



# Hidalgo County Head Start Program Policy Council Agenda

**DATE:** October 17, 2018

**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 to Serve Children at a District Campus

**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 the school years 2018-2021. This partnership includes a district facility and 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

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**INITIATED BY:** Ambrosio Tovar, Procurement Director *Ar. Tovar*  
**REVIEWED BY:** Mr. Edmundo Garcia, Assistant Director *Edmundo Garcia*  
**EXECUTIVE DIRECTOR'S APPROVAL:** *Terresa Flores*

**Memorandum of Understanding between  
Hidalgo County Head Start Program  
And  
Mission Consolidated Independent School District  
2018-2021**

**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 (MISSION CISD)** 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 **MISSION CISD** and **HCHSP** are developed, implemented, and reviewed annually to improve quality of services.

**HCHSP** is a component of Hidalgo County, Texas, a governmental entity. **MISSION CISD** is a public education institution of the state of Texas. **HCHSP** and **MISSION CISD** each have Boards of Directors (Hidalgo County Head Start Policy Council, Hidalgo County Commissioners' Court and **MISSION CISD** 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 **MISSION CISD** 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 be agreed upon by both parties during the months of August through June. 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:**

Designated site are located in District owned buildings and playground space whereby utilities and maintenance of facilities and playgrounds are provided by the District. The name and address of the **Partnership** site:

<b>Castro Elementary Head Start Center 200 South Mayberry Street Mission, TX 78572</b>
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**Term:**

The Term of this Memorandum of Understanding is for two years and eleven months commencing **August 1, 2018** and ending **June 30, 2021**.

**MISSION CISD Responsibilities:**

**MISSION CISD** will provide appropriate educational and supportive services to ensure children and families are school ready. **MISSION CISD** shall comply with and provide services 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 to 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<sup>st</sup> of each school year will be dual-enrolled and served by **MISSION CISD** and **HCHSP**. Collaboratively, the **HCHSP** children will receive 3 hours of instruction in cognitive development bilingual early childhood education Texas certified **MISSION CISD** 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. In addition, the Children's Learning Institute, hereinafter referred to as CLI, at The University of Texas Health Science Center at Houston will provide opportunities for both organizations to collaborate and share student-level information through the online platform, CLI Engage. The purpose is to provide a framework for CLI to establish student-level permissions in CLI Engage shared between both parties.

**Partnership Responsibilities:**

**A. MISSION CISD will:**

- a. Assign a **MISSION CISD** principal, instructional coach and/or other district liaison to the Hidalgo Head Start facility to provide supervision, oversight, support and evaluation of the **MISSION CISD** teachers.
- b. Provide certified early childhood teachers to deliver 3 hours of instruction in cognitive, physical, and social development to participating **HCHSP** children in each classroom.
- 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 **HCHSP** representatives to attend ARDs conducted by **MISSION CISD** involving **HCHSP** children.
- e. Supplement health services, educational services, parental training and other services as required by the children and their families.
- f. Assign special education teachers to provide services to children who are identified in need of special services through the **MISSION CISD** Special Education Program.
- g. Provide supplemental 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 to the participating Administrators.
- j. Finance the **MISSION CISD** personnel and other resources as appropriate.
- k. Purchase and maintain a certificate of insurance for commercial general liability, i) Bodily Injury and Property Damage \$300,000 ea. Occurrence, and ii) General Aggregate \$600,000 **HCHSP** must be named as an additional insured.

