

**Memorandum of Understanding Between  
Monte Alto Independent School District and the  
Hidalgo County Head Start Program  
2016-2017**

FILED  
AT 2:00 O'CLOCK P.M.  
OCT 06 2016  
ARTURO GUANZON, JR., COUNTY CLERK  
HIDALGO COUNTY, TEXAS  
DEPUTY

**Purpose:**

This collaborative partnership establishes an Agreement between **Hidalgo County Head Start Program (HCHSP) and the Monte Alto Independent School District (Monte Alto ISD)** to provide Head Start services to age and income eligible pre-K children 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 **Monte Alto ISD** and **HCHSP** are developed, implemented, and reviewed annually to improve quality of services.

**HCHSP** is a governmental entity under the auspices of Hidalgo County. **Monte Alto ISD** is a public education institution of the state of Texas. **HCHSP** and **Monte Alto ISD** each have Boards of Directors (Hidalgo County Head Start Policy Council, Hidalgo County Commissioners' Court and **Monte Alto ISD** School Board) 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 insure that their respective Board of Directors are 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 **Monte Alto ISD** 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-seven (175) days, during the months of August through May. The daily operations will be from 7:45 am to 5:15 pm.

**Center Sites:**

The names and addresses of the **HCHSP** sites that will be served by **Monte Alto ISD:**

Monte Alto Head Start  
25249 1<sup>st</sup> Street  
Monte Alto, Texas 78560

**Term:**

The Term of this Memorandum of Understanding is for one (1) year commencing September 28, 2016 and ending June 30, 2017. Hidalgo County Head Start shall have the option of renewal to extend the term of the MOU hereof, commencing on the first day of July 2017, for a term or other terms as may be subsequently agreed to upon by both parties.

**Monte Alto ISD Responsibilities:**

**Monte Alto ISD** will provide appropriate educational and supportive services to ensure children and families are school ready. **Monte Alto ISD** 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 Heat 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, 2016, will be dual-enrolled and served by **Monte Alto ISD** and **HCHSP**. Collaboratively, the **HCHSP** children will receive 3 hours of instruction in cognitive development by a certified **Monte Alto ISD** funded **School Readiness Partnership Model (SRPM) teacher** in the classrooms.

**Partnership Responsibilities:**

**A. Monte Alto ISD will:**

- a. Assign a **Monte Alto ISD** principal, instructional coach/s, and/or program specialist to the **Monte Alto** Head Start facilities, to provide supervision, oversight, support and evaluation of the Monte Alto ISD teachers.
- 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 **HCHSP** representatives to attend ARDs conducted by **Monte Alto ISD** 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 **Monte Alto ISD** Special Education Program.
- g. Arrange for a substitute when the **Monte Alto ISD** SRPM teacher is absent.
- h. Provide one (1) support staff to assist with various services to the children, parents, and teachers.
- i. Provide instructional resources essential to implement a high quality comprehensive early childhood education program.
- j. Meet monthly or on a regular basis with **HCHSP** designated personnel to facilitate the instructional process and other services.
- k. Provide an overview of the collaboration with the participating Administrators.
- l. Finance the **Monte Alto ISD** personnel and other resources.

- m. 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 Monte Alto ISD SRPM Teacher/Staff will:**

- a. Provide 3 hours of daily instruction in cognitive development to the **HCHSP** children utilizing the state adopted curriculum (4 yr. olds), the Head Start adopted curriculum Texas Pre-Kindergarten Guidelines, and the Head Start Early Learning Outcomes Framework: Ages Birth to Five.
- b. Attend and/or assist in delivery of collaborative Professional Development for **Monte Alto ISD** and **HCHSP** staff as deemed appropriate.
- c. Collaborate in all areas of school readiness to prepare children to be ready for Kindergarten and beyond.
- d. Participate with the **HCHSP** staff in the recruitment process.
- e. Implement a curriculum which is research based and is designed to support the child's social, emotional, cognitive, and physical development.
- f. Attend **HCHSP** collaboration meetings as deemed necessary during the school year.
- g. Complete and fulfill the required documentation for **Monte Alto ISD** and **HCHSP** with the assistance of both Human Resource Departments.
- h. Collaborate with the **HCHSP** teacher to provide high quality early childhood instruction and prevent a duplication of efforts.
- i. 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.
- j. Follow collaboration protocol with any issues/concerns which may arise.
- k. Follow **Monte Alto ISD** 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 register the children online.

