Designee

BY: _____
Superintendent or Designee

DATE: _____

DATE: _____