

**Memorandum of Understanding  
School District Employee Stipend Payments**

This Memorandum of Understanding (“MOU”) is entered into by and between the Region 18 Education Service Center (“ESC18”) and the \_\_\_\_\_ Independent School District (the “District”).

The purpose of this MOU is to solicit an agreement for ESC18 to provide funds to the District to pay extra-duty stipends for:

1. the Texas Regional Collaborative for Excellence in Mathematics or Science Teaching (“TRC”) mentor teachers.
2. the Teacher Certification Program (“TCP”) mentor teachers.
3. performing contracted services, such as staff development training on behalf of ESC18.
4. participation in qualified ESC18 staff development 'attendance incentive programs'.

**Note: The participant must fulfill all the requirements of his/her performance agreement within the designated timeline to qualify for the stipend payment.**

The parties hereto, in consideration of the premises and mutual promises contained herein, agree as follows:

WHEREAS, ESC18 desires the District to provide extra-duty stipends to staff within their school district;  
and

WHEREAS, ESC18 plans to provide the funds to the District in order for the District's payroll department to pay the stipends;

THEREFORE, IT IS NOW AGREED that both parties hereby agree to the following terms, conditions, and general provisions:

**TERMS AND CONDITIONS**

**1. Term of the Contract.**

The term of this MOU shall be effective from January 1, 2017 until the agreement is terminated.

**2. Termination of the Contract.**

Either party to this MOU may terminate the agreement by providing the other party with written notice 30 days prior to the desired termination date.

**3. Role of ESC18:**

1. Provide copies of signed performance agreements to District upon request, if applicable.
2. Provide funds so that the District can provide extra-duty stipends mentor teacher and qualified staff development participants.
  - Communicate regularly by phone and email with the school district designated payroll contact to answer questions or clarify processes.
  - Provide names of staff to receive stipends and reason for the stipends.
  - Distribute stipend funds to district.

**4. Role of the participating District:**

- Designate a school district payroll contact with whom ESC18 staff may communicate regularly by phone and email.
- Process the qualified teacher participants' stipends and required deductions through Payroll (See Note).
- Report payments on Employee's W-2.

**Note: The District may choose to reduce an employee's stipend payment to cover employer incurred payroll costs such as TRS, Medicare or Social Security.**

DISTRICT PAYROLL CONTACT INFORMATION:

NAME/TITLE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

PHONE: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

WHEREOF, the parties hereto have caused this MOU to be executed by their authorized officers the day and year approved by both parties whose signatures are affixed below.

**DISTRICT AUTHORIZED OFFICIAL:**

**REGION 18 EDUCATION SERVICE CENTER:**

BY: \_\_\_\_\_

BY: \_\_\_\_\_

TITLE: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

DATE: \_\_\_\_\_