



UNITED INDEPENDENT SCHOOL DISTRICT AGENDA ACTION ITEM

TOPIC: Approval of Agreement between United Independent School District, Laredo Independent School District and Webb County Juvenile Department

SUBMITTED BY: Melissa Y. Cruz, Executive Director for School Improvement

OF: Curriculum and Instruction Department

APPROVED FOR TRANSMITTAL TO SCHOOL BOARD: _____

DATE ASSIGNED FOR BOARD CONSIDERATION: August 21, 2013

Recommendation: It is recommended that the United ISD Board of Trustees approve the updated MOU with United ISD, Laredo ISD and Webb County Juvenile Department.

Rationale: Memorandum of Understanding that delineates United Independent School District's responsibility in providing educational services to students while they are at Webb County's Youth Village.

Budgetary Information:

Board Policy Reference and Compliance:

**AGREEMENT BETWEEN UNITED INDEPENDENT SCHOOL DISTRICT,
LAREDO INDEPENDENT SCHOOL DISTRICT, AND WEBB COUNTY
JUVENILE DEPARTMENT**

WHEREAS, the UNITED INDEPENDENT SCHOOL DISTRICT (hereinafter referred to as "UISD"), a political subdivision of the State of Texas, and the WEBB COUNTY JUVENILE DEPARTMENT (hereinafter referred to as "JUVENILE DEPARTMENT," have teamed up to provide an educational program for students who reside in the WEBB COUNTY YOUTH VILLAGE, a county facility for juvenile offenders operated by the JUVENILE DEPARTMENT; and

WHEREAS, the LAREDO INDEPENDENT SCHOOL DISTRICT (hereinafter referred to as "LISD"), a political subdivision of the State of Texas may have students who are juvenile offenders housed at the Webb County Juvenile Village and where such offenders will be in need of educational services; and

WHEREAS, the term "Party" or "Parties" in this Agreement refers to the JUVENILE DEPARTMENT, UISD, and LISD; and

WHEREAS, all Parties have discussed the provision of educational services for these juvenile offenders and understand that UISD will provide academic programs using UISD personnel who will be assigned to the Webb County Juvenile Webb County Youth Village and who shall be under the direction of the UISD Executive Director for **School Improvement** (hereinafter referred to as "DISTRICT ADMINISTRATOR"), and who shall assist JUVENILE PROBATION administratively with instructional/curriculum responsibilities and needs of the teachers at this institution; and

WHEREAS, all Parties agree that the development and maintenance of an educational program at the Webb County Youth Village would be for their mutual benefit.

NOW, THEREFORE, for and in consideration of the premises and the mutual promises, covenants, and agreements set forth in this Agreement relating to the assignment of teachers from UISD to the Webb County Youth Village to serve students residing at the Youth Village, the Parties do hereby agree as follows:

1. During the **2013-2014** school year, UISD agrees to assign adequate teaching staff to the Webb County Youth Village.
2. JUVENILE DEPARTMENT agrees to allow students housed at the Webb County Youth Village to attend a full day of classes that would be commensurate to the school day at a district campus. Students will only be restricted from attending classes when a mandatory "shut down" of the facility is required for security reasons and/or discipline confinement. JUVENILE DEPARTMENT staff

assigned to the Webb County Youth Village will provide excused absence slips for students who are removed from class for doctor visits, court appearances, counseling, and mandatory “shut downs”.

3. JUVENILE DEPARTMENT shall have available an instructional day at the Webb County Youth Village commensurate with that of students at their own campus. Scheduling of special transportation services such as family visitation, counseling and court appearances shall be done in a manner that facilitates this mandate most effectively.
4. UISD, LISD, and JUVENILE DEPARTMENT shall determine jointly which students are eligible to receive educational services in accordance with this Agreement. The curriculum at the Webb County Youth Village includes the Texas Essential Knowledge and Skills in the core curriculum courses prescribed by the Texas Education Agency (hereinafter referred to as “TEA”). A student portfolio may be requested by a receiving school following the release of the student.
5. UISD shall continually monitor the number of students who are receiving educational services under this agreement to assure that the pupil-teacher ratio shall be no more than fifteen (15) to one (1).
6. The teachers assigned to the Webb County Youth Village shall be employees of UISD, and, as such UISD shall be solely responsible for the payment of salaries and any fringe benefits to the teachers.
7. The teachers assigned to the Webb County Youth Village shall be subject to all of the policies, rules, regulations and directives of the Texas State Board of Education, Texas Education Agency, and UISD, including, but not limited to, policies and rules on performance on evaluations, salaries and pay scales, reassignment and termination.
8. The teachers assigned to the Webb County Youth Village shall be under the exclusive supervision of the UISD DISTRICT ADMINISTRATOR.
9. UISD shall provide the teachers assigned to the Webb County Youth Village with reasonable opportunities to attend UISD staff development sessions which are appropriate to their positions and duties. UISD teachers and staff assigned to the Webb County Youth Village shall also be allowed to participate in training seminars (sponsored by the Webb County Youth Village) which impact the coordination of academic services and Webb County Youth Village procedures, and which do not interfere with their job duties and responsibilities as employees of UISD.