**C. HCHSP will:**

- a. Coordinate efforts with **Monte Alto ISD** to identify children with special needs and follow the **Monte Alto ISD** referral process for identification and services.
- b. Identify personnel who will attend the ARDs conducted by **Monte Alto ISD**.
- c. Assist with the distribution, completion, and submission of the required **Monte Alto ISD** student enrollment documents within the first week of a child's enrollment.
- d. Coordinate with district staff to transition children to the **Monte Alto** public schools at the end of each school year.
- e. Provide assistance with daily attendance reporting.
- f. Provide information concerning implementation of the integration of services as requested by designated district personnel.
- g. Provide a designated space to store instructional materials.
- h. Meet monthly or as needed with the designated **Monte Alto ISD** personnel.
- i. Schedule a time for the **HCHSP** teacher and **Monte Alto ISD** teacher plan weekly to implement a high quality early childhood instruction and prevent a duplication of efforts.
- j. Ensure that the classroom size meets the adult/child ratio as required by state and federal standards.
- k. Finance program operations based on the **HCHSP** grant.

**D. Collaboratively Monte Alto ISD staff and HCHSP staff 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. Develop a Collaboration Guide which details the partnership and its daily operation.
- f. Review program operations to avoid duplication of efforts.
- g. Meet on a regular basis to discuss the progress of the collaboration.
- h. Perform children's assessment and evaluation, and collaborative program evaluation, to meet **Monte Alto ISD** and **HCHSP** requirements.
- i. Analyze and share data for program planning and improvement.
- j. Work together to meet attendance goal.
- k. Inform all stakeholders of the collaboration and Memorandum of Understanding (MOU).
- l. Provide family services, parent engagement activities and home visits.
- m. Support all events which promote the partnership.
- n. Organize, plan and develop a plan to sustain the partnership and promote a collaborative culture.

### Transportation:

Assigned **Monte Alto ISD** teachers will travel to **HCHSP** sites and provide instruction to students at such locations.

### General Conditions:

1. 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.
2. It is expressly understood and agreed that, in the execution of the agreement, **Monte Alto ISD** 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.
3. 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.
4. This Agreement is made in Hidalgo County, Texas and shall constitute the complete understanding of **Monte Alto ISD** 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.
5. Either party may terminate this Agreement, with or without cause by providing 90 days written notice to the other party.


6. 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.

**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 **Monte Alto ISD** and their respective elected officials, employees, representatives and agents (collectively "**Monte Alto ISD 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 "**Monte Alto ISD 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 **Monte Alto ISD** Indemnatee 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, **Monte Alto ISD** 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 **Monte Alto ISD'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 **Monte Alto ISD** employees, anyone directly employed by the **Monte Alto ISD** or anyone for whose acts the **Monte Alto ISD** may be liable. The provisions of this Section will not be construed to eliminate or reduce any other indemnification or right which any **HCHSP** Indemnatee 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 **Monte Alto ISD** and **HCHSP** to provide the children the best services available.

  
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Olivia Almanza-Peña, Superintendent of Schools  
Monte Alto ISD  
25149 1<sup>st</sup> Street  
Monte Alto, Texas 78538

9-13-16  
\_\_\_\_\_  
Date

**Hidalgo County Head Start Program**

Ramon Garcia  
Honorable Ramon Garcia  
Hidalgo County Judge

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

Date

Date

9-28-16

APPROVED BY  
COMMISSIONERS' COURT  
ON: 9/27/16

**ATTEST:**

By: 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

Date Approved by School Board of Trustees: 09/07/2016  
Date Approved by Policy Council: 09/21/2016  
Date Approved by Commissioner's Court: 09/27/2016