



Hidalgo County Head Start Program Policy Council Agenda

DATE: May 14, 2014

SUBJECT: Discussion/ Approval of Memorandum of Understanding (MOU) Between Hidalgo County Head Start Program and the McAllen Independent School District

RATIONALE/NEED: Memorandum of Understanding (MOU) is needed to collaborate with the MISD in working with children with disabilities in the Head Start Program.

RECOMMENDATION: Administration recommends approval

COST: There is no cost.

RELATED INFORMATION INCLUDED: Memorandum of Understanding

INITIATED BY: Ambrosio Tovar, Procurement Director

REVIEWED BY: Mr. Edmundo Garcia, Assistant Director

PROGRAM DIRECTOR'S APPROVAL: Jerome Flores

MEMORANDUM OF UNDERSTANDING

McALLEN ISD/COMMUNITY BASED PRESCHOOL PROGRAM FOR CHILDREN WITH DISABILITIES

The Hidalgo County Head Start Program (HCHS) and the McAllen Independent School District (MISD) agree to provide educational services to children aged 3 to 4 years old who are deemed eligible for early childhood education as set out herein.

The terms and conditions set forth in the following document shall constitute the entire agreement between the HCHS and MISD and may not be amended except by a written document signed by HCHS and MISD.

MISD will:

- Identify and determine the number of early childhood students that are residents in MISD and are eligible to receive special education services, according to the standards of the Texas Education Agency and in addition meet the Eligibility Criteria for Head Start, to participate in the collaborative pilot program effort. The pilot program will provide special education support of one special education teacher and two paraprofessionals to 12 special education students as determined by McAllen ISD teacher to student staffing rations with the option of increasing the number of students and staff based on Head Start Guidelines of student enrollment and staff availability.
- Provide a special education teacher (s) and a Paraprofessional (s) for three hours of instruction daily at the satellite classroom setting(s): Austin 2 Stop Center, 2100 North Fir Ave. to engage in developing a comprehensive educational service program.
- Verify student paperwork (i.e.: immunization, birth certificate, ARD documentation) to comply with MISD policy.
- Assure that curriculum and instructional guidelines are aligned with the state adopted curriculum and to the Pre-School Guidelines.
- All teachers of MISD will follow the MISD Board adopted MISD calendar.
- Provide all student supplemental services as specified by the Admission Review and Dismissal Committee (ARD).
- Provide support in the classroom to ensure compliance of the Individual Educational Plan (IEP) for each student.
- All MISD teachers and paraprofessional will follow the MISD Special Education Guidelines and district requirements as assigned.
- McAllen ISD students will follow the Head Start School Calendar.

HCHS will:

- Provide a co-teacher(s) to assist in the three hours of instruction daily in the classroom setting(s): Austin 1 Stop Center, 2100 North Fir Street.
- Assure that all Federal Head Start Program guidelines are adhered to.
- Complete student paperwork to comply with childcare licensing and Head Start Guidelines (i.e.: immunizations, dental and health data, birth certificate, emergency information).
- Provide certification that the agency is a childcare facility licensed by the State of Texas and will provide MISD with a copy of its current license, and will inform MISD immediately of any changes in its license status.
- Purchase and maintain a certificate of insurance for Commercial general Liability i) Bodily Injury and Property Damage \$300,000 ea. Occurrence, ii) Personal Advertising Injury \$300,00 ea. Occurrence, iii) General Aggregate \$600,000 and iv) Products Completed Operations Coverage \$600,000 aggregate. MISD must be named as an additional insured and HCHS waives any right to subrogation against MISD.
- Provide a safe, clean, well-lighted, and comfortable and age appropriate facility that meets Texas childcare requirements and Head Start standards.

Collaboration Efforts between MISD and HCHS:

- To coordinate and collaborate monthly to plan, share resources and intensify services to meet the needs of the identified and eligible pre-school children.
- To provide age appropriate educational supplemental materials and supplies needed to accommodate the classroom settings.
- To coordinate and provide parental informational sessions/trainings to strengthen partnerships and participation between parents/families and schools/centers and to encourage parent communication for the purpose of child's progress,
- To investigate the need for student support services such as transportation, meal program and provision of any other health and social services.
- Provide scheduled co-planning time for MISD teacher and HSHC co-teacher on a weekly basis.
- Provide professional development sessions based on the context of early childhood development.
- Assure that progress and development records of each child are maintained.
- Coordinate assessment instruments for the utilization of progress monitoring of diagnostic results.

Neither party may assign this agreement, without the prior written consent of the other party. Both parties agree to abide by the rules and regulations or standards set by law and regulatory agencies having authority over the subjects herein.

TERMINATION:

Either party may terminate the Agreement, with or without cause, by giving ten (10) days written notice to the other.

TERM:

This agreement is in effect for the 2014-2015 school year, unless earlier terminated as provided herein.

Governing Law:

This Memorandum of Understanding will be construed in accordance with the Laws of the State of Texas and is performable in Hidalgo County, Texas.

McAllen ISD Board President

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Date

Head Start Director

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Date

APPROVED AS TO FORM:

ATLAS, HALL & RODRIGUEZ, LLP BY: _____
STEPHEN L. CRAIN