

**MEMORANDUM OF AGREEMENT
BETWEEN
LAREDO COLLEGE
AND
WEBB COUNTY FOR THE HEAD START/
EARLY HEAD START PROGRAM
September 2021-August, 2023**

I. Parties

This memorandum of agreement sets forth the terms between WEBB COUNTY, on behalf of their HEAD START/ EARLY HEAD START PROGRAM, hereinafter referred to as the “WEBB COUNTY HEAD START/ EARLY HEAD START PROGRAM” and Laredo College – Adult Education & Literacy, hereinafter referred to as “LC”.

II. Agreement Period

This agreement outlines the responsibilities that each collaborator will have in the implementation of their respective programs as outlined by the Texas Workforce Commission and approved by LC and WEBB COUNTY on behalf of its HEAD START/ EARLY HEAD START PROGRAM for a period of two years commencing upon being signed by both parties.

III. Purpose

Both entities are interested in implementing English as a Second Language (ESL), EL Civics and High School Equivalency (HSE) classes to improve the overall literacy levels in Laredo, contingent on availability of federal and state funds.

IV. Responsibilities of the Parties Under Agreement

In consideration of the mutual aims and desires of the parties to this Agreement and in recognition of the public benefit to be derived from effective implementation of the programs involved, the parties agree that their responsibilities under this Agreement shall be as follows:

A. WEBB COUNTY HEAD START/ EARLY HEAD START PROGRAM shall:

1. Recruit WEBB COUNTY HEAD START/ EARLY HEAD START PROGRAM parents and others in need of receiving ESL, EL Civics or HSE instruction.
2. Assist LC and supervise in the coordination of ESL and HSE students at WEBB COUNTY HEAD START/ EARLY HEAD START PROGRAM campus sites if applicable.
3. Provide orientation sessions concerning WEBB COUNTY HEAD START/ EARLY HEAD START PROGRAM policies at the beginning of each session.
4. Assist LC in monitoring participation and attendance.
5. Provide referral services to ESL, EL Civics and HSE students as needed.
6. Provide child care services at locations designated by WEBB COUNTY HEAD START/ EARLY HEAD START PROGRAM if applicable.
7. Provide Safety Protocols/ and or comply with Webb County and/or Laredo College Safety Protocols.

B. LC shall:

1. Hire, monitor, and evaluate faculty and staff at Webb County.
2. Implement distance learning/ remote instruction classes where available.
3. Provide curriculum, supplies and instructional materials to support the ESL, El Civics, and HSE classes.
4. Maintain student records and files.
5. Monitor the ESL, EL Civics and HSE classes regularly.
6. Provide staff development opportunities to faculty.
7. Evaluate program's ESL, El Civics, and HSE component in compliance with TWC guidelines and provide such evaluations and reports to Webb County to track progress of the programs and its impact on our citizens.
8. Provide Safety Protocols to include student questionnaire, temperature checks, sitting chart arrangements, and sanitation supplies.
9. Recommend use of face masks and shields for students and instructors.

DISCLAIMER:

If unexpected conditions occur which require immediate action, Webb County and/or Laredo College will respond accordingly by abiding to national, state and local governmental edicts in order to maintain the health and safety of students, faculty and staff while minimizing interruption to instruction. Courses may change from face-to-face or hybrid to an online format. When applicable, there may be a need to suspend lab practical's depending on the program and its unique demands. Coordinators and/or Instructors will inform you of any modifications as needed.

V. General Provisions

- A. The parties to this Agreement assume full responsibility for their respective costs associated with their performance of the terms of this Agreement. In no event shall Webb County and/or the Board and/or LC be obligated to pay or reimburse any expenses incurred by Webb County, LC and/or the Board under this Agreement.
- B. It is understood by the parties that each shall fulfill its responsibilities under this Agreement in accordance with the provisions of law and regulation that govern their activities. Nothing in this Agreement is intended to negate or otherwise render ineffective any such provisions or operating procedures.
- C. The Agreement may be amended at any time in writing and by mutual consent of the parties and approved by both the LC Board and the Webb County Commissioner's Court by a majority vote of a quorum present.

VI. Contact Persons

Each entity will appoint a contact person to serve as the entity's point of contact. These individuals may communicate as needed and/or call meetings between the entities for any purpose. Additionally, they may propose amendments to this Agreement as appropriate. The contact person for WEBB COUNTY on behalf of its Head Start/Early Head Start Program is Luz Munoz- Webb County Head-Start Assistant Director and may be reached at 956-795-1515 and the contact person for LC is Ms. Sandra Cortez, Dean of Community Education, may be reached at 956-721-5436. Contact person for each partner are as follows:

VII. Terms of Memorandum

- A. LC and Webb County on behalf of its Head Start/ Early Head Start Program each reserves the mutual right to terminate this Memorandum through written notice given within ninety (90) days prior to the termination date.
- B. An amendment to this Memorandum is not effective until approved by the LC Board and Webb County Commissioner's and shall be in writing, signed by the Webb County Judge and by an authorized representative from LC.

