



Hidalgo County Head Start Program Policy Council Agenda

DATE: November 19, 2014

SUBJECT: Presentation for Discussion, Consideration and Approval to Enter into a Memorandum of Understanding (MOU) Between Hidalgo County Head Start Program and Pharr-San Juan-Alamo Independent School District (PSJA ISD)

RATIONALE/NEED: Memorandum of Understanding (MOU) is to collaborate with the PSJA ISD to plan educational services appropriate for the Head Start Children.

RECOMMENDATION: Administration recommends approval.

COST: There is no cost for this MOU

RELATED INFORMATION INCLUDED: Memorandum of Understanding

INITIATED BY: Ambrosio Tovar, Procurement Director *A. Tovar*

REVIEWED BY: Mr. Edmundo Garcia, Assistant Director *EG*

PROGRAM DIRECTOR'S APPROVAL: *Jesenia Flores*

Memorandum of Understanding Between

Hidalgo County Head Start Program

And

Pharr-San Juan-Alamo Independent School District

This agreement is made and entered into by the Pharr-San Juan-Alamo Independent School District (PSJA ISD) and Hidalgo County Head Start Program (HCHSP).

The purpose of this agreement is to establish a working and cooperative relationship between the parties in order to plan services appropriate for the communities' pre-kindergarten clients. It is the objective of the Pharr-San Juan-Alamo Independent School District to collaborate with partners in our communities, in order to provide the highest level of services to children and families; to foster the development of a continuum of family centered services, and to advocate for a community that shares responsibility for the healthy development of children and families of all cultures.

Pharr-San Juan-Alamo Independent School District School agrees to:

- A. Assist the Program in the identification of eligible 3 and 4 year old children at the beginning of each school year in an annual round up.
- B. Address transition for those children exiting Hidalgo County Head Start Program (HCHSP) and enrolling with PSJA ISD.
- C. In-service training for staff and parents in order to provide the continuity of services deemed necessary by both parties.
- D. Provide on-site services when deemed appropriate.
- E. Provide District Staff for consultations and site visits.
- F. Provide fifteen certified teachers in early childhood.
- G. Provide technical assistance for 45 classrooms as needed.
- H. Provide assistance for identification of special needs children.
- I. Provide a substitute when the PSJA ISD employee is absent from duty to replace the teacher(s).
- J. Meeting between PSJA ISD and the HCHSP administration to be held at least three times during the year; Fall, spring, and early summer to review the partnership agreement, curriculum, and assessment data.
- K. Provide parent training information / parent volunteers.
- L. Provide any other materials that are needed to provide a quality education.
- M. Provide support staff including: a lead teacher, a resource math and language arts teacher, nurse, parent educator and two teacher assistants.
- N. Provide two special education community based teachers to assist with the special needs children in the classrooms.

PSJA ISD Staff will:

- A. Provide a principal/director and other support staff to see the program implementation.
- B. Follow the dress code policy of HCHSP and PSJA ISD.
- C. Attend HCHSP staff meetings at least two times per school year.
- D. Co-teach with the HCHSP staff assigned to the Head Start classroom taking equal responsibility for lesson plans, daily preparation and instruction to the students.
- E. Provide technical support to all 45 classrooms and make sure that computers are working appropriately.
- F. Provide training dual language, thinking maps, and any other training as necessary for Pre-Kinder.
- G. Provide cognitive instruction 3 hours in the morning and 3 hours in the afternoon.
- H. Provide the necessary paperwork for PSJA ISD staff to comply with the child care licensing (i.e.: teacher certification, results of criminal background check, TB test results, CPR training, and food handling services).
- I. Coordinate efforts between HCHSP & PSJA ISD calendars.
- J. Provide state approved curriculum, and any other materials that are needed to provide a quality education.

Hidalgo County Head Start Program "HCHSP" agrees to:

- A. Provide a site director to coordinate efforts between PSJA ISD and HCHSP.
- B. Provide 45 classroom areas to accommodate the children.
- C. Provide a co-teacher and a teacher assistant assigned to the Head Start classrooms.
- D. Provide access to and use of telephone for educational purposes.
- E. Provide a designated area for a file cabinet during all school days of the PSJA ISD calendar.
- F. Provide daily breakfast, lunch, and a snack.
- G. Provide opportunities for PSJA ISD to attend HCHSP staff professional development.
- H. Provide HCHSP site center manager to oversee afternoon staff maintaining classroom environment after PSJA ISD program is finished for the day.
- I. Support and assist substitutes when needed in the Head Start classrooms.
- J. Provide daily attendance rosters for ADA purposes via fax, e-mail, and or phone.
- K. Provide a concerted effort to ensure student's daily attendance (ADA).
- L. Provide technical support when computers are not working.

- M. Coordinate assessment instruments for the utilizations of progress monitoring of 0 results. (pre-LAS, m-CLASS, and LAP-D)
- N. Generate support and leverage the resources in the entire community to improve school readiness.
- O. Assist with transportation as needed.

Collaboration Efforts between Pharr-San Juan-Alamo Independent School District and HCHSP:

- A. Coordinate and collaborate to plan, share resources and intensify services to meet the needs of the identified and eligible pre-k children.
- B. Provide age appropriate educational supplemental materials and supplies needed to accommodate the classroom settings.
- C. Coordinate and provide parental informational sessions/ training to strengthen partnerships and participation between parents/ families and schools/ centers and to encourage parent communication for the purpose of the child’s progress.
- D. Coordinate co-planning time for both PSJA ISD teacher and HCHSP co-teacher on a weekly basis.
- E. Provide professional development sessions based on the context of early childhood development.
- F. Assure that progress and development records / permanent files of each child are maintained.

Insurance:

HCHSP shall purchase and maintain in force a general liability insurance policy that will protect HCHSP from all claims which arise out of or result from HCHSP operations under this agreement. HCHSP shall provide PSJA ISD a certificate of insurance naming PSJA ISD as an additional insured and waiving any right of subrogation against PSJA ISD. HCHSP shall to the extent allowed by law hold PSJA ISD harmless and indemnify PSJA ISD from suits, claims or losses sustained by individuals directly or indirectly involved with the performances of services in connection with this agreement.

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.

Consideration:

This Agreement is being made in consideration of the following: Pharr-San Juan-Alamo Independent School District and Hidalgo County Head Start Program agree that there will be no financial exchange of monies or other compensation.

Pharr-San Juan-Alamo I.S.D.

Authorized Signature Date

Dr. Daniel King, Superintendent
Print Name and Title

Hidalgo County Head Start Program

Honorable Ramon Garcia
Hidalgo County Judge

Teresa Flores, Executive Director
Hidalgo County Head Start Program

Date

Date

ATTEST:

Arturo Guajardo, Jr.
Hidalgo County Clerk

Approved As To Form:
Atlas, Hall & Rodriguez, LLP

By: _____
Stephen L. Crain

Approved As To Form:
Oxford & González, P.C.

By: _____
Ricardo González

Date Approved by Policy Council:
Date Approved by Commissioner's Court: