



Common Threads
and
San Elizario Independent School District

This Memorandum of Understanding (MOU) between Common Threads (“CT”) and Partner (hereinafter “Partner”) (each a “Party”, together, the “Parties”) shall be effective August 1, 2025 and shall terminate July 31, 2026 unless otherwise mutually agreed upon in writing by the Parties.

- I. Mission:** Common Threads was created to bring health and wellness to children, families and communities through cooking and nutrition education.

Together, CT and Partner enter into this agreement to mutually implement programming that promotes nutrition, healthy eating and an overall healthy lifestyle. Together, Common Threads and Partner enter into this agreement to implement the Programs as set forth in Exhibit A.

- II. Services:** CT will provide those Services as set forth in Exhibit B.

- III. Party Responsibilities:** Each Party further acknowledges and agrees that each Service to be provided under this MOU requires each Party to fulfill their respective responsibilities attached to each Service. See Responsibilities Attachments.

- IV. Payment:**

This is a \$0.00 fee program and is grant-funded through Common Threads, but valued at \$12,947.59.

- V. Evaluation:** As part of the funding requirement, a program evaluation may need to be completed. The evaluation is designed to measure changes in participants’ knowledge, attitudes, and behaviors as a result of their participation in Common Threads programming. The results and insights gained from the analyzed data will increase our evidence-based findings to inform best practices for future programming. Participating students, parents and teachers will take paper-based or digital pre and post surveys at the beginning and end of select programs. Names will be used only to match surveys. Passive consent forms will be distributed to parents/guardians prior to survey distribution and collection.

Select sites may also be asked to participate in voluntary assessments, allowing CT to understand the readiness and willingness of the school to facilitate CT programming and other wellness efforts. Data will be stored on secure servers and will be kept for five years until July 1, 2029. Evaluation best practices will be followed to ensure confidentiality and anonymity.

Partner may be randomly selected to participate in a CT evaluation. If selected to participate in the program evaluation:

- A. Partner will be responsible for:
- Returning all materials back to CT:
 - o Original copies of signed Parental Consent Forms

- o Original copies of signed Student Assent Forms
 - o Program rosters
 - o Pre and Post Surveys
- B. CT will provide:
- Passive Parental Consent and Student Assent Forms for students to participate in the program evaluation.
 - Pre and Post-Surveys for students prior to the first lesson and following the last lesson.
 - Digital Program Evaluation procedures/directions
- c. Data Ownership: CT owns the hard copies of the student surveys and the digital data. Partners will have the opportunity to request published CT evaluation reports of summarized national program outcomes.

VI. Miscellaneous:

- A. Lesson Cancellation: In the event of a lesson cancellation, the following provisions will apply:
1. If the lesson is canceled by Partner with at least 48 hour notice to CT of the scheduled start time, the lesson can be rescheduled without penalty.
 2. If Common Threads cancels a lesson, Partner will be able to reschedule without penalty.
 3. In the event of cancellation due to external circumstances (e.g. inclement weather) the lesson will be rescheduled.
 4. If the lesson is canceled less than 48 hours before the scheduled start time. Partner may forfeit the ability to reschedule that lesson and no refund will be issued by Common Threads.
- B. Language Access: CT will make a reasonable effort to accommodate classes in another language other than English as requested by the Partner. CT may not always have a staff person available to teach a class in other languages. In the event that CT can not accommodate the program in another language other than English, the partner will be responsible for providing a translator for each class.
- C. Termination: In the event of a material breach of this MOU, the Party may terminate this agreement immediately upon giving notice to the other Party's Official Contact.
- D. Insurance: Both Parties represent, warrant and covenant that they shall carry and maintain general liability insurance during the course of performance under this MOU.
- E. Proprietary Rights: All right, title and interest in and to any programs, systems, data or materials created or prepared under this MOU, including, without limitation, any copyrights, patents, trade secret, and other intellectual or industrial property rights therein, are and shall be held by CT.
- F. Invalidity of Prior Agreements: This MOU supersedes all prior contracts or agreements, either oral or written, that may exist between the Parties with reference to the Services described herein.

- G. Law and Venue: In any lawsuit or legal dispute arising from this MOU, the Parties agree that the laws of the State of Texas shall govern. Venue shall be in Travis County, Texas.
- H. Indemnification: Partner shall indemnify and hold CT harmless from any loss or liability arising from CT providing Services under this MOU .
- I. No Assignment: Partner may not assign, transfer, or convey this MOU or assign, transfer or delegate any of its rights, duties, or obligations hereunder, and any such attempted assignment by Partner shall be void.

VII. Official Contact

Each party will appoint a person to serve as the official contact and coordinate the activities of each organization in carrying out this MOU. The below representatives will serve as official contacts and coordinate the activities of each organization in carrying out this MOU.

San Elizario ISD Official Contact Name: Flor Sanchez Title: District Military/District Parent Liaison Email: freza@seisd.net Phone Number: 915-872-3900 ext 3512	Common Threads Official Contact Name: Victoria Aragon, MPH Title: Program Manager Email: varagon@commonthreads.org Phone Number: 915-261-2851
---	--

IN WITNESS WHEREOF, the Parties have executed this MOU to be effective on the date(s) set forth in the opening paragraph.