VIII. Indemnity

To the extent permitted by Article XI, Section 7 of the Texas Constitution, and with the mutual understanding that Webb County and LC are political subdivisions of the State of Texas and that an indemnity obligation cannot be paid from current revenues and that no order, resolution, tax nor interest and sinking funds has been set, adopted or established for payment of this indemnity obligation, and without expanding Webb County and/or LC's liability beyond the statutory limits of the Texas Tort Claims Act or under existing law, and furthermore, without waiving Webb County and/or LC's immunity beyond the scope of that allowed by the Texas Tort Claims Act or existing law, Webb County and/or LC shall indemnify and hold harmless each other's officers, agents, and employees, and assigns from all suits, actions, damages, demands or other claims of any character brought for or on account of injury to a person or property arising solely from Webb County and/or LC's own acts of negligence in carrying out its obligations under this Memorandum.

IX. Agreement Performance

This Memorandum is performable in Webb County, Texas. Further, the validity of this Memorandum and all matters pertaining to this Memorandum, including perhaps not limited to, matters of performance, non-performance, breach, remedies, procedures, rights, duties, and interpretation or construction, shall be governed and determined by the constitution and the laws of the State of Texas.

X. Force Majeure

Neither party is required to perform any term, condition, or covenant of this Memorandum, if performance is prevented or delayed by a natural occurrence, a fire, an act of God, an act of terrorism, or other similar occurrence, the cause of which is not reasonably within the control of such party and which by due diligence it

is unable to prevent or overcome.

XI. Notices

Any notice required or permitted under this Memorandum must be in writing, and shall be deemed to be delivered (whether actually received or not) when deposited with the United States Postal Service, postage prepaid, certified mail, return receipt requested, and addressed to the intended recipient at the address set out below. Notice may also be given by regular mail, personal delivery, courier delivery, facsimile transmission, email or other commercially reasonable means and will be effective when actually received. Each party can change its respective notice address by sending to the other party a notice of the new address. Notices should be addressed as follows:

LC: Laredo College

Attn: Dr. Marisela Rodriguez, Interim President
West End Washington Street
Laredo, Texas 78040
Phone: (956) 722-0521 Fax (956)721-5381
Email: president@laredo.edu

Webb: Webb County Head Start/ Early Head Start Program
Attn: Aliza F. Oliveros, Head Start Director
5904 West Dr. P.O. Box 2397
Laredo, Texas 78041
Phone: (956) 795-1515
E-Mail: afoliveros@webbcountytexas.gov

XII. No Waiver of Immunity

Neither LC and/or Webb County waives nor relinquishes any sovereign and/or governmental immunity or defense on behalf of itself, its trustees, officers, employees and agents as a result of the execution of this Memorandum and performance of the functions or obligations described herein.

XIII. No Waiver

No waiver of a breach of any provision of this Memorandum shall be construed to be a waiver of any breach of any other provision. No delay in acting with regard to any breach of any provision shall be construed to be a waiver of such breach.

XIV. No Assignment

No assignment of this Memorandum or of any duty or obligation of performance hereunder shall be made in whole or in part by any party without the prior written consent of all parties hereto.

XV. Section Headings

The headings of sections contained in this Memorandum are for convenience only, and they shall not, expressly or by implication, limit, define, extend, or construe the terms or provisions of the sections of this Memorandum.

XVI. Governing Law

This Memorandum is made in Texas and shall be construed, interpreted, and governed by the laws of such state. The parties consent irrevocably to the sole and exclusive jurisdiction and venue of the courts of Webb County, Texas, for any action under this Memorandum.

XVII. Complete Understanding

The parties have read this Memorandum and agree to be bound by its terms. The parties further agree that this Memorandum constitutes the entire and exclusive agreement of the parties and supersedes all previous communications, representations or agreements, either oral or written, between them. No waiver, alteration or modification of any of the provisions of this Memorandum shall be binding on any party unless in writing and signed by the party against whom enforcement of such waiver, alteration or modification is sought.

This Memorandum shall become effective upon approval by the Webb County Commissioner’s Court and the Laredo College and upon signing by the President of Laredo College, and the Webb County Judge.

LAREDO COLLEGE (L.C.)

DR. MARISELA RODRIGUEZ
Interim LC President

Date

DR. DAVID ARREAZOLA
Interim Provost/Vice President of Academic Affairs
and Compliance

Date

WEBB COUNTY

TANO E. TIJERINA
Webb County Judge

Date

ATTESTED:

MARGIE RAMIREZ IBARRA
WEBB COUNTY CLERK

APPROVED AS TO FORM:

Ray Rodriguez, Attorney-at-Law
Assistant General Counsel
Webb County Civil Legal Division *

***The General Counsel, Civil Legal Division's Office may only advise or approve contracts or legal documents on behalf of its clients. It may not advise or approve a contract or legal document on behalf of other parties. Our review of this document was conducted solely from the legal perspective of our client. Our approval of this document was offered solely for the benefit of our client. Other parties should not rely on this approval, and should seek review and approval of their own respective attorney(s).
Approved on this 8th day of November, 2021, Item No. ____.**