**B. The MISSION CISD Teacher/Staff will:**

- a. Provide 3 hours of daily instruction in cognitive development, physical, or social to the **HCHSP** children.
- b. Participate and/or assist in delivery of collaborative Professional Development for **MISSION CISD** and **HCHSP** as deemed appropriate and to include development of proficiency in the use of the interactions defined in the Classroom Assessment Scoring System (CLASS).
- c. Participate with the **HCHSP** staff in the recruitment of children.
- d. Implement a curriculum which is research based designed to support the child's social, emotional, cognitive, and physical development aligned with the Head Start Early Learning Outcomes Framework and the Texas Pre-Kindergarten Guidelines (Updated 2015).
- e. Attend **HCHSP** collaboration meetings as appropriate during the school year.
- f. Complete and fulfill the staff requirements for delivery of services by both the **MISSION CISD** and **HCHSP** staffs with the assistance of both Human Resource Departments.
- g. Collaborate and plan 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.
- i. Provide assistance with daily attendance reporting to the school district.
- j. Follow collaboration protocol with any issues/concerns which may arise.
- k. Follow **MISSION CISD** requirements, policies and procedures as well as the Head Start Performance Standards and the Texas Child Care Licensing Minimum Standards.
- l. Comply with any other responsibilities assigned by the immediate supervisor.
- m. Coordinate efforts with the **HCHSP** staff to enroll the children in the district.

**C. HCHSP will:**

- a. Assign a teacher and assistant teacher to the collaborative classrooms.
- b. Assign a Center Manager and Support Service personnel to monitor and oversee the Head Start Program at the designated **MISSION CISD** campuses.
- c. 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.
- d. Coordinate efforts with **MISSION CISD** to identify children with special needs and follow the **MISSION CISD** referral process for identification and services.
- e. Identify personnel who will attend the ARDs conducted by **MISSION CISD**.
- f. Assist with the distribution, completion, and submission of the required **MISSION CISD** student enrollment documents within the first week of a child's enrollment.
- g. Coordinate with district staff to transition children to the **MISSION CISD** public schools or the district where the child resides at the end of each school year.
- h. Provide assistance with daily attendance reporting.
- i. Meet monthly or as needed with the designated **MISSION CISD** personnel.
- j. Schedule a time for the **HCHSP** teacher and **MISSION CISD** teacher plan weekly to implement a high quality early childhood instruction and prevent a duplication of efforts.
- k. Ensure that the classroom meets the adult/child ratio as required by state and federal standards.
- l. Finance program operations based on the **HCHSP** grant.
- m. Upload student-level data into CLI Engage.
- n. Meet and maintain Texas Child Care Licensing requirements and produce a copy of current license and promptly inform **MISSION CISD** of any changes in license status.

### C. Collaboratively MISSION CISD and HCHSP will:

- a. Implement an early childhood program utilizing best early childhood teaching 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 **MISSION CISD** 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, and participate in 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.
- n. Collaborate to establish sharing and viewing student-level data in CLI Engage AFTER this MOU has been approved by both parties.

### CLI Requirements for Collaboration Classrooms:

- a. CLI will establish student-level data viewing and editing permissions for collaboration classrooms after a copy of the signed document and specific classroom collaboration details are received by CLI.
- b. Specific collaboration details of classes, teachers, and students will be provided to CLI before collaborations are established in the CLI Engage database:
  1. Each party will designate a primary contact for all collaborations and inform CLI of the contacts.
  2. Collaboration information must be submitted to CLI in the approved format that includes the names of both parties, schools, and teacher(s) assigned to the shared classrooms.
  3. Primary contacts from both parties will approve collaboration details in writing via email.
- c. Only dually-enrolled students in collaboration classrooms will be shared by both parties.
- d. Both parties will be able to view and edit data for only those classes approved by both parties.
- e. Users with CLI Engage accounts will have the following level of access to view student-level data:
  1. HCHSP/District Users and Specialists to view and edit student-level data for classes at schools that they are assigned to view.
  2. Principal/HCHSP staff will only have access to view and edit student-level data for classes at schools that they are assigned to view.
  3. School/HCHSP Specialists will only have access to view and edit student-level data for classes at schools that they are assigned to view.
  4. Teachers will only have access to view and edit student-level data for classes that they are assigned to view.
- f. The parties will establish which party will upload student-level data into CLI Engage.
- g. This MOU will be renewed when additional classes are added as a part of the collaboration.
- h. Either party can request that access to view and edit student-level information can be removed from the other party at any time.
- i. CLI will require written consent from both parties before any changes are made to student-level permission for users who have access to view and edit student-level data.