10. In-services and/or training workshops for the benefit of teachers and staff assigned to the Webb County Youth Village must be submitted for approval to the DISTRICT ADMINISTRATOR at least (10) calendar days in advance of the in-service or training workshop. Only those in-services approved by the UISD DISTRICT ADMINISTRATOR shall be paid by UISD.
11. UISD agrees that the teachers assigned to the Webb County Youth Village shall comply with all the JUVENILE DEPARTMENT policies, rules and procedures not in conflict with UISD policies, rules and procedures.
12. All eligible students (in-district or out-of district) entering the Webb County Youth Village will remain enrolled at their home campus and district yet receive academic services at the Webb County Youth Village through UISD. Any student who has been expelled from any school district prior to placement in the Webb County Youth Village may participate in instructional services offered by UISD at the Webb County Youth Village.
13. UISD and LISD shall each be responsible for State assessment administration **during the school year.**
 - A. The student's locally-assigned school district shall be responsible for administering all state assessments to those students enrolled at the Webb County Youth Village to include distribution and collection of state assessment materials.
 - B. The student's locally assigned school district shall ensure the availability of the following:
 - a. All appropriate answer documents
 - b. Other secured and non-secured test materials such as booklets and test Administrator's manual(s)
 - c. Testing accommodations information as applicable
 - C. The student's locally-assigned school district shall be responsible for providing trained test administrators to those enrolled from their district.
 - D. State assessment training will be provided to UISD teachers on site by UISD **staff.**
 - E. **Juvenile Department will provide additional guards during testing if need arises.**
14. UISD and LISD will communicate with UISD District Administrator as to any student having a prescriptive educational plan in order to ensure the educational plans of the student.

15. The parties understand that the Webb County Youth Village is a temporary holding facility only, and that some students are delivered instructional services for a short time period (in some cases, two weeks or less). Therefore, UISD cannot guarantee that each student who enrolls in the program will exit with course credits to transfer. Whether or not a student achieves course credits will depend upon the length of time spent in the Webb County Youth Village and grades achieved during that time.
16. UISD shall provide all instructional materials, such as state-adopted textbooks. All instructional materials shall be approved by the UISD DISTRICT ADMINISTRATOR before being purchased.
17. UISD personnel shall have the right to enter the area of the Webb County Youth Village where instructional services are being provided for purposes of evaluating the UISD employees assigned to the Webb County Youth Village and the UISD delivered instructional program.
- 18. JUVENILE DEPARTMENT shall provide adequate classroom facilities and equipment at the Webb County Youth Village. The classrooms provided by JUVENILE PROBATION at the Webb County Youth Village shall be well-lighted and temperature controlled, and JUVENILE DEPARTMENT shall provide dry erase boards, adequate secured storage space, and a teacher workroom at the Webb County Youth Village. In addition, the JUVENILE DEPARTMENT will provide internet connectivity for teacher and student use.**
19. UISD shall order and pay for all office/classroom supplies needed for the instructional services provided at the Webb County Youth Village. Teachers assigned to the Webb County Youth Village must clear all movies, videos, incentives, and non-textbook reading material with the UISD DISTRICT ADMINISTRATOR so that the extra "academic materials" do not serve to encourage negative behaviors in the students attending classes.
20. JUVENILE DEPARTMENT shall provide on-site personnel assistance and support at the Webb County Youth Village as needed to render treatment of medical emergencies and to address behavior management needs of all eligible students participating in the program. In the event that the teacher determines that the behavior of an eligible student poses a threat to himself/herself or others while in the educational setting, JUVENILE DEPARTMENT agrees to remove that student from the classroom in an appropriate and timely fashion, and to follow the discipline management policies of the Webb County Youth Village not in conflict with policies of UISD, LISD, and each student's behavior management plan.
21. When a substitute teacher is needed, a district paraprofessional will be assigned to the JUVENILE DEPARTMENT to substitute for teachers during their absence.

JUVENILE DEPARTMENT understands and agrees that when UISD teachers assigned to the Webb County Youth Village are required to attend specialized training, substitutes shall be hired and assigned to the Webb County Youth Village as appropriate.

