

Memorandum of Understanding  
between  
San Rafael City Schools and Four Points by Sheraton

June 26, 2017

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San Rafael City Schools and Four Points by Sheraton will partner to offer a beginning English as a Second Language (ESL) course to employees of the Four Points by Sheraton, on-site at the Four Points by Sheraton, San Rafael, CA. The purpose of this partnership is to improve employees' knowledge of the English language in order to improve their future job opportunities, a goal of AB 104 Adult Education Block Grant.

San Rafael City Schools will provide:

- A credentialed teacher, funded by the Marin County Adult Education Block Grant consortium. The teacher is paid for 4 hours of teaching and two hours of preparation time per week.
- Registration and Pre- and post-assessment of students' level of English
- Instructional materials
- Textbooks, if used by the teacher, for loan to students for the duration of the course
- Instruction will be provided on Wednesdays and Thursdays from 4:30 – 6:30 pm for 10 weeks, beginning on a mutually agreeable date.

Four Points Sheraton will provide:

- A room suitable for conducting classroom instruction to include a white board, LCD projector, and internet connection
- Parking for the teacher and Program Outreach & Support Coordinator
- Access to a photo copier for occasional copying

Other:

The class is offered free of charge to employees of the Four Points Sheraton Hotel.

San Rafael City Schools reserves the right to cancel the class due to low enrollment (less than 10 students). Maximum students = 25.

Both parties will meet to assess the outcome of this initial class to determine future course offerings at the Four Points Sheraton.

Signatures:

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Date

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