

Memorandum of Understanding

For the summer 2018, the Milpitas Unified School District and the Milpitas Unified School District's Adult Education Programs agree to the following contracted services:

Adult Education will:

1. Provide the district a Summer Enrichment Program for grades 1-8 this summer. The program will run for two twelve (12) day sessions beginning June 18 and ending July 26, 2018.
2. Provide registration and payment intake at the rate of \$280 per twelve (12) days for the morning session. Provide registration and payment intake at the rate of \$560 per twelve (12) days for the all-day session. Provide registration and payment intake at the rate of \$280 per twelve (12) days for the afternoon session. Provide an hour of extended care at the rate \$90 per twelve (12) days per session. Provide an hour of extended care at the drop-in rate of \$10 per hour. Funds will be deposited in a district account managed by Milpitas Adult Education Program.
3. Monitor attendance, notify parents when needed and provide pay for teachers and a secretary. Teachers will be placed on the Milpitas Adult Education salary schedule. Placement on salary schedule to be based upon years of experience, credits and degrees as determined by Milpitas Adult Education Program.
4. Hire the teachers, monitor classroom instruction, maintain student discipline and process time sheets to ensure accuracy.
5. Maintain financial records of expenses, tuition and fees, copying, and staff hours for audit purpose.

Milpitas Unified School District Business Department will:

1. Set up fiscal records/account for intake and expenditure of funds. Tuition is set at the rate of \$280 per twelve (12) days morning session, \$560 per twelve (12) days all-day session, and \$280 per twelve (12) days afternoon session. Hour of extended care at the rate \$90 per twelve (12) days per session. Payments will be received through Milpitas Adult Education online registration system.
2. Handle all communications regarding these funds by the Milpitas Adult Education Program.

This Memorandum of Understanding is in effect February 13, 2018 through August 31, 2018 as consented upon by the following signatures:

Giuliana Brahim, Principal, MAEP

Cheryl Jordan, MUSD Superintendent

Wendy Zhang, Assistant Superintendent, Bus. Serv.

Daniel Bobay, Pres., MUSD School Board