22. JUVENILE DEPARTMENT shall provide a sufficient number of qualified staff members at the Webb County Youth Village to supervise eligible students during the teacher's 60 minute conference period and 30 minute duty free lunch each school day as well as the 20- minute transition time between blocks.
23. JUVENILE DEPARTMENT shall be responsible for transitioning each eligible student at the WEBB COUNTY YOUTH VILLAGE to and from the classroom and for ensuring that each eligible student attends classes on time.
24. JUVENILE DEPARTMENT shall provide all meals for eligible students at the Webb County Youth Village. Breakfast and lunch will be made available to assigned UISD staff.
25. JUVENILE DEPARTMENT will report attendance on a daily basis to the designated UISD, and LISD PEIMS Specialist.
26. JUVENILE DEPARTMENT shall be responsible for the general maintenance and cleanup of the classroom area at the Webb County Youth Village. Teachers assigned to the Webb County Youth Village shall submit work orders for any repairs in accordance with county procedures.
27. JUVENILE DEPARTMENT shall allow all teachers assigned to the Webb County Youth Village access to a copy machine and use of computers and any other audio-visual equipment which is currently available at the Webb County Youth Village for classroom instruction.
28. JUVENILE DEPARTMENT shall neither have nor exercise any control over the direction of the specific instructional methods which the teachers assigned to the Webb County Youth Village may use in the performance of educational services, but will collaborate with and provide guidance for effective strategies to UISD staff.
29. JUEVNILE DEPARTMENT shall repair or replace any equipment purchased by UISD which has been lost, damaged, or stolen as a result of fire, theft, or other natural disaster.
30. All Parties understand and agree that no funds shall be exchanged between UISD and JUVENILE DEPARTMENT for any of the services described in this Agreement.

31. All Parties agree that no person shall be excluded from participation in, be denied the benefits of, or be subject to discrimination on the basis of race, color, national, origin, religion, sex, age, disability, or political affiliation with respect to services described in this Agreement.
32. The validity of this Agreement, the terms or provisions, and the rights and duties of the parties here to shall be interpreted and construed pursuant to and in accordance with the laws of the State of Texas.
33. Class instruction at the Webb County Youth Village shall coincide with the UISD school year calendar. School calendars shall be provided to the Webb County Youth Village at the beginning of each school year for easy reference to school holidays, teacher in service-days, etc.
34. All Parties understand and agree that all information concerning students is confidential and shall not be disclosed to any person, except as authorized by law. In order to facilitate the exchange of information, the JUVENILE DEPARTMENT shall obtain from the students and/or the students' parents or legal guardian the necessary authorization for release of information between all parties and JUVENILE DEPARTMENT. When appropriate authorization is obtained, all parties shall cooperate in providing information to the other which is relevant and reasonably necessary for the performance of this agreement.
35. All Parties understand and agree that, pursuant to Family Code 261.101 (a) and (b), a person having cause to believe that a child's physical or mental health or welfare has been or may be adversely affected by abuse or neglect by any person shall immediately make a report. If a professional has cause to believe that a child has been abused or neglected or that a child is a victim of an offense under 21.11, Penal Code (Indecency with a Child), and the professional has cause to believe that the child has been abused as defined by 261.001, the professional shall make a report to the appropriate agency as listed in 261.103 not later than 48th hour after the hour the professional first suspects that the child has been or may be abused or neglected or is a victim of an offense under 21.11, the Penal Code. A professional may not delegate or rely on another person to make the report. "Professional" means an individual who is licensed or certified by the state or who is an employee of a facility licensed, certified or operated by the state and who, in the normal course of official duties or duties for which a license certification is required, has direct contact with children. The term "professional" includes teachers, nurses, doctors, day care employees, and employees of a clinic or health care facility that provides reproductive services. The identity of an individual making a report under this chapter is confidential and may be disclosed only on the Order of a Court rendered under 261.201 or to a law enforcement officer for the purpose of conducting a criminal investigation of the report.

36. All Parties understand and agree that this Agreement shall become effective immediately upon execution by all parties and shall remain in effect until cancelled by written notice from one party to the other. All parties understand that this Agreement may be cancelled at any time by any party for any reason. This Agreement may be not be modified except in writing, signed by an authorized representative of each party.
37. All Parties hereto understand and agree that this Agreement is a full and complete expression of the entire agreement between the parties with respect to the services described herein and do further hereby agree that all prior and contemporaneous understandings, agreements, promises, representations, terms, and conditions are merged and incorporated into this Agreement, and that terms or conditions not expressly set forth herein shall not be binding on the parties.

EXECUTED this ____ day of _____, 2013.

UNITED INDEPENDENT SCHOOL DISTRICT
Education Services Provider

By: _____

WEBB COUNTY JUVENILE DEPARTMENT

By: _____

LAREDO INDEPENDENT SCHOOL DISTRICT

By: _____