



Hidalgo County Head Start Program Policy Council Agenda

DATE: March 22, 2017


SUBJECT: Discussion/Approval of Request to Enter into a Memorandum of Understanding (MOU) Between Hidalgo County Head Start Program and Mission Consolidated Independent School District

RATIONALE/NEED: The memorandum of Understanding (MOU) is to collaborate with the Mission Consolidated Independent School District to deliver services to Head Start Children and families for school year 2017-2018. This partnership includes services of early childhood state certified teachers to address school readiness.

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 

EXECUTIVE DIRECTOR'S APPROVAL: Juan Flores 

Ambrosio Tovar

From: Steve Crain <scrain@atlashall.com>
Sent: Wednesday, March 01, 2017 1:13 PM
To: 'Ambrosio Tovar'
Subject: RE: Mission CISD MOU 2017

The MOU is OK.

From: Ambrosio Tovar [<mailto:ambrosio.tovar@hchsp.org>]
Sent: Wednesday, March 01, 2017 12:26 PM
To: scrain@atlashall.com
Subject: Mission CISD MOU 2017

Please for your: APPROVED AS TO FORM.
Thank you.

Ambrose Tovar
HCHSP

**Memorandum of Understanding between
Mission Consolidated Independent School District and the
Hidalgo County Head Start Program
2017-2018**

Purpose:

This collaborative partnership, the **School Readiness Partnership Model (SRPM)**, establishes an Agreement between **Hidalgo County Head Start Program (HCHSP)** and the **Mission Consolidated Independent School District (MCISD)** to provide Head Start services to age and income eligible pre-K children as per the guidelines established by the Department of Health and Human Services (DHHS) and Texas Education Agency (TEA). The intentions are to collaboratively develop and foster a cohesive partnership to provide a high quality early childhood program for children and their families; to ensure that each Agency assumes the responsibility to communicate with the other and share leadership responsibilities to maximize resources; and to ensure that these collaboration arrangements between **MCISD** and **HCHSP** are developed, implemented, and reviewed annually to improve quality of services.

HCHSP is a governmental entity under the auspices of Hidalgo County. **MCISD** is a public education institution of the state of Texas. **HCHSP** and **MCISD** each have Boards of Directors (Hidalgo County Head Start Policy Council, Hidalgo County Commissioners' Court and MCISD Board of Trustees) established per applicable statues and local ordinances and/or procedures, which operate within the scope of their defined duties. Each Board has received information regarding the nature and scope of the proposed partnership and have, approved the partnership and granted signatory authority to the individual designated as authorized to bind their respective organizations. Signatory authorities are listed on the end of this Agreement. Each designee shall ensure that their respective Board of Directors is informed of the various aspects and elements of this partnership Agreement signature page.

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

Days and Hours of Operation:

Days of operation shall not be less than one-hundred seventy-six (176) days, during the months of August through May. The daily operations will be from 7:45 am to 5:15 pm.

(Note: District Calendar will be developed and approved by both entities.)

Center Sites:

The names and addresses of the HCHCP sites that will be serviced by MCISD, the number of classrooms per site, and maximum number of children served by MCISD at each site are as follows:

Mission I Center: 115 S. Mayberry, Mission, TX; 3 classrooms, 60 children

Mission II Center: 1105 E. 8th, Mission, TX; 7 classrooms, 140 children

Mission III Center: 3401 Mayberry, Mission, TX; 3 classrooms, 51 children

Mission IV Center: 301 S. Inspiration Rd., Mission, TX; 3 classrooms, 60 children

Alton Center: 202 W. Dawes Ave., Alton, TX; 6 classrooms, 120

Term:

The Term of this Memorandum of Understanding is for one (1) year commencing August 1, 2017 and ending July 31, 2018. Prior to the end of The Term or any term of renewal, **HCHSP** and **MCISD** may agree to a renewal to extend the term of the MOU hereof, commencing on the first day of August of each year for the term of the Head Start grant or other terms as may be subsequently agreed to upon by both parties.

Responsibilities:

MCISD will provide appropriate educational and supportive services to ensure children and families are school ready. **MCISD** shall comply with and provide in a satisfactory manner as outlined in the Head Start Performance Standards, the Head Start Act of 2007, guidance from the Office of Head Start (OHS), OMB circulars and as applicable either the Texas Education Agency (TEA), United States Department of Agriculture (USDA), or the Texas Department of Family and Protective Services (TDFPS) Childcare Licensing Regulations.

