

# Memorandum of Understanding Between

*Hidalgo County Head Start Program*

*And*

*McAllen Independent School District/*

COMMUNITY BASED PRESCHOOL PROGRAM FOR CHILDREN WITH DISABILITIES

The Hidalgo County Head Start Program (HCHSP) and the McAllen Independent School District (MISD) agree to provide educational services to children aged 3 to 4 years old who are deemed eligible for early childhood education as set out herein.

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

## **McAllen Independent School District "MISD" will:**

- Identify and determine the number of early childhood students that are residents in MISD and are eligible to receive special education services, according to the standards of the Texas Education Agency and in addition meet the Eligibility Criteria for Head Start, to participate in the collaborative pilot program effort. The pilot program will provide special education support of one special education teacher and two paraprofessionals to 12 special education students as determined by McAllen ISD teacher to student staffing ratios with the option of increasing the number of students and staff based on Head Start Guidelines of student enrollment and staff availability.
- Provide a special education teacher(s) and a paraprofessional(s) for three hours of instruction daily at the satellite classroom setting(s): Austin One Stop (A-1) Head Start Center, 2100 North Fir Ave. to engage in developing a comprehensive educational service program.
- Verify student paperwork (i.e.: immunization, birth certificate, ARD documentation) to comply with MISD policy.
- Assure that curriculum and instructional guidelines are aligned with the state adopted curriculum and to the Pre-School Guidelines.
- All teachers of MISD will follow the MISD Board adopted MISD calendar.
- Provide all student supplemental services as specified by the Admission Review and Dismissal (ARD) Committee.
- Provide support in the classroom to ensure compliance of the Individual Educational Plan (IEP) for each student.
- All MISD teachers and paraprofessional will follow the MISD Special Education Guidelines and district requirements as assigned.
- McAllen ISD students will follow the Head Start School Calendar.
- Participate in joint training for staff and parents.

**Hidalgo County Head Start Program "HCHSP" will:**

- Provide a co-teacher(s) to assist in the three hours of instruction daily in the classroom setting(s): Austin One Stop (A-1) Head Start Center, 2100 North Fir Street.
- Assure that all Federal Head Start Program guidelines are adhered to.
- Complete student paperwork to comply with childcare licensing and Head Start Guidelines (i.e.: immunizations, dental and health data, birth certificate, emergency information).
- Provide certification that the agency is a childcare facility licensed by the State of Texas and will provide MISD with a copy of its current license, and will inform MISD immediately of any changes in its license status.
- Purchase and maintain a certificate of insurance for Commercial General Liability i) Bodily Injury and Property Damage \$300,000 ea. Occurrence, ii) Personal Advertising Injury \$300,00 ea. Occurrence, iii) General Aggregate \$600,000 and iv) Products Completed Operations Coverage \$600,000 aggregate. MISD must be named as an additional insured and HCHSP waives any right to subrogation against MISD.
- Provide a safe, clean, well-lighted, and comfortable and age appropriate facility that meets Texas childcare requirements and Head Start standards.
- Participate in joint training for staff and parents.

**Collaboration Efforts between MISD and HCHSP:**

- To coordinate and collaborate monthly to plan, share resources and intensify services to meet the needs of the *identified and eligible pre-school children*.
- To provide age appropriate educational supplemental materials and supplies needed to accommodate the classroom settings.
- To coordinate and provide parental informational sessions/trainings to strengthen partnerships and participation between parents/families and schools/centers and to encourage parent communication for the purpose of child's progress,
- To investigate the need for student support services such as transportation, meal program and provision of any other health and social services.
- Provide scheduled co-planning time for MISD teacher and HCHSP co-teacher on a weekly basis.
- Provide professional development sessions based on the context of early childhood development.
- Assure that progress and development records of each child are maintained.
- Coordinate assessment instruments for the utilization of progress monitoring of diagnostic results.

Neither party may assign this Agreement, without the prior written consent of the other party. Both parties agree to abide by the rules and regulations or standards set by law and regulatory agencies having authority over the subjects herein.

**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 2015-2016 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.

**McAllen ISD Board President**

\_\_\_\_\_  
Mrs. Erica De La Garza-Lopez

\_\_\_\_\_  
Date

**Hidalgo County Head Start Program**

Ramon Garcia  
Honorable Ramon Garcia  
Hidalgo County Judge

6/16/15  
Date

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

6-11-15  
Date

APPROVED BY  
COMMISSIONERS' COURT  
ON: 6/2/15

ATTEST: Arturo Guajardo Jr.  
Arturo Guajardo, Jr.  
Hidalgo County Clerk

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

By: Stephen L. Crain  
Stephen L. Crain

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

By: Ricardo González  
Ricardo González