


Memorandum of Understanding Between

Hidalgo County Head Start Program

And

South Texas College

2018-2021

FILED	AT	3:00	O'CLOCK	P	M
MAY 31 2018					
ARTURO GILJARDO, SR. COUNTY CLERK HIDALGO COUNTY, TEXAS					
BY					DEPUTY

The **Hidalgo County Head Start Program (HCHSP)** and **South Texas College (STC)**, an institution of the Commission on Colleges of the Southern Association of Colleges and Schools (SACS), hereinafter referred to as "STC", agree to provide General Educational Development (GED) testing services to eligible students participating in any alternative educational program for which the GED certificate is awarded as a secondary educational credential.

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

STC will:

- Provide testing services in the five subject areas of writing, mathematics, literature, social studies, and natural science.
- Provide a facility with appropriate environment for the administration of the GED examinations by qualified staff: South Texas College
GED Testing Center
3201 W. Pecan Blvd., K2-100
McAllen, TX. 78501
- Maintain all testing records as permanent archives.
- Forward all test booklets to the University of Texas /Austin for official scoring.
- Provide, on a fee basis, individual student transcripts.
- Invoice **HCHSP** on a monthly basis for all fees applicable for each referral.
- Provide an official list of students (At least 7 days prior to the designated testing date) who will be taking the GED test(s) and the test sections for each student. Note: Only students who are on the official list will be permitted to test; walk-ins will not be tested.
- Ensure each student presents complete identification documentation to the testing center at the time of testing. Documentation should include: Texas photo I.D. (driver's license, or DPS I.D. card). Failure to comply will result in test denials.
- Require that the following terms and conditions be met for the administration of the GED examination for student referrals:
 1. The ultimate responsibility for the students' readiness to take the GED examination rests with the **HCHSP**.
 2. Limitations may apply on the number of referrals that may test at a given time so that ample space is available for all examinees.

Hidalgo County Head Start Program will:

- Refer current **Hidalgo County Head Start Program** parents who qualify to test.
- Be responsible for all testing fees of student referred by **HCHSP**.
- Adhere to the **STC** GED Testing Fee Schedule.

Fees: Unless otherwise notified, the following fees are in force:

- \$15.00 GED Certificate fee (non-refundable-payable to TEA)
- \$10.00 GED Scoring fee (non-refundable-payable to UT Austin Scoring Center)
- \$15.00 GED Processing fee (non-refundable, payable to STC)
- \$10.00 American Council on Education Testing Service fee
(one-time, non-refundable fee)
- \$13.00 per test; \$10.00 per re-take test

*A \$10.00 re-processing fee will be assessed for absentee registrants.
Other fees as may be deemed appropriate and reasonable.*

Collaboration Efforts between STC and HCHSP:

- Designated a liaison or primary contact between the **HCHSP** and the **STC** GED Testing Center.
- Frequent communication between the GED Chief Examiner and the **HCHSP** liaison to prevent or avert any potential problems or situations not conducive to test taking.
- Referrals will be expected to comport themselves in a courteous and respectful manner at all times during the testing periods; unruly or disruptive behavior will not be tolerated.

Termination:

Either party may terminate the Agreement, with or without cause, by giving ten (10) days written notice to the other.

Term:

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

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 **South Texas College** and **HCHSP** to provide the children the best services available.

South Texas College:

Dr. Shirley Reed, President

Date

Mary E. Torres-Herrera, GED Chief Examiner

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 5/29/18

Date 5-24-18

APPROVED BY
COMMISSIONERS' COURT
ON: 5/22/18 *mg*

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

Date Approved by Policy Council: 05-16-18
Date Approved by Commissioner's Court: 05-22-18