Program Description:

Eligible children are 3 or 4 year olds as of September 1, 2017, will be dual-enrolled and served by **MCISD** and **HCHSP**. Collaboratively, the **HCHSP** children will receive 3 hours of instruction in cognitive development by a certified **MCISD** funded **School Readiness Partnership Model (SRPM) teacher** in each classroom, and full day services by a Head Start teacher and an assistant teacher with credentials required by **HCHSP** in a designated facility meeting Head Start, Child Care Licensing and school district requirements.

Partnership Responsibilities:

A. **MCISD** will:

- a. Designate a **MCISD** principal, instructional coach/s, and/or program specialist to provide supervision, oversight, support and evaluation of the **MCISD** teachers who are providing services in connection with this Agreement.
- b. Provide certified early childhood teachers to deliver 3 hours of instruction in cognitive development to participating **HCHSP** children.
- c. Coordinate efforts with **HCHSP** to identify at least 10% of funded enrollment of Head Start children with special needs and follow the referral process for identification and provision of services.
- d. Permit necessary **HCHSP** representatives to attend ARDs conducted by **MCISD** involving **HCHSP** children.
- e. Assign special education teachers to provide services to children who are identified in need of special services through the **MCISD** Special Education Program.
- f. Arrange for a substitute when the **MCISD** teacher is absent.
- g. Provide instructional resources essential to implement a high quality comprehensive early childhood education program.
- h. Meet monthly or on a regular basis with **HCHSP** designated personnel to facilitate the instructional process and other services.
- i. Provide an overview of the collaboration with the participating Administrators.
- j. Finance the **MCISD** personnel.

B. The **MCISD** Teacher/Staff will:

- a. Provide 3 hours of daily instruction in cognitive development to the **HCHSP** children utilizing the State Adopted Curriculum (4 year olds), Pre-K Guidelines (4 yr. olds), and Three-Year-Old Early Learning Guidelines (3 year olds).
- b. Attend and/or assist in delivery of collaborative Professional Development for ISD and **HCHSP** as deemed appropriate.
- c. Participate with the **HCHSP** staff in the recruitment process.
- d. Implement a curriculum which is planned, purposeful, playful and engaging designed to support the child's social, emotional, cognitive, and physical development.
- e. Attend **HCHSP** collaboration meetings as deemed necessary during the school year.
- f. Complete and fulfill the required documentation for **MCISD** and **HCHSP** with the assistance of both Human Resource Departments
- g. Collaborate with the **HCHSP** teacher to provide high quality early childhood instruction and prevent a duplication of efforts.
- h. Inform the Center Manager and **HCHSP** teacher when she/he is going to be absent and utilize the Substitute System to obtain a designated substitute.
- i. Follow collaboration protocol with any issues/concerns which may arise.
- j. Follow **MCISD** requirements, policies and procedures as well as the Head Start Performance Standards and the Texas Child Care Licensing Minimum Standards.
- k. Comply with any other responsibilities assigned by the immediate supervisor.
- l. Coordinate efforts with the **HCHSP** staff to register the children online.

C. **HCHSP** will:

- a. Provide classroom space in a state child care licensed facility which meets Head Start and school districts requirements, is appropriately staffed and furnished to deliver Head Start services based on the Head Start Standards, the Head Start Act, Child Care Licensing and district/state requirements.
- b. Coordinate efforts with **MCISD** to identify children with special needs and follow the **MCISD** referral process for identification and services.
- c. Identify personnel who will attend the ARDs conducted by **MCISD**.
- d. Assist with the distribution, completion, and submission of the required **MCISD** student enrollment documents within the first week of a child's enrollment.
- e. Coordinate with district staff to transition children to the public schools at the end of each school year.
- f. Provide assistance with daily attendance reporting.
- g. Meet monthly or as needed with the designated **MCISD** personnel.
- h. Schedule a time for the **HCHSP** teacher and **MCISD** teacher plan weekly to implement a high quality early childhood instruction and prevent a duplication of effort.
- i. Ensure that the classroom size meets the adult/child ratio as required by state and federal standards.
- j. Finance program operations and **HCHSP** Personnel based on the **HCHSP** grant.
- k. At its sole expense, **HCHSP** will take such action as may be necessary to ensure that the designated Center Sites/classroom spaces meet all applicable federal, state and local standards for use as contemplated by this MOU, including without limitation, any modifications, alterations, repairs, or other construction necessary to comply with the same. **MCISD** shall in no event bear costs or other liability for bringing any Center Site/classroom space into compliance with federal, state or local standards and **HCHSP** agrees that it bears full responsibility and shall not seek reimbursement from **MCISD** for any such costs.
- l.

