

MEMORANDUM OF UNDERSTANDING:
Our Daily Bread Food & Resource Center READY! for Kindergarten Program
Effective School Year 2025-2026

THIS MEMORANDUM OF UNDERSTANDING (MOU) is entered into on Nov 11, 2025 by and between Independent School District No. 16 of Payne County, Oklahoma, commonly known as Stillwater Public Schools (hereafter “SPS”) and Our Daily Bread Food & Resource Center (hereafter “ODB”)

I. **Purpose:** The purpose of this Memorandum of Understanding (MOU) is to establish a mutual agreement between Stillwater Public Schools (SPS) and Our Daily Bread Food & Resource Center (ODB) regarding the purchase, training, and implementation of the READY! for Kindergarten program.

II. **Terms of Agreement**

A. This MOU shall take effect in November 2025 and remain in effect until June 30, 2026, or until the completion of one series of classes, whichever comes first. The MOU may be renewed annually upon mutual agreement of both parties and contingent upon available funding.

III. **Responsibilities:**

A. **Our Daily Bread (ODB)**

1. ODB will purchase the READY! for Kindergarten program license for Stillwater Public Schools using Know and Grow grant funding.
2. ODB will purchase the training modules for two (2) trainers designated by SPS, funded through the Know and Grow grant.
3. ODB will compensate class instructors at a rate of \$25 per hour for each two-hour session taught.
 - a) Payment Terms: Facilitators will complete a sign-in sheet for each class, signed by the instructor and submitted after each session to receive payment.
 - b) In the event of a class with no participants, a \$25 preparation fee will be paid.
 - c) All facilitators must also complete and return a W-9 form to ensure accurate payment processing.
4. ODB will fund up to two (2) three-class series per calendar year, for 10 participants per age group, including all class kits and materials.
5. ODB will design marketing materials (e.g., flyers, social media posts, email content) and provide them to SPS for participant recruitment.
6. ODB will collaborate with SPS regarding childcare support for classes as needed.

B. **Stillwater Public Schools (SPS)**

1. SPS will select and identify the two individuals to be trained as program instructors.
2. SPS will schedule the dates, times, and format (in-person, online, or hybrid) for the classes.

3. SPS will manage registration for each class, utilizing a shared Google form and file provided by ODB upon request.
4. SPS will distribute class kits to all participants who attend the sessions.
5. Parents or caregivers must attend class to receive a kit.
6. SPS will report to ODB the number of participants per class and return any unused kits or materials.
7. SPS will provide childcare and light refreshments for classes as needed, as determined by SPS.
8. If SPS offers a make-up class due to a parent's absence, the instructor will not receive an additional payment from ODB.

C. Joint Responsibilities

1. Both ODB and SPS will actively recruit participants for each class, beginning at least one month prior to the first session and continuing until the class is full.
2. Both parties will maintain open communication throughout the program to ensure successful coordination and implementation.

IV. Term and Termination: This MOU shall be effective for a period of one (1) year from the date of execution and may be extended upon mutual written agreement of the District and the Provider. The MOU shall be reviewed annually to assess its effectiveness and to make any necessary updates. Either party may terminate this agreement with thirty (30) days' written notice to the other party.

V. Signatures: By signing below, the parties acknowledge that they have read and understood this MOU and agree to its terms.

Rachael Condley

Rachael Condley (Oct 29, 2025 14:42:17 CDT)

Our Daily Bread Food & Resource Center (Signature Name)

INDEPENDENT SCHOOL DISTRICT NO. 16 OF PAYNE COUNTY, OKLAHOMA President,
Board of Education

Name of District signing official (credentials/Title)

Ready for K! ODB Updated

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