



## Memorandum of Understanding Between

*Hidalgo County Head Start Program*

*And*

*Mercedes Independent School District*

Hidalgo County Head Start Program (HCHSP) and Mercedes Independent School District (MISD) agree to provide educational services to struggling students 3-4 years old who are deemed eligible for pre-kindergarten education services as set out herein.

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

### **Mercedes Independent School District "MISD" will provide:**

- Texas Literacy Initiative (TLI) certified Early Childhood teachers to provide services on a set schedule.
  - Each TLI teacher will be assigned IPADS for small group instruction.
- Supplemental materials and supplies purchased as needed to accommodate struggling student instruction.
- A Parent Specialist to coordinate efforts between MISD and HCHSP to include consultation with teachers and/or director.
  - Will assist/ensure:
    - Data collection is done appropriately and on a timely basis.
    - Required assessments and evaluation data is completed and maintained.
    - Data documentation is filed with grant director for security.
- A Program Coordinator for consultations and site visits.
- Opportunity for Hidalgo County Head Start Program staff to participate in staff development provided by Texas Literacy Initiative.
- Parent training information (i.e. events and/or informative meetings to involve and educate parents). Specific topics may be requested through parent specialist.
- Assistance to complete appropriate reports and documentation to meet grant requirements.
- TLI teacher weekly planning/preparation periods.
- C-PALLS assessment.

### **MISD TLI Staff will:**

- Follow appropriate HCHSP dress code policy.
- Report to Hidalgo County Head Start Program at the times set forth in the approved schedule.
- Utilized the allotted time for student instruction.
- Collaborate with Hidalgo County Head Start Program teachers;
  - To monitor/review student progress every three (3) to (6) weeks.
  - To use results to create/update lesson plans specific to student needs.

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

- A site director to coordinate efforts between MISD and HCHSP.
- A classroom area to accommodate TLI teacher for small group instruction.
- A curriculum that is planned around play activities that support early literacy.
- Information to the TLI staff concerning times and dates of yearly calendar.
- Opportunities for HCHSP staff to attend MISD workshops.
- A child care facility licensed by the State of Texas.
- Information to MISD of any change in its license status.
- A copy of the current child care license.
- Documentation of completed report to the Kindergarten Readiness System.
- Letter of support to MISD.

### **Collaboration Efforts:**

- MISD TLI personnel and HCHSP will participate in ongoing problem solving and evaluation of implementation.
- Meeting between the site director and TLI director will take place beginning of the year (BOY), Middle of the year (MOY), and End of the year (EOY).
  - To establish a consistent early literacy line to meet the language and literacy need of disadvantaged students.
  - To create vertical alignment for 0–4 that is appropriate to Texas Pre-Kindergarten guidelines.

### **Miscellaneous Provisions:**

- This agreement shall not benefit or obligate any person or entity who is not a party. The parties shall cooperate fully in opposing any attempt by any third party to claim any benefit, protection or other consideration under this agreement.
- Any notice required under this agreement must be in writing and be directed to the following persons: Mercedes Independent School District, and Hidalgo County Head Start Program
- Both parties agree to abide by the rules and regulations or standards set forth by both law and regulatory agencies.
- This Agreement may not be assigned by either party without the prior written consent of the other party.

### **Termination:**

Either Party may terminate the Agreement with or without cause, by giving 10 days written notice to other.

### **Term:**

This Agreement is in effect from August 25, 2015 through May 29, 2016, 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: Mercedes Independent School District and Hidalgo County Head Start Program agree that there will be no financial exchange of monies or other compensation.

**Mercedes I.S.D.**

\_\_\_\_\_  
Authorized Signature                      Date

Dr. Daniel Trevino, Jr., Superintendent  
Print Name and Title

**Hidalgo County Head Start Program**

Ramon Garcia  
Honorable Ramon Garcia  
Hidalgo County Judge

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

6/16/15  
Date

06.11.15  
Date

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

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

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

By: SLC  
Stephen L. Crain

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

By: RG  
Ricardo González