D. Collaboratively **MCISD** and **HCHSP** will:

- a. Implement an early childhood program utilizing best early childhood practices.
- b. Coordinate and collaborate to plan for instruction, share resources and intensify services to meet the needs of eligible four year old (Pre-K children) and three year old children.
- c. Schedule a weekly planning time for lesson planning and preparation.
- d. Share information on upcoming workshops and conferences on Early Childhood and Head Start.
- e. Review program operations to avoid duplication of efforts.
- f. Meet on a regular basis to discuss the progress of the collaboration.
- g. Perform children's assessment and evaluation, and collaborative program evaluation, to meet **MCISD** and **HCHSP** requirements.
- h. Analyze and share data for program planning and improvement.
- i. Work together to meet attendance goal.
- j. Inform all stakeholders of the collaboration and Memorandum of Understanding (MOU).
- k. Provide family services, parent engagement activities and home visits.
- l. Support all events which promote the partnership.
- m. Organize and plan to sustain the partnership and promote a collaborative culture.

Transportation Services:

Assigned **MCISD School Readiness Partnership Model** teachers will travel to **HCHSP** sites and provide instruction to students at such locations.

General Conditions:

- This Agreement shall not serve to create a principal agent relationship, partnership or joint venture between the parties hereto, nor does it authorize either party to serve as the legal representative or agent of the other. Neither party shall have any right or authority to assume, create, or incur any liability or any obligation of any kind, expressed or implied or in the name of or on behalf of the other party, except as agreed in this MOU.
- It is expressly understood and agreed that, in the execution of the Agreement, **MCISD** and any other governmental entities named herein do not waive, nor shall be deemed hereby to waive, any immunity or defense that would otherwise be available to it against claims arising in the exercise of governmental powers and functions.
- Each party, at their own expense, shall provide and maintain, during the term of this Agreement, insurance, with or without retention, or self-insurance program, which shall provide general liability coverage for liability, property damage, and bodily injury.
- This Agreement is made in Hidalgo County, Texas and shall constitute the complete understanding of **MCISD** and **HCHSP**, and may not be modified in any manner without the express written consent of all parties.
 - Notwithstanding those rules and regulations or standards set by both laws and regulatory agencies, the parties agree that if a dispute arises related to this MOU, the parties will not be required to submit the dispute to arbitration, but to non-binding mediation in Hidalgo County, Texas.
 - This Memorandum of understanding is performable in Hidalgo County, Texas.
- Either party may terminate this Agreement, with or without cause by providing 30 days written notice to the other party.

Indemnification:

To the extent allowed by law, **HCHSP** will and does hereby agree to indemnify, protect, defend with counsel approved by Grantee Board, and hold harmless **MCISD** and their respective elected officials, employees, representatives and agents (collectively "**MCISD Indemnitees**") from and against all damages, losses, liens, causes of action, suits, judgments, expenses, and other claims of any nature, kind, or description, including reasonable attorneys' fees incurred in investigating, defending or settling any of the foregoing (collectively "**MCISD Claims**") by any person or entity, arising out of, caused by, or resulting from **HCHS's** performance under or breach of this Agreement and that are caused in whole or in part by any negligent act, negligent omission or willful misconduct of **HCHSP**, anyone directly employed by **HCHSP** or anyone for whose acts **HCHSP** may be liable. The provisions of this section will not be construed to eliminate or reduce any other indemnification or right which any **MCISD** Indemnitee has by law or equity. All parties will be entitled to be represented by counsel at their own expense.

The below signed authorities agree to the statements in this document in order to develop a strong collaboration and an open communication system at all levels which will enable both **MCISD** and **HCHSP** to provide the children the best services available.

Mission Consolidated Independent School District

Superintendent of Schools

Date

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

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

By: _____
Stephen L. Crain

By: _____
Ricardo González

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