



Webb County Head Start

Tel. (956)795-1515 Fax (956)791-2149 P.O. Box 2397 Laredo, Texas 78044

MEMORANDUM OF UNDERSTANDING BETWEEN THE LAREDO INDEPENDENT SCHOOL DISTRICT AND WEBB COUNTY HEAD START

This Memorandum of Understanding (MOU) is hereby entered into by and between the Laredo Independent School District, a Texas political subdivision (hereinafter referred to as "LISD"), and the Webb County Head (hereinafter referred to as Head Start).

a. Program Description

The purpose of this MOU is to establish the terms and conditions under which LISD and Head Start will share in the operation and monitoring of four (4) full day pre-kindergarten classrooms at **Alma Pierce Elementary**. This project will establish collaborative pre-kindergarten classrooms with certified teachers from LISD and teacher assistants from Head Start that will serve both three and four-year-old children who meet the eligibility regulations for pre-kindergarten enrollment as determined by the LISD/Webb County Head Start enrollment guidelines. In addition, LISD and Head Start will collaborate to integrate into each pre-kindergarten classroom one teacher employed by LISD and one teacher assistant employed by Head Start to teach 3 and 4 year old students who qualify under current state and federal requirements in an LISD classroom using a state approved early childhood curriculum.

b. Term of Agreement

1. This Agreement becomes effective on the date of Laredo ISD Board Approval, and will remain in effect through August 31, 2023.
2. This Agreement shall remain in effect for a period of 5 scholastic calendar years beginning with the 2018-2019 school year through the 2022-2023 school years.
3. **Non-Appropriation of Funds.** LISD shall use its best good faith efforts to appropriate sufficient funds for its financial obligations under this Agreement for each fiscal year that this Agreement remains in effect. Notwithstanding any language to the contrary in this Agreement, in the event sufficient funds are not appropriated by LISD to continue its financial obligations under this Agreement for any fiscal year of the school district, LISD shall have the right to serve and terminate any provision of this Agreement creating a financial obligation on the district, effective the last day for the fiscal year for which appropriations were received without penalty or expense to LISD. In the event of such non-appropriation, LISD shall provide Head Start written notice sixty (60) days prior to the end of its current fiscal year confirming that any such provision will be so terminated.



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c. Rights and Responsibilities of LISD

1. LISD will provide four (4) classrooms at **Alma Pierce Elementary** School with a 20 to 1 student ratio for PreK4 and a 17 to 1 student for PreK3 as determined by the Webb County Head Start guidelines.
2. LISD will provide full day instruction from 7:45 a.m. to 3:15 p.m. in the shared classrooms.
3. LISD will provide state approved curriculum and classroom resources for best practice classroom instruction.
4. LISD will provide regular staff development sessions to present teachers with current best practice instructional methods.
5. LISD will provide registration and attendance procedures to optimize student enrollment and daily assistance to class.
6. LISD will provide daily attendance records to Head Start personnel.
7. LISD will provide breakfast and lunch in the shared classrooms through the National School Lunch Program and claim reimbursement for breakfast and lunch effective August 13, 2018 until this agreement is terminated. Laredo Independent School District will not provide a PM Snack as it will be provided by the Head Start program. This will avert a conflict of interest and/or a possible non-compliance issue. The Family Style Program will be utilized during the students' lunchtime.
8. LISD will provide one teacher for each of the four (4) pre-kindergarten classrooms. It is understood and agreed to by the parties that these teachers shall remain employees of LISD and not employees of Webb County and shall be subject to all of LISD's policies, regulations and procedures. LISD shall be responsible for the evaluation of the teachers provided pursuant to this Agreement.
9. LISD retains the right to direct Head Start to immediately remove and replace any Head Start teacher assistant working in LISD's pre-kindergarten classrooms.
10. LISD shall invoice Head Start for \$25,000.00 per integrated teacher for a one-time lump sum payment of \$100,000.00 during the school year. This agreement will automatically renew on a month-to-month yearly basis with the final contract end of date of August 31, 2023.



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d. Rights and Responsibilities of Head Start

1. Head Start shall pay to LISD the lump sum amount of \$100,000 per year, to be paid September of each year. Head Start shall pay within thirty (30) days of its receipt of LISD's invoice.
2. Head Start will provide one teacher assistant for each of the four (4) classrooms. Head Start shall pay the full salary and benefits for each of their classroom teacher assistants. It is understood and agreed to by the parties that these teachers shall remain employees of Head Start and not employees of LISD. The teacher assistants provided by Head Start are not entitled to receive employee benefits of any kind from LISD, including, but not limited to, unemployment compensation, workers' compensation, health insurance or retirement benefits. Head Start assumes full responsibility for workers compensation insurance (or alternative) and for payment of all federal, state and local taxes or contributions, including but not limited to, unemployment insurance, social security, Medicare, and income taxes with respect to Head Start and its employees. Head Start shall be responsible for the evaluation of its teacher assistants provided pursuant to this Agreement.
3. Through this agreement, it confirms that the Laredo independent School District has given permission for the sponsoring organization, Head Start program, to provide daily PM snack to the students in the shared classrooms and claim reimbursement for these snacks only through the Child and Adult Food Program.
4. Head Start's teacher assistants in the integrated classrooms will meet the SB9 fingerprint, licensing and criminal history requirements.
5. Head Start teacher assistants will complete and submit to LISD the LISD Parent Volunteer Form, TB Questionnaire, Criminal History Authorization Form and the DPS Computerized Criminal History Verification Form.

e. PEIMS/ADA (average daily attendance)

LISD shall remain responsible for PEIMS/ADA (average daily attendance) reporting requirements for each of its students participating in the Program, and LISD will claim ADA in accordance with pre-kindergarten guidelines. Students in shared classrooms will adhere to the LISD scholastic year calendar. LISD will comply with all TEA accountability system requirements for the students.



