

**LETTER OF AGREEMENT  
Between  
Mtn. View – Los Altos Adult Education  
and  
Fremont Union HSD Adult School  
2025-2028**

This Letter of Agreement is between Mountain View – Los Altos UHSD Adult Education (LEA), as the recipient of CalWORKs funds for North Santa Clara County, and Fremont Union HSD Adult School, to provide educational services to CalWORKs participants in Basic Skills, GED test preparation, High School Diploma completion, Career Technical Education, and English as a Second Language.

This Letter of Agreement acknowledges both parties' support and assistance to implement the services indicated above from **July 1, 2025 – June 30, 2028**.

1. Fremont Union HSD Adult School agrees to provide the Site Representative meeting space and access to a computer, telephone, desk, files storage, and other appropriate office tools as agreed upon.
2. Fremont Union HSD Adult School agrees to provide classroom space for the educational services indicated above based on program needs.
3. The LEA agrees to hire, place and compensate the Site Representative who will report to the LEA and be subject to its personnel policies.
4. By mutual agreement between the LEA and Fremont Union HSD Adult School, workloads and scheduling of Site Representative hours may be adjusted to meet program needs and recess/holiday closures of the school facility.
5. The LEA or Adult Education site may terminate this agreement in the event of loss or a decrease in CalWORKs funding.

\_\_\_\_\_  
Fremont Union HSD Adult School Site Administrator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Mountain View – Los Altos Adult Education Administrator

\_\_\_\_\_  
Date