



## Hidalgo County Head Start Program Policy Council Agenda

**DATE:** September 15, 2021

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

**RATIONALE/NEED:** Memorandum of Understanding (MOU) is to collaborate with Pharr-San Juan-Alamo Independent School District in assisting the transition of Head Start Children into the Pharr-San Juan-Alamo Independent School District.

**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

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

**PROGRAM DIRECTOR'S APPROVAL:** Terresa Flores

**Memorandum of Understanding for Transition of Children and Families Between  
Hidalgo County Head Start Program**

*And*

**Pharr-San Juan-Alamo Independent School District Early Head Start**

The **Hidalgo County Head Start Program (HCHSP)** and **Pharr-San Juan-Alamo Independent School District (PSJA ISD) Early Head Start** agree to establish a working and cooperative relationship between the parties in order to plan services appropriate for each agency's or program's clients. It is the objective of the **PSJA ISD Early Head Start Program** to provide services for infants and toddlers and their families, to encourage trust and emotional security, provide a variety of sensory and motor experiences, support physical, social and emotional development, encourage the development of self-awareness and autonomy and support emerging communication skills.

The terms and conditions set forth in the following document shall constitute the entire Agreement between the **HCHSP** and **PSJA ISD Early Head Start** may not be amended except by a written document signed by **HCHSP** and **PSJA ISD Early Head Start**.

**Pharr-San Juan-Alamo Independent School District Early Head Start will:**

- Collaboratively develop a transition plan that includes a transition calendar, defines role and responsibilities of **PSJA ISD Early Start** staff and **HCHSP** staff and fully engages parents and community partners in the process.
- Assist with transition to other appropriate programs and services when the child turns three. As early as ninety (90) days prior to the child's third birthday and with family approval, a face-to-face conference must be convened with the family, the Early Childhood Intervention (ECI) program staff and staff from the next future setting, to review the child's program options and transition plan. The child must be referred to **HCHSP** as described in the Individual Family Service Plan (IFSP) and agreed upon by the parents. With parental consent assessment information will accompany the referral. Parents must complete the application process and meet the Program criteria to be enrolled in **HCHSP**.
- Participate in and support efforts for a smooth transition to **HCHSP**. To avoid duplication of effort, the **PSJA ISD Early Head Start** staff will coordinate with families and the **HCHSP** staff to support the cooperation and the sharing of information among agencies and their community partners in accordance with the District and **HCHSP** confidentiality policies.
- Establish and maintain transition procedures, will coordinate with the **Hidalgo County Head Start Program** to ensure the relevant children's record are transferred; will initiate meetings with **HCHSP** staff for the next placement to discuss transition progress and abilities of individual children. The process will take into account; the child's health status and developmental level, circumstances, and availability of Head Start vacancies.

- Transition planning by **PSJA ISD Early Start** will be undertaken for each child and family at least six months prior to the child's third birthday. **PSJA ISD Early Start** will allow the child, as appropriate, to remain in Early Head Start, following his or her third birthday, for additional months until he or she can transition into a **HCHSP**, childcare, pre-school, or daycare setting.

**Hidalgo County Head Start Program will:**

- Collaboratively develop a transition plan that includes a transition calendar, defines roles and responsibilities of **PSJA ISD Early Start** staff and **HCHSP** staff and fully engage parents and community partners in the process.
- The Director for Transition and Community Partners will collaborate with **PSJA ISD Early Start** representative to implement the transition plan.

**Collaboration Efforts between PSJA ISD Early Start and HCHSP:**

- Refer clients as appropriate to each other. Families who meet **HCHSP** criteria will be eligible for all services as provided to all other **HCHSP** children enrolled under the grant. In the event that **HCHSP** is unable to provide services to the transition family, it is agreed that alternate referrals will be provided as possible resources.
- Share reports describing services rendered by each entity on a regular basis. The undersigned parties agree that they will try, when possible, to participate and collaborate in shared forums for parents, networking meetings, and training sessions.

**Termination:**

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

**Term:**

This **MOU** is in effect commencing on **September 1, 2021** and ending on **August 31, 2023**, 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 ISD Early Head Start** and **Hidalgo County Head Start Program** agree that there will be no financial exchange of monies or other compensation.

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 **Pharr-San Juan-Alamo ISD Early Head Start** and **HCHSP** to provide the children the best services available.

***Pharr-San Juan-Alamo Independent School District:***

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*Dr. Jorge L. Arredondo, Superintendent*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Cassandra Martinez, PSJA Early Head Start Director*

\_\_\_\_\_  
*Date*

***Hidalgo County Head Start Program***

\_\_\_\_\_  
Honorable Richard Cortez  
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:**

Ricardo González, P.C.  
DBA, Oxford & González

By:   
\_\_\_\_\_  
Ricardo González

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