

**LETTER OF AGREEMENT  
Between  
Mtn. View – Los Altos Adult Education  
and  
Santa Clara Adult Education  
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 Santa Clara USD Adult Education, 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. Santa Clara Adult Education 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. Santa Clara Adult Education 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 Santa Clara Adult Education, 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.

\_\_\_\_\_  
Santa Clara Adult Education Site Administrator

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date