

**MEMORANDUM OF UNDERSTANDING BETWEEN  
THE TEXAS CITY ECONOMIC DEVELOPMENT CORPORATION  
AND TEXAS CITY INDEPENDENT SCHOOL DISTRICT**

**1. PARTIES.**

This Memorandum of Understanding (the "Memorandum") is made on and effective as of XXX, 2023 ("Effective Date") by and between the Texas City Economic Development Corporation ("TCEDC") whose main address is 1801 9<sup>th</sup> Avenue North, Texas City, TX 77590 and Texas City ISD ("TCISD"), a public school district organized under Chapter 130 of the Texas Education Code, whose main office address is at 1700 9<sup>th</sup> Avenue North, Texas City TX 77590, (individually, "Party" and collectively, "Parties") for the purpose of defining a collaboration for which the school district will employ a Workforce Liaison position.

**2. PURPOSE AND SCOPE.**

The purpose of this Memorandum is to set the terms by which TCISD will enter into a partnership with TCEDC to create and manage a mutually-funded Workforce Liaison position. This agreement represents a joint commitment by the parties to increase communication and effectiveness between TCISD, TCEDC and the business community of Texas City. Our commitment in this partnership demonstrates a willingness to work together to achieve our mutual goals of elevating the quality of education for TCISD students and building and improving the local economy.

**3. OBJECTIVES.**

a. TCISD Responsibilities:

- Provide funding to support the insurance, benefits and incidentals associated with the Workforce Liaison position;
- Provide an office space for the liaison to work in;
- Supervise and evaluate the faculty member with input from the TCEDC; and
- Coordinate responsibilities with input from the TCEDC and ensure all tasks are completed.

b. TCEDC Responsibilities:

- Provide \$75,000 for the purpose of funding the base salary of the Workforce Liaison position;
- Participate in monthly planning meetings with TCISD to direct the development of the Workforce Liaison position and associated programs, when time allows;

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- Facilitate/coordinate quarterly meetings between TCISD and TCEDC staff to discuss progress and deliverables;
- Facilitate/coordinate an annual presentation by the Workforce Liaison to the TCEDC Board, the City Commission, or both.

**4. JOB DESCRIPTION.**

Upon signing this agreement, the TCEDC and TCISD will embark upon a partnership beginning with the 2023-2024 school year.

**PRIMARY PURPOSE:** To assist the Career and Technical Education Director in planning, developing, and implementation of quality Career and Technical Education programs that will enhance the students' employability skills.

**1. QUALIFICATIONS**

**Certification/Education:** Bachelor's degree

**Special Knowledge/ Skills/Experience:**

- a. At least three years of education experience (preferred).
- b. Knowledge of Career and Technical Education Programs.
- c. Positively represent District to existing and prospective business partners.
- d. Working knowledge of federal and state guidelines pertaining to CTE.
- e. Experience in teaching, mentoring, and coaching adult learners.
- f. Strong communicator and interpersonal skills.

**2. MAJOR RESPONSIBILITIES AND DUTIES:**

- a. Assist director in developing and follow through of a Career and Technical Education plan for business partners.
- b. Develop and maintain relationships with potential and existing community partners and connect their needs to the district's CTE programs of study to expand the workforce opportunities for students.
- c. Develop and implement an effective marketing and recruitment plan, including but not limited to the design of marketing materials such as brochures, posters, course catalogs, career guides, etc that promote the recruitment and retention of employer participants and students.
- d. Assist the director in developing quality programs using program evaluation, classroom visitation, curriculum improvement and equipment purchases.
- e. Encourage and support the development of innovative instructional programs, helping teachers to pilot such efforts when appropriate.

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- f. Facilitate the planning and application of new and existing technical programs in the teaching/learning process.
- g. Assist the director with planning of Career and Technical Education staff development
- h. Ensure compliance with TEA Guidelines for CTE courses, including but not limited to the Career Preparation and Practicum Handbook, updating and auditing training plans, reviewing worksite visitation logs, and graduation plans.

**Administration and Fiscal Facilities Management**

- a. Maintain compliance for district's Career and Technical Education programs at federal, state and local levels.
- b. Support Special Education students in successful completion of the appropriate CTE Pathway.
- c. Ensure that facilities and equipment needs (maintenance and curriculum) are identified in the Career and Technical Education programs.
- d. Investigate new funding sources and grant availability.
- e. Assist in grant writing for the CTE department.

**Personnel Management**

- a. Assist in staffing vacancies.
- b. Assess and respond to needs related to CTE teacher job responsibilities.

**School Organizational Climate**

- a. Effectively communicate and maintain a positive and effective relationship with community members, colleagues, students, teachers, and parents.
- b. Disseminate ideas and information to professionals and provide leadership in identifying trends and opportunities in Career and Technical Education.
- c. Implement new industry standards into the Career and Technical Education curriculum.