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f. Confidentiality of Student Information

1. Both Parties agree to maintain, in accordance with all applicable federal, state, and local laws, records of all LISD students. The parent(s) of any authorized student shall have access to his or her child's records. Any LISD/Head Start employee with a legitimate educational interest in any students' records as maintained by the Program shall have access to the said records.
2. In accordance with the Family Education Rights and Privacy Act ("FERPA") (20 U.S.C. §1232g) and LISD Board Policy series FL, all records relating to LISD students, which are generated or maintained by any employee of the Program, shall be considered education records, whether or not the records are generated at the respective school district. Both parties shall maintain the confidentiality of these and all education records in accordance with all applicable state, federal and local laws and regulations, including FERPA and LISD/Head Start Board Policy series FL. The Parties shall not release education records to any third party without prior written consent by the student's parent or other person in lawful control of the student or by a student who is 18 years of age or older, except as otherwise permitted by law.

g. Notices

Notices to the parties hereto required or appropriate under this Agreement shall be deemed sufficient if in writing and faxed or mailed, registered or certified mail, postage prepaid, addressed to:

TO: Laredo Independent School District Superintendent
Sylvia Guerra Rios, PH.D.
1702 Houston Street
Laredo, Texas 78040

TO: Webb County Head Start
Aliza F. Oliveros, Head Start Executive Director
5904 West Drive, Suite 7
Laredo, Texas 78041



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h. General Conditions

1. No Partnership or Joint Venture

This Agreement does not create a partnership or a 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 will have any right or authority to assume, create, or incur any liability or any obligation of any kind, expressed or implied, against or in the name of or on behalf of the other party, except as agreed in this MOU.

2. Partial Invalidity

If any provision, section, subsection, paragraph, sentence, clause, or phrase of this Agreement, or the application of same to any person or set of circumstances, shall, for any reason, be held by a Court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions hereof shall continue in full force and effect.

3. Integration

This Agreement contains the entire agreement between the parties with respect to the subject matter contained herein. No other agreement, statement, or promise made by or to any employee, officer, official, or agent of any party that is not contained herein shall be of any force or effect. Any modifications to the terms of this Agreement must be in writing and signed by the parties.

4. Indemnification

To the extent permitted by Article XI, Section 7 of the Texas Constitution, and with the mutual understanding that Webb County is a political subdivision 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's liability beyond the statutory limits of the Texas Tort Claims Act of under existing law, and furthermore, without waiving Webb County's immunity beyond the scope of that allowed by the Texas Tort Claims Act or existing law, shall indemnify and hold harmless LISD and LISD's officers, agents, employees, and assigns from all suits, actions, or other claims of any character brought for or on account of injury to a person or property arising from Webb County's own acts of negligence in carrying out its obligations under this agreement.



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5. Law of Texas

This Agreement shall be governed by and construed in accordance with the laws of the State of Texas and shall be enforced in the Webb County, Texas.

6. Amendment

No changes to this Agreement shall be made except upon written agreement of both parties.

7. Headings

The headings used herein are for convenience of reference only and shall not constitute a part hereof or affect the construction or interpretation hereof.

8. No Waiver

No delay on the part of any party hereto in exercising any right, power or privilege hereunder shall operate as a waiver thereof; nor shall any waiver on the part of any here of any such right, power or privilege, or any single or partial exercise of any such right, power or privilege, preclude any further exercise thereof or the exercise of any other right, power or privilege.

9. Counterparts

This Agreement may be executed in any number of and by the different parties hereto on separate counterparts, each of which when so executed shall be deemed to be an original, and such counterparts shall together constitute but one and the same document.

10. Rule of Construction

The parties hereto acknowledge that each party and its legal counsel have reviewed and revised this Agreement, and the parties hereby agree that the normal rule of construction to the effect that any ambiguities are to be resolved against the drafting party shall not be employed in the interpretation of this Agreement or any amendments or exhibits hereto.

11. No Waiver of Immunity

Neither Head Start nor LISD waive or relinquish any immunity or defense on behalf of themselves, their trustees, commissioners, offices, employees and agents as a result of the execution of this Agreement and performance of the functions and obligations described herein.



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12. Legal Compliance

The parties hereto agree to comply fully with all applicable federal, state and local statutes, ordinances, rules, and regulations in connection with the programs contemplated under this agreement. This agreement is subject to all applicable present and future valid laws governing the Juvenile Justice Programs applicable to school district and /or County Juvenile Probation Departments. In the event that any of the parties hereto are required by law or regulation to perform any act inconsistent with this agreement, or to cease performing any act required by this agreement, this agreement shall be deemed to have been modified to conform to the requirements of such law, regulation or rule.

13. Prohibition Against Assignment

There shall be no assignment or transfer of this Agreement without the prior written consent of both parties hereto.

Executed this ____ day of _____, 2018.

Tano E. Tijerina
Webb County Judge

May 30, 2018

Date



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WEBB COUNTY HEAD START

THE LAREDO INDEPENDENT SCHOOL DISTRICT

By:
Aliza F. Oliveros
Head Start Executive Director

By:
Sylvia Guerra Rios, Ph. D.
Superintendent of Schools

APPROVED AS TO FORM:

Alexandra Colessides-Solis
Webb County Civil Legal Division Director

Attorney for Laredo Independent School District

By law, the County Attorney'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).

Margie Ramirez-Ibarra
Webb County Clerk

Passed and approved by the Webb County Commissioners Court on May 29, 2018; item no. 7b.

