

## **Memorandum of Understanding**

For the 2016-2017 school year, the Milpitas Unified School District (MUSD) and the Milpitas Unified School District's Adult Education Programs (MAEP) agree to the following contracted services:

### **Adult Education will:**

1. provide up to four classes of hourly supplemental instruction per session for district-wide students.
2. clearly articulate and update, when necessary, referral procedures and policies.
3. follow the guidelines set forth by Wendy Zhang regarding attendance accounting approved by the state; Adult Education will turn attendance sheets into the district on the established timelines.
4. interview and hire the teachers, monitor their curriculum and classes to ensure content standards are met, and process their timesheets to ensure accuracy.
5. maintain attendance records and records of all program expenses such as books, instructional materials, reproduction, and staff hours for audit purposes.

### **Milpitas Unified School District Business Department will:**

1. handle all the logistical aspects of applying for the remedial intervention funds which will fund the program at the block rate of \$39,000.
2. be responsible for transferring the funds generated by the program from the District's General Fund to the Adult Education Fund when these funds are received/prior to June 30<sup>th</sup> even if the State has not issued the funds to MUSD.
3. handle all communications with the State regarding the use of these funds by the Adult School.

This Memorandum of Understanding is in effect from July 1, 2016 through June 30, 2017 as consented upon by the following signatures:

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Usha Narayanan  
Principal, MAE Programs

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Cheryl Jordan  
Interim Superintendent, MUSD

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Wendy Zhang  
Assistant Superintendent, Bus. Serv.

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Gunawan Alisantosa  
President, MUSD School Board