San Elizario ISD Representative Signature: _____ Name: Dr. Jeannie Meza-Chavez Title: District Superintendent Date: _____	Common Threads Representative Signature: _____ Name: Raquel Perez, MBA Title: Senior Director of Partnerships & Growth Date: _____
--	---

Exhibit A: Summary of Programs

On-Site

- ☐ 4 On-Site Family Cooking Class(es) (2 lesson(s), 2 hours each)
- ☐ 5 On-Site Caregiver Workshop(s) or Ask a Chef (# lesson(s), (60 minutes)

Program Sites

Site (Venue) Name	Address	Program Type (include duration for Caregiver Workshops)	Estimated Total Participants per training and # of classes
San Elizario High School-Kitchen	13981 Socorro Rd, San Elizario, TX 79849	Family Cooking Class Caregiver/Ask A Chef Workshops	4-6 families (Up to 20 participants) 10-15 participants
Total Reach			To Be Determined

The Partner is not limited to this number of programs or participants, however increasing participants may increase costs. Additional classes and participants can be added following a mutual discussion between both organizations and approval by CT.

Responsibilities Attachments: Include only the needed Responsibilities based on what program(s) is offered

Responsibility Attachment #1: In-Person Family Cooking Class

- A. Implement Family Cooking Class at the Partner's site(s) in accordance with Exhibit A.
- B. CT will provide:
 - 1. Access to a Program Manager who will assist with:
 - a) Scheduling class(es)
 - b) Implementation support
 - c) Site visit (if needed)
 - 2. CT Chef Instructor(s) for up to to the number of participants listed in Exhibit A and will bring the groceries for the lessons
 - 3. Printed Class Passport Books
 - 4. CT Aprons and Chef Hats (must be returned to CT at the end of the MOU)
- C. The Partner will provide:
 - 1. Authorization and appropriate documentation as required by districts or any other entity for CT to partner with and deliver programming.
 - 2. Kitchen space with access to potable water 1 hour before, during, and 1 hour after the training.
 - 3. Kitchen facilities will be available as scheduled and fully stocked with the correct amount of equipment and sundry items from the inventory list provided by CT. See *Exhibit B: Equipment List and Inventory* for further details.
 - 4. A representative is available and present for all lessons.
 - 5. Responsibility for recruiting to the number of participants listed in Exhibit A.
 - 6. Responsible for recruiting and maintaining volunteers/caregivers, and will ensure a 5:1 student-to-adult ratio for the program.
 - 7. Assistance to CT in obtaining feedback to assess the impact of the programming.

Responsibility Attachment #2: Caregiver Workshops or Ask a Chef

- A. Implement Caregiver Workshop(s) or Ask a Chef at the Partner's site(s) in accordance with Exhibit A.
- B. CT will provide:
 - 1. Access to a Program Manager who will assist with:
 - a) Scheduling class(es)
 - b) Implementation support
 - c) Site visit (if needed)
 - 2. CT staff provide the program to up to the number of participants listed in Exhibit A and will bring the groceries and sundries required for the lessons.
 - 3. The cooking equipment required for snack-making demos and tastings
 - 4. 1 Cooking for Life Handbook per participant, for up to the number of participants estimated in Exhibit A (printed for on-site programs and in PDF form for virtual programs).
- C. The Partner will provide:
 - 1. Approximate attendance count and/or rosters with all Caregiver Workshop or Ask a Chef participants.
 - 2. Authorization and appropriate documentation as required by districts or any other entity for CT to partner with and deliver programming.
 - 3. Internet access, projector, and computer for facilitator to project workshop slides (on-site programs only).
 - 4. Representatives available and present for all workshops.
 - 5. Responsibility for recruiting the estimated number of program participants listed in Exhibit A.
 - 6. Assistance to CT in obtaining feedback to assess the impact of the programming.

Cooking Skills and World Cuisine and Family Cooking Class Materials

Program partners are responsible for providing the following items based on the programs they will be receiving. Items can be shared between the programs.

Equipment Per Class	Family Cooking Class (2 lessons)
Kitchen with preparation space	1
Classroom Space	1
Oven	1
Stovetops or Electric Burners (<i>total of 4 burners</i>)	4
Blender or Food Processor	1
Liquid Measuring Cup	6
Sets of Dry Measuring Cups	4
Sets of Measuring Spoons	4
Tongs	1
Potato Masher	0
Vegetable peelers	4
Mixing spatulas	4
Wooden spoons	4
Can Opener	1
Full or Half sheet trays	4
Mixing Bowls (Set = Large, Medium, Small)	
Saucepan (4 quarts)	2
Sauté Pans (at least 10 inches wide)	2
Stock Pot (at least 8 quarts)	2
Sundries/Disposables	
Aluminum Foil	50 yards
Parchment Paper	50 yards
Paper towels	2 Rolls
Cups	50
Bowls	50
Plates	50

Forks	50
Spoons	50
Napkins	50
Dish soap (64 oz.)	1
Hand soap (64 oz.)	1
Sponges (package of 2-4)	2
Knives (<i>provided by Common Threads</i>)	8
Cutting Boards (<i>provided by Common Threads</i>)	12