**Professional Growth and Development**

- a. Use information and insights provided through assessment instruments, the district appraisal process, evaluative feedback, and professional development programs to improve performance.
- b. Design and deliver professional development activities for teachers.
- c. Attend and participate in ongoing professional development and district meetings.
- d. Participate in professional and industry organizations.

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**School/Community Relations**

- a. Educate and coordinate with business partners to ensure they are aware of the Career and Technical Education certifications offered at the high schools.
- b. Maintain a current database of local employers and job openings and communicate frequently with high school counselors and teachers about employment opportunities for students.
- c. Articulate the program/district's mission to the community needs and assist in initiating activities to meet those identified needs.
- d. Implement and direct student experiences through support of work-based learning opportunities, certifications and career pathways.
- e. Facilitate the agreements between industry and Career and Technical Education to ensure that students are trained to meet industry standards.
- f. Build connections with local community groups and industry to expand the Career and Technical Education network.
- g. Assist with planning and coordinating the Advisory Council(s) that involve all key stakeholders, including area employers, post-secondary educators, district personnel, parents and students.
- h. Facilitate the planning and execute Career Fairs and Signing Days for all CTE programs.
- i. Meet quarterly with EDC Director and provide documentation of updates.
- j Provide an annual review at the COTC Commissioner Meeting.
- k. All other duties as assigned.

**5. POINTS OF CONTACT.**

- a. TCEDC:
  - i. Job Branson  
Executive Director of Management Services  
1801 9<sup>th</sup> Avenue North  
Texas City, TX 77590  
Office: 409-643-5927  
Email: [jbranson@texascitytx.gov](mailto:jbranson@texascitytx.gov)
  - ii. Kristin Edwards  
EDC Director  
1801 9<sup>th</sup> Avenue North

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Texas City, TX 77590  
Office: 409-643-5919  
Email: [kedwards@texascitytx.gov](mailto:kedwards@texascitytx.gov)

b. TCISD:

- i. Dr. Melissa Duarte  
Superintendent of Schools  
Texas City Independent School District  
Address: 1700 9<sup>th</sup> Avenue North  
Office: 409-916-0101  
Email: [mduarte@tcisd.org](mailto:mduarte@tcisd.org)
  
- ii. Alexis Kopp  
Director of Career and Technical Education  
Texas City Independent School District  
Address: 1400 9<sup>th</sup> Avenue North  
Office: 409-916-0024  
Email: [akopp@tcisd.org](mailto:akopp@tcisd.org)

**6. FUNDING & FEES**

TCEDC will provide \$75,000 on or immediately following October 1, 2023 for the purpose of supporting the salary of the Workforce Liaison. The remainder of the costs associated with the position, including the support of insurance, benefits and incidentals, will be the responsibility of TCISD.

**7. LOCATION & TRANSPORTATION**

The Workforce Liaison will be housed at the TCISD Industrial Trades Center (1400 9<sup>th</sup> Avenue North, Texas City, TX).

The individual will be responsible for providing their own transportation.

**8. RELATIONSHIP**

The relationship between the Parties is that of Independent Entities; neither Party has the authority to bind the other in any manner. Nothing in this Memorandum shall be interpreted or construed as creating or establishing the relationship of employer and employee between the Parties and/or any employee or agent of the Parties. This Memorandum does not create a joint venture, business partnership or Agency relationship between the Parties.

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**9. EFFECTIVE DATE.**

The terms of this agreement shall become effective on signature of all parties and shall remain in effect for one (1) year and may be renewed, provided the TCEDC and TCISD agree to the extension in writing. TCEDC and TCISD will review this agreement annually before the anniversary of its effective date for the purpose of incorporating changes required by statutes or one of the Parties involved.

**10. LIABILITY**

No Party assumes the liability for the duties and/or responsibilities under control of the other Party or for the actions of the employees of the other Party.

**11. JURISDICTION**

This Memorandum shall be governed by and construed in accordance with the laws of the State of Texas, and venue for all disputes arising under this Memorandum shall lie in Galveston County, Texas.

**12. MODIFICATION.**

This agreement shall be modified upon the mutual written consent of both parties on an annual basis

**13. SEVERABILITY.**

Nothing in this Agreement is intended to conflict with current laws or regulations or the directives of the City of Texas City or TCISD. If a term of this Agreement is inconsistent with such authority, then that term shall be invalid, but the remaining terms and conditions of this agreement shall remain in full force and effect.

**14. APPROVED BY.** We, the undersigned, as duly authorized representatives of our respective organizations, do agree to support the provisions and intent of this document as presented this **XXX day of XXX, 2023.**

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Mark Ciavaglia  
Chair  
Texas City Economic Development Corporation

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Dr. Melissa Duarte  
Superintendent of Schools  
Texas City Independent School District