

**Memorandum of Understanding**  
**Between Sylvan Union School District and Learning Quest Stanislaus Literacy Center**  
**2019-2020**

*Because there is a preparation period before and a close out period after the program is in session the contract period is for  
July 1st, 2019 through June 30<sup>th</sup>, 2020*

**Purpose**

To provide a literacy program for the North Modesto community however; the primary focus is for clientele that have children attending C.F. Brown Elementary.

**RESPONSIBILITIES**

1. Learning Quest Stanislaus Literacy Centers (LQSLC) will provide staffing, curriculum, and supplies.
2. LQSLC will provide Sylvan Union School District (SUSD) with a program report, upon request. These reports should include a roster for each class, number clients successfully completing your classes.
3. LQSLC will provide the necessary outreach for the program.
4. It is the responsibility of LQSLC to ensure their insurance is kept current while using any facility.
5. LQSLC staff will be responsible for the set-up and take down of equipment used during their classes.
6. SUSD will provide a safe and secure environment for learning
7. SUSD will provide appropriate classroom space including proper lighting and appropriate seating for adults. SUSD will also make sure the classrooms are in close proximity to each other for the safety of the staff, parents and their children. SUSD also agrees to making sure staff have access to the classrooms at least a half hour before class starts for set-up (8:30 a.m.).
8. LQSLC will provide childcare for the program in a separate space from parent instruction.
9. SUSD will provide \$10,000 for LQSLC to provide the morning program taking place at C.F. Brown Elementary.
10. SUSD will be able to accommodate Wifi for LQ's use of up to twenty (20) ChromeBooks (supplied by Learning Quest). The exception is during SUSD student testing in which SUSD agrees to inform LQ ahead of time to allow for LQ staff to adjust instruction accordingly.
11. SUSD will notify LQSLC at least one week in advance if ESL classrooms need to be reassigned due to other school activities and events.
12. Classes will be held at the following facilities, dates, and times:
  - a. C.F. Brown Elementary located at 2024 Vera Cruz Dr. Modesto, CA 95355
    - i. Starting October 7<sup>th</sup>, 2019 and ending April 16<sup>h</sup>, 2020
    - ii. Class days and times: Mondays and Thursdays 9:00-11:00 a.m.

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1. Classrooms will be available 8:30-11:15 a.m. to allow for set up and  
clean up

13. SUSD will provide the following facilities:

- a. C.F. Brown morning program:
  - i. Three (3) fully equipped classrooms
  - ii. One (1) room for childcare and a cabinet/space to store a bin with childcare supplies.
  - iii. Available access to restrooms for students and staff to use

The Signatures below verify that each party will provide the services described above to the best of their ability.

\_\_\_\_\_  
**Debra Hendricks**  
Superintendent

**Date**

**Stanislaus Union School District**

 7/29/19

**Karen Williams**  
Executive Director

**Date**

**Learning Quest Stanislaus Literacy Centers**