## **Primary Contacts**

Both partners must provide the name and contact information for the person who will approve collaboration details for classrooms on CLI Engage. Staff at the Children's Learning Institute will direct all communication regarding collaboration classrooms to the primary contacts.

## **Transportation Services:**

**MISSION CISD** will provide transportation services to and from campus to accommodate needs of children to be served.

**HCHSP** will provide appropriate safety restraint equipment to accommodate all children who will be transported to **MISSION CISD** facilities. The safety child alarm system will also be installed in each bus.

Transportation staff will be required to meet **MISSION CISD** and **HCHSP** transportation requirements including training.

## **General Conditions:**

- a. 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.
- b. It is expressly understood and agreed that, in the execution of the Agreement, **MISSION CISD** 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.
- c. 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.
- d. This Agreement is made in Hidalgo County, Texas and shall constitute the complete understanding of **MISSION CISD** and **HCHSP**, and may not be modified in any manner without the express written consent of all parties.
- e. 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.
- f. This Memorandum of Understanding is performable in Hidalgo County, Texas.
- g. Each party shall, to the extent allowed by law, hold harmless and indemnify the other party on claims or losses sustained by individuals directly or indirectly involved with performance of services in connection with this Agreement.

## **Termination:**

Either party may terminate the Agreement, with or without cause, by giving a ninety (90) days written notice to the other.

**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.

**Insurance:**

At all times during the term of this Memorandum of Understanding (MOU), **HCHSP** and **MISSION CISD** shall maintain in place a commercial general liability insurance policy insuring its property against bodily injury and property damage claims brought in connection with this MOU. **HCHSP** and **MISSION CISD** agree to carry insurance in the amounts show below:

Workers Compensation Insurance with statutory limits, and Employer’s Liability Insurance with limits of not less than \$1,000,000:

Employers Liability – Each Accident	\$1,000,000
Employers Liability – Each Employee	\$1,000,000
Employers Liability – Policy Limit	\$1,000,000
Commercial General Liability Insurance with limits of not less than:	
Each Occurrence Limit	\$1,000,000
Damage to Rented Premises	\$1,000,000
Personal & Advertising Injury	\$1,000,000

Business Auto Liability Insurance covering all owned, non-owned or hired automobiles, with limits of not less than \$1,000,000 Combined Single Limit Bodily Injury and Personal Damage.

**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 **MISSION CISD** and their respective elected officials, employees, representatives and agents (collectively “**MISSION CISD 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 “**MISSION CISD Claims**”) by any person or entity, arising out of, caused by, or resulting from **HCHSP’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 **MISSION CISD** Indemnitee has by law or equity. All parties will be entitled to be represented by counsel at their own expense.

To the extent allowed by law, **MISSION CISD** will and does hereby agree to indemnify, protect, defend with counsel approved by **HCHSP** and **Hidalgo County**, and hold harmless **HCHSP** and **Hidalgo County**, and their respective elected officials, officers, directors, attorneys, employees, representatives and agents (collectively “**HCHSP 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 “**HCHSP Claims**”) by any person or entity, arising out of, caused by, or resulting from **MISSION CISD’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 **MISSION CISD** employees, anyone directly employed by the **MISSION CISD** or anyone for whose acts the **MISSION CISD** may be liable. The provisions of this Section will not be construed to eliminate or reduce any other indemnification or right which any **HCHSP** 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 **MISSION CISD** and **HCHSP** to provide the children the best services available.

***Mission Consolidated Independent School District***

\_\_\_\_\_  
Carol G. Perez  
Superintendent of Schools

\_\_\_\_\_  
Date

***Hidalgo County Head Start Program***

\_\_\_\_\_  
Honorable Ramon Garcia  
Hidalgo County Judge

\_\_\_\_\_  
Teresa Flores, Executive Director  
Hidalgo County Head Start Program

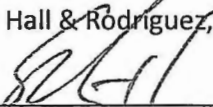
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Date

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Date

**ATTEST:**

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Arturo Guajardo, Jr.  
Hidalgo County Clerk

**Approved As To Form:**  
Atlas, Hall & Rodríguez, 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: