

**MCCSC Adult Education**  
**705 W. Coolidge Dr.**  
**Bloomington, IN 47403**  
**812-330-7731**

## **Memorandum of Understanding**

This agreement to provide adult education classes is entered into between the Adult Education program of the Monroe County Community School Corporation and White Lodging. The project will support employees of White Lodging who have limited English proficiency (1) increase their English through instruction in reading, writing speaking, and listening skills, (2) become more knowledgeable about community resources, and (3) as their growth in English skills allow, become employable in positions that require engagement with hotel guests. Training will take place on Tuesdays and Thursdays from 5:00-7:00 pm, from January 22 through May 23, 2019, following the Monroe County Community School Corporation calendar, amounting to 33 class days, 2 hours per day, for a total of 66 hours.

As part of this agreement, the Adult Education Program agrees to provide the following:

- One English as a Second Language instructor.
- Curriculum and materials to conduct training as describe above and assess employees' skills
- Feedback on student progress to White Lodging, as needed, including pre- and post-test scores from standardized tests
- Administrative representation on a project advisory committee
- A final report on project data and outcomes
- Funding secured through its Adult Education grant to cover the cost of personnel, materials, and assessment to conduct the classes
- Opportunities to participating employees for distance learning outside of classroom hours.
- Opportunity to study for START certifications in hospitality as employees' English skills allow.

As part of this agreement, White Lodging agrees to provide the following:

- A suitable space adequate to conduct training for whole group and individualized instruction
- Secure storage for class materials
- Administrative representation on a project advisory committee
- Snacks and refreshments during class time
- Recruitment of employees to participate and encouragement to persist
- Occasional mini-lessons by hotel staff on job tasks

All parties agree that at the end of the project, a new agreement may be made based on the needs, as determined by White Lodging, and administration of Adult Education program of the Monroe County Community School Corporation.

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Amy Hampton, General Manager  
Springhill Suites® Bloomington

Date: \_\_\_\_\_

\_\_\_\_\_  
Robert D. Moore, Director  
MCCSC Adult Education

Date: \_\_\_\_\_

\_\_\_\_\_  
W. Kelly Smith, President  
MCCSC Board of School Trustees

Date: \_\_\_\_\_