

September 17, 2001

ELIZABETH LEARNING CENTER  
4811 Elizabeth Street  
Cudahy, California 90201  
Attention: Mrs. Brenda Steppes

UCLA OFFICE OF THE CHANCELLOR  
Murphy Hall  
Los Angeles, California

Re: Memo of Understanding  
Formation of CERC at ELC

Based on discussions between us, and a fruitful working relationship over the past 8 years, we at UCLA, and you and your faculty and staff, parents and community members at Elizabeth Learning Center ("ELC"), have agreed to create a Community Education and Resource Center ("CERC") at ELC.

Elizabeth Learning Center (ELC) is a model site for the Urban Learning Centers (ULC), one of the eight designs of the New American Schools of the 21st Century. ELC is located in the City of Cudahy and is a Los Angeles Unified School District (LAUSD) school. ELC serves over 2,700 Pre-K through 12th grade students.

In 1991, in response to President Bush's "Goals 2,000", a nationwide proposal was launched by the New American School's Development Corporation (NASDC) the Los Angeles Educational Partnership, United Teachers Los Angeles (UTLA) and LAUSD formed a partnership to write a design for a 21st Century school. The resulting design was one of only 11 proposals selected by NASDC and in 1992 Elizabeth Street School became the first "Urban Learning Center" site.

The Urban Learning Center design, that has become the heart of ELC, restructured the school around 3 key components: shared governance, innovative curriculum and instruction, and comprehensive student and family support. This third component has become known as "Learning Support" was based on the work of UCLA's Center for Mental Health in Schools. ELC is a recognized model for the implementation and refinement of the Learning Support component. The Urban Learning Center design is supported at ELC by advanced technology and training for curriculum and instruction.

The CERC's purpose is to:

- Increase the long-term presence and accessibility of UCLA and the University of California in the community;
- Enhance existing and new community links and programs in pursuit of shared education, health and economic goals; and,
- Bring the University's substantial human resources to work with ELC, other community based organizations, government, and enterprise.

We\* have decided to locate the CERC at ELC based on our collaborative health and education efforts at ELC since 1993. We share a vision of schooling that removes barriers to learning by providing each student - youth and adult - with the educational opportunities and support needed to fulfill his or her potential.

The intent of CERC at ELC is to:

1. Help establish College Career Economic Development Center (CCEDC);
2. Strengthen academic achievement through tutoring programs, through Bruin Corp and other key programs;
3. Continue to play a key role in implementation and refining of the Urban Learning design;
4. Integrate UCLA students participating in Service Learning into appropriate programs at ELC;
5. Recruit and train VISTA workers who will address the CCEDC and Learning Supports efforts on site;
6. Identify and facilitate supportive relationships with faculty and staff from UCLA and other institutes of higher education at the request of ELC in order to address needs and interests of the ELC and the broader community.

ELC would provide the following for CERC at ELC:

1. Guide the design and implementation of the CCEDC;
2. Designate supervisors, provide space and a system to identify students who will participate in the Bruin Corp program;
3. Provide access to the key school governance and leadership systems/committees to refine the ULC design;

4. Brenda Steppes, with support from Mary View-Schneider, will identify programs, staff, community groups and students to participate in Service Learning programs;
5. Brenda Steppes would designate supervision and training personnel to work with VISTA workers assigned to ELC;
6. Brenda Steppes, with support from Mary View-Schneider, would work with UCLA and faculty and staff from other institutes of higher education to develop relationships and programs to address the needs and interests of ELC and the broader community;
7. Brenda Steppes will review and approve any written or media materials about ELC developed or used by CERC/UCLA.

These efforts complement and enhance the following services and programs at ELC: an on-site health clinic staffed by a local medical center; mental health services through the school district, using university internships; parent/community volunteers for strong community outreach; adult education onsite and in the community; career and college guidance, including mentor and internship programs; early literacy and early childhood programs in partnership with LAUSD, State Pre-School and Head Start; after school tutoring programs; and, extended hours for these activities onsite.

In addition, we anticipate that new programs will be created within the new CERC. The first of these will be development of a College, Career, Economic Development Center (CCEDC) onsite, in partnership with LAUSD K-12, Early Childhood and Adult Divisions, California State University, Dominguez Hills, Los Angeles County Office of Education Head Start Division, the Community College System, State College and University System and UCLA and other Universities in the UC System. The CCEDC will be part of a larger effort by UCLA and ELC to address economic and community development needs of Cudahy, where ELC is located, as well as in communities in the surrounding area.

As we have discussed, each of us will bring valuable people, resources and contacts to bear on the issues facing ELC and the community. We intend to work with the community, government and public and private enterprise to develop an area-wide strategy to promote a college-going culture; improve education access and achievement; commence additional health and wellness initiatives; and, foster economic development and communications among the community.

We have each agreed to contribute to any costs associated with the efforts outlined here, in sums and in a manner which all of us will agree upon. Thus, we will leave details concerning office and programming space, as well as specific costs and expenses, to future agreements. (See attachment)

In order to implement this Letter of Understanding, we would like to formalize UCLA/CERC participation in the existing Resource Coordination Team (RCT). The CERC member representatives would work with RCT to pursue the education goals, economic development proposals and legislative initiatives set forth here. CERC representatives, including Mary View-Schneider the CERC staff person assigned to ELC, will work directly with Brenda Steppes and RCT. Mary View-Schneider would continue to participate in monthly RCT meetings and CERC director Gayle Byock would attend quarterly. The CERC team members along with ELC and other community members that make up the composition of the RCT would maximize this existing structure for implementation of the CERC goals.

Once this Letter of Understanding has been signed by the duly authorized people on behalf of UCLA and ELC, we anticipate that our joint efforts will extend for 2 years, unless UCLA or ELC terminates the relationship upon 60 days written notice, delivered to the other party.

We look forward to a long and rewarding relationship addressing the most pressing education, health and economic issues of ELC and its community.

Sincerely,

Agreed,

by:

Dr. Albert Carnesale, Chancellor  
On behalf of the

by:

Mrs. Brenda Steppes, Principal,  
Elizabeth Leaming Center

University of California at Los Angeles

Date

Date: