

EDINBURG CISD



Memorandum of Understanding Between

Edinburg Consolidated Independent School District

And

Hidalgo County Head Start Program

I. Purpose of the Memorandum of Understanding “MOU”

The purpose of this MOU is to establish a working arrangement between Edinburg Consolidated Independent School District (Edinburg CISD) and Hidalgo County Head Start Program (HCHSP) to fulfill the partnership commitment as stipulated in the **Texas Literacy Initiative (TLI) Grant** provided by the Texas Education Agency (TEA) and described herein as the **TLI School READiness Program**.

This MOU supports a variety of activities, which aims to assist the Hidalgo County Head Start with its pre-literacy initiatives for 3 to 4 year olds and professional development for the teachers that are associated with the pre-literacy initiatives. As indicated in this MOU, the Edinburg CISD and the Hidalgo County Head Start will collaborate on the services that will enable each entity to increase the oral language and pre-literacy skills of participating preschool children.

This MOU represents the intent between the parties to work together to:

- Increase the oral language and pre-literacy of participating preschool children,
- Provide instructional service to 3 to 4 year olds,
- Offer teachers professional development for successful implementation of strategies learned,
- Provide teachers with the resources and tools needed to accomplish program goals.
- Offer staff just compensation for extra duties associated with the program, implementation and management.
- Administer readiness assessments for preschool children as required by Texas Education Agency-TLI Grant.
- Implement and manage program activities, efficiently and effectively.

II. Background

The purpose to the Texas Literacy Initiative is to improve school readiness success in the areas of language and literacy for disadvantaged students in targeted school districts, including their associated early childhood educators. Through the use of a Literacy Line model, the Edinburg CISD and Hidalgo County Head Start Program will collaborate to implement the Texas State Literacy Plan which is intended to provide instructional and programming alignment for language, pre-literacy, and literacy development and ease the transition for children across their entire learning careers. This partnership is necessary because to have a fully articulated Literacy Line, it must include all levels: age zero to school entry, elementary, middle and high school(s).

III. Collaborative Objectives and Acknowledgements

The Edinburg CISD and the Hidalgo County Head Start Program will create both prescriptive and customized services that facilitate the needs and primary goals of the grant from birth to preschool children. Specifically, the scope of work and services shall be focused on increasing the oral language and pre-literacy skills of participating preschool children at Hidalgo County Head Start Program.

Hidalgo County Head Start Program services that have been authorized by the TEA to facilitate this grant and assist in meeting these goals are the following:

1. Technical assistance and support from TLI leaders of the Texas Education Agency that include Education Service Centers, the Children’s Learning Institute and the University of Texas Health Science Center at Houston, the Institute of Public School Initiatives at the University of Texas at Austin, the Meadows Center for Preventing Educational Risk at the University of Texas at Austin, and the Vaughn Gross Center for Reading and Language Arts at The University of Texas at Austin.
2. Attend state-provided professional development training to support the Texas Literacy Initiative to include; (but not limited to)
 - o Participate in online training in Project Share, course facilitation, and building support structures for TLI-12 week course module based on LASER (Leadership, Assessment, Standards-based instruction, Effective instructional framework, Reporting and accountability, Sustainability)
3. Conduct at least three data analysis meetings each fiscal year and communicate results to Edinburg CISD Project Manager at least ten days after completing the analysis.
4. Participate in Project Share.
5. Implement a comprehensive literacy program that addresses what is known from evidence about developmental factors and instructional practices critical for all children to become readers and writers.

The specific services and programs which the Hidalgo County Head Start Program will provide are stipulated in section V.

IV. Responsibilities of Edinburg CISD

Edinburg CISD is establishing this memorandum with Hidalgo County Head Start Program to implement TLI grant activities to improve the pre-literacy skills of 0-4 year olds and ease their transition into our schools. The Edinburg CISD will directly purchase and provide educational materials and supplies as needed to assist Hidalgo County Head Start in implementing the activities stipulated within this MOU.

1. Collaboration with Hidalgo County Head Start Program to enhance their instruction by acquiring sets of literary materials and other curriculum resources.
2. Provide technical assistance and training to increase the use of data and data analysis.
3. To ensure fidelity at Hidalgo County Head Start Program, we will verify and review the relevance and accuracy of the information provided.

V. Responsibilities of Hidalgo County Head Start Program

The Hidalgo County Head Start Program agrees to service the school with its resources, programs, consultative services, and expertise regarding the delivery of a consolidated suite of tools and programs including:

1. Establish and implement a comprehensive literacy development and educating program to advance pre-literacy skills in students from birth through 4 year olds, including limited-English-proficient students and students with disabilities.
2. Prepare eligible children of the Edinburg CISD community to enter kindergarten on or above grade level and ready to benefit from the full array of public educational services to keep them on grade level in kindergarten and beyond.
3. Participate in Project Share.
4. Provide a professional development plan for educators that are age and developmentally appropriate for the age of the child served by the educator.
5. Monitor outcomes by collecting and reporting applicable data.
 - The percentage of participating four year old children who achieve significant gains on an assessment of letter knowledge, vocabulary, phonological awareness, and oral language skills.
 - Disaggregate data for disadvantaged children, including economically disadvantaged children, limited-English-proficient children, and children with disabilities, who achieve significant gains on an assessment of letter knowledge, vocabulary, phonological awareness, and oral language skills.
 - To ensure accountability for implementation, teachers will submit adequate documentation that evidences completion of tasks and attainment of academic performance.

VI. Effective Date and Signature

This Memorandum of understanding shall be effective upon the signature of Edinburg CISD and Hidalgo County Head Start Program authorized officials.

The services and terms of this MOU will cover the following dates: September 1, 2016- August 31, 2017.

VII. 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.

VIII. Consideration:

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

Edinburg C.I.S.D.

Authorized Signature

Date

Dr. Rene Gutierrez, Superintendent of Schools
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:
Edinburg CISD Attorney

By: _____
Renee Rodriguez - Betancourt

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:

SOUTH TEXAS COLLEGE

Memorandum of Understanding Between

Hidalgo County Head Start Program

And

South Texas College

The **Hidalgo County Head Start Program (HCHSP)** and **South Texas College (STC)**, an institution of the Commission on Colleges of the Southern Association of Colleges and Schools (SACS), hereinafter referred to as "STC", agree to provide General Educational Development (GED) testing services to eligible students participating in any alternative educational program for which the GED certificate is awarded as a secondary educational credential.

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

STC will:

- Provide testing services in the five subject areas of writing, mathematics, literature, social studies, and natural science.
- Provide a facility with appropriate environment for the administration of the GED examinations by qualified staff: South Texas College
GED Testing Center
3201 W. Pecan Blvd., K2-100
McAllen, TX. 78501
- Maintain all testing records as permanent archives.
- Forward all test booklets to the University of Texas /Austin for official scoring.
- Provide, on a fee basis, individual student transcripts.
- Invoice HCHSP on a monthly basis for all fees applicable for each referral.
- Provide an official list of students (At least 7 days prior to the designated testing date) who will be taking the GED test(s) and the test sections for each student. Note: Only students who are on the official list will be permitted to test; walk-ins will not be tested.
- Ensure each student presents complete identification documentation to the testing center at the time of testing. Documentation should include: Texas photo I.D. (driver's license, or DPS I.D. card). Failure to comply will result in test denials.
- Require that the following terms and conditions be met for the administration of the GED examination for student referrals:
 1. The ultimate responsibility for the students' readiness to take the GED examination rests with the **HCHSP**.
 2. Limitations may apply on the number of referrals that may test at a given time so that ample space is available for all examinees.

Hidalgo County Head Start Program will:

- Refer current Hidalgo County Head Start Program parents who qualify to test.
- Be responsible for all testing fees of student referred by **HCHSP**.
- Adhere to the STC GED Testing Fee Schedule.

Fees: Unless otherwise notified, the following fees are in force:

- \$15.00 GED Certificate fee (non-refundable-payable to TEA)
- \$10.00 GED Scoring fee (non-refundable-payable to UT Austin Scoring Center)
- \$15.00 GED Processing fee (non-refundable, payable to STC)
- \$10.00 American Council on Education Testing Service fee
(one-time, non-refundable fee)
\$13.00 per test; \$10.00 per re-take test

*A \$10.00 re-processing fee will be assessed for absentee registrants.
Other fees as may be deemed appropriate and reasonable.*

Collaboration Efforts between STC and HCHSP:

- Designated a liaison or primary contact between the **HCHSP** and the **STC** GED Testing Center.
- Frequent communication between the GED Chief Examiner and the **HCHSP** liaison to prevent or avert any potential problems or situations not conducive to test taking.
- Referrals will be expected to comport themselves in a courteous and respectful manner at all times during the testing periods; unruly or disruptive behavior will not be tolerated.

Termination:

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

Term:

This Agreement shall be for the period commencing on September 1, 2016 and continuing through August 31, 2017.

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.

South Texas College:

Authorized Signature

Date

Dr. Shirley Reed, President

Print Name and Title

Authorized Signature

Date

Mary E. Torres-Herrera, GED Chief Examiner

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

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