

**Gravenstein Union School District
Board of Trustees
Special Board Meeting Agenda
5:00 pm
Gravenstein Elementary School –Room 11
Wednesday, May 9, 2012**

If you need an accommodation for the Board Meeting contact Superintendent Linda LaMarre at (707) 823-7008
Agenda documents are available for inspection at the Gravenstein District Office
3840 Twig Avenue, Sebastopol, CA

I. CALL TO ORDER

II. ADJOURNMENT TO CLOSED SESSION

Time _____ Motion _____ Second _____ Vote _____

III. A. MOU Between SCOE and GUSD for Business Manager Position

Motion _____ Second _____ Vote _____

IV. RECONVENE TO PUBLIC SESSION

Motion _____ Second _____ Vote _____

V. Report Action Taken in Closed Session

VI. ADJOURNMENT

Time _____ Motion _____ Second _____ Vote _____

**BUSINESS MANAGER-
ON-LOAN
TO GRAVENSTEIN USD**

ANNUAL AGREEMENT Between

**GRAVENSTEIN UNION SCHOOL
DISTRICT**

**and the
SONOMA COUNTY OFFICE OF EDUCATION**

THIS AGREEMENT is entered into by and between the Gravenstein Union School District (District) and the SONOMA County Office of Education (SCOE).

1. The SCOE hereby agrees to release Debbie Shepherd to work for the District. The period of this agreement will begin 6/1/2012 and end June 30, 2013. Debbie Shepherd, a SCOE employee, will serve as an Business Manager on loan to DISTRICT on a (full)-time basis, based upon a 260-day regular work year.
2. SCOE will continue to disperse Debbie Shepherd's full salary and benefits from June 1, 2012 - June 30, 2013. DISTRICT shall reimburse SCOE for the actual salary and benefits, as established on Exhibit A, unless this agreement is amended to reflect a change in the amount.
3. Any travel or other expenses incurred by Debbie Shepherd, as directed and approved by, DISTRICT will be paid by District directly to Debbie Shepherd and will not result in additional expenses for SCOE.
4. Any duties assigned to and/or expected of Debbie Shepherd beyond those which constitute the prearranged agreement with DISTRICT shall not result any additional cost to SCOE.
5. Upon execution, SCOE will invoice DISTRICT 15 days before the close of each month the equalized pay amount, as detailed on the attachment, plus any additions to that amount as directed by DISTRICT. DISTRICT will report to SCOE all use by Debbie Shepherd of sick leave, vacation, or other leaves at the time of monthly invoicing. DISTRICT will reimburse SCOE promptly upon receipt of a numbered invoice(s). SCOE shall mail invoices to the following address:

Gravenstein Union School District
Attention: Linda LaMarre
3840 Twig Avenue
Sebastopol, CA 95472-5750
6. Debbie Shepherd_ will not be considered an employee of DISTRICT and will not acquire any of the rights, privileges, powers, or advantages of an employee including, without limitation, Workers' Compensation, disability, insurance, health plans, vacation, or sick leave pay, or any other benefit available to DISTRICT employees.

7. It is mutually agreed that the parties to this agreement may terminate this agreement by giving thirty (30) calendar days advance written notice.

IN WITNESS WHEREOF, the parties hereto have caused this agreement to be executed by their duly authorized representatives.

**SONOMA COUNTY OFFICE OF EDUCATION
(SCOE)**

**GRAVENSTEIN UNION SCHOOL DISTRICT
(DISTRICT)**

By: _____
Steve Herrington, Superintendent

By: _____
Linda LaMarre, Superintendent

Date: _____

Date: _____

I have read this agreement between the SONOMA County Office of Education and the GRAVENSTEIN Union School District and agree to all terms and conditions.

(Employee's Name)

Date: _____