

Marin Head Start and Lynwood Elementary School

Pre K to 3rd Grade Initiative

2018-2019 Memorandum of Understanding

Attn: Jim Hogeboom, Superintendent

School: Lynwood Elementary School

Contract year: 2018-2019

Summary of Services:

- Participation in Design team
- Alignment Efforts in Preschool and Kindergarten Programs
- Development and staffing for additional Pre K classroom for 20 children

Address: Marin Head Start
359 Bel Marin Keys #1
Novato, CA 94949

Total Payable to MHS \$81,445

This Memorandum of Understanding is confirmed between Lynwood Elementary School and Marin Head Start for the purpose of participating in the Pre-K to 3rd Grade Initiative.

The school agrees to provide:

- Use of appropriate workspace in the Pre-K to 3rd Grade Initiative office for the teacher as needed
- Access to internet and phone line in the Pre-K to 3rd Grade Initiative office
- Meeting time with teachers and administrative staff
- Principal and Program Coordinator's time for ensuring coordination of services
- Program Coordinator time for classroom support including
 - Enrollment of students
 - Family and student referrals for special services
 - Meeting time with HS Supervisor for coordination
- Staffing and supplies for Family Literacy class (Learning Together) for enrolled participants in the Lynwood Literacy Program (Friday mornings 9-12)
- Extra hours compensation and substitutes as needed for meeting attendance and after hours collaboration

Marin Head Start agrees to provide:

- Participation on the Design Team
- A Quality Preschool Class for 20 students (August 20, 2018 -June 6, 2019) including:
 - Classroom space, equipment and supplies
 - Recruitment, hiring and support of teaching staff
 - Oversight of quality programming to meet best practices
- Meeting time with teachers and administrative staff
- Classroom space for Friday Family Literacy Class

Principal, Program Coordinator/Literacy Director, and Head Start Director will meet regularly at agreed upon time and/or as necessary to ensure the progress and quality of services provided.

This Memorandum of Understanding is in effect for the school year 2018-2019. Changes to the agreement may be made with the agreement of both parties.

Jim Hogeboom
Superintendent, NUSD

Jan Yarish, Director
Marin Head Start

Date

Chandra Alexandre
CEO, Community Action Marin