



**EDUCATION SERVICE CENTER**  
REGION 19 • EL PASO, TX

**Migrant Education**  
6611 Boeing Drive  
El Paso, Texas 79925-1010

Phone: (915) 780-5319  
[www.esc19.net](http://www.esc19.net)

COUNTY DISTRICT NO. 071-904

AGREEMENT NUMBER: \_\_\_\_\_

## **AGREEMENT**

**BETWEEN THE EDUCATION SERVICE CENTER - R19**

**AND**

**SAN ELIZARIO INDEPENDENT SCHOOL DISTRICT**

**THIS AGREEMENT WILL BE IN EFFECT FOR THE PERIOD**

**July 31, 2025, through September 30, 2026**

**NAME OF PROGRAM: MIGRANT EDUCATION PROGRAM  
SHARED SERVICES ARRANGEMENT**

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**THE AUTHORIZED SIGNATURES BELOW INDICATE ACCEPTANCE OF ALL THE  
TERMS OF THIS AGREEMENT.**

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Dr. Armando Aguirre  
Executive Director  
Education Service Center – R19

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Dr. Jeannie Meza-Chavez  
Superintendent  
San Elizario Independent School District

## **AGREEMENT**

TO: SAN ELIZARIO INDEPENDENT SCHOOL DISTRICT

FROM: EDUCATION SERVICE CENTER – REGION 19

SUBJECT: FISCAL AGENT SERVICES FOR THE MIGRANT SHARED  
SERVICES ARRANGEMENT 2025 - 2026

When duly completed and signed by appropriate authority this agreement between the SAN ELIZARIO Independent School District and the Education Service Center – Region 19 becomes effective July 31, 2025, through September 30, 2026.

Education Service Center – Region 19 will provide Migrant Education fiscal agent services to SAN ELIZARIO Independent School district to include the following:

- Annual audit of Shared Services Arrangement (SSA) funds
- Quarterly accounting of expenditures, reports, to include compliance report be submitted to TEA.
- Application preparation
- Preparation of amendments/revisions to SSA budget/program
- Accountability for The New Generation System (NGS) student record database
- Payroll of Migrant Personnel
- Coordination of Migrant Program

Education Service Center-Region 19 will be compensated for its services rendered hereunder only if, as, and to the extent, Title I Migrant Education Funds are received; the San Elizario ISD has no obligation to make payment from any other source to ESC-Region 19. This Agreement is made subject to the receipt of said Title I Migrant Education Funds and may be curtailed or terminated to the extent such funds are not received.

This AGREEMENT is for the dates specified above and will be renewed only upon mutual consent and agreement. Any digressions from the services to be provided will be only upon mutual consent and agreement.

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Dr. Armando Aguirre  
Executive Director  
Education Service Center – R19

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Date

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Dr. Jeannie Meza-Chavez  
Superintendent  
San Elizario Independent School District

Agreement for Participation in the ESSA, Title 1 Migrant

EDUCATION SERVICE CENTER – R19 MIGRANT EDUCATION  
SHARED SERVICES ARRANGEMENT

2025 - 2026

**In cooperation with the Education Service Center – Region 19, the San Elizario Independent School District agrees to:**

1. Provide supporting documentation to the fiscal agent on the preparation of the application as requested.
2. Assign appropriate personnel to assist the Education Service Center.
3. Provide office space, meeting rooms, equipment and utilities as needed for the Summer Program and Migrant Parent Advisory Council Meetings.
4. Provide release time for district personnel working with the migrant students to attend in-service training on a need basis.
5. Request expenditures for migrant purposes only.
6. Appoint San Elizario Independent School District Migrant Education Program Designee and provide the leadership necessary.
7. Designate an administrative contact for the coordination of services for all migrant students.
8. Upon the end of this agreement, materials and equipment located at San Elizario ISD will remain the responsibility of the district to use and dispose. Carry-over amounts will remain with the ESC Migrant Education Program.

**In cooperation with school districts in the Education Service Center – Region 19 Migrant Education Shared Services Agreement, the Education Service Center agrees to:**

1. Serve as fiscal agent and coordinate services for migrant students.
2. Prepare and submit applications, budgets, amendments, and compliance report to the Texas Education Agency, and keep files on supporting documents provided by participants.
3. Coordinate all project activities with the Division of Migrant Education, Texas Education Agency.
4. Employ qualified migrant personnel as defined by the guidelines of the Texas Migrant Program and approved in the SAS 478.
5. Maintain applicable records and data for personnel employed by the Shared Services Arrangement as described in TEA's Financial Accounting and Reporting System.
6. Maintain payroll records of employees to support data.
7. Establish salaries of migrant personnel in accordance with the ESC-Region 19 salary schedule and maintain this information as the fiscal agent.
8. Prorate salaries of any personnel hired after the initiation of the project according to the number of days remaining in the school year.
9. Maintain records for student eligibility on the New Generation System student record database.
10. Generate an ESC-Region 19 purchase order for P.O. requisitions with shipment and billing to ESC. Maintain an audit trail of all purchases and deliver material to appropriate personnel.
11. Organize and coordinate in-service training for personnel working with migrant students.
12. Provide migrant consultant service, to the SSA school district in the form of:
  - a. Inservice training for administrators, teachers, aides, recruiters, counselors, and nurses.
  - b. Professional and technical assistance in project planning, evaluation, and design
  - c. Assistance in reviewing student eligibility forms and records transfer system forms.
  - d. Professional and technical assistance in the selection of instructional materials and supplies.
  - e. Orientation and explanation of the Texas Migrant program to community groups.
  - f. Assistance in the identification and recruitment of migrant students, including an annual verification of certificates of eligibility for a sample of eligible students.

13. Coordinate the establishment of the Shared Service Arrangement Parent Advisory Council. Maintain files of supporting documents of training provided for participants.
14. Provide clerical support services to meet the needs of the San Elizario ISD Migrant Parent Advisory Council.
15. Coordinate with the San Elizario ISD a need-based migrant parent and staff development program to meet the needs of migrant students ages 3 through Pre-K on an as needed basis.
16. Purchase, use and dispose of all equipment and materials for the program as required by TEA's Financial Accounting and Reporting System. Upon the end of this agreement, equipment and materials located at the ESC will remain the responsibility of the fiscal agent. Equipment and materials purchased for use at San Elizario ISD will remain the responsibility of the district, balances of unspent funds remain with the ESC Region 19.
17. In the event this arrangement is terminated by either party, all unspent funds remain with ESC Region 19. When a new district enters the SSA and comes with roll forward monies, those funds will be flowed back to the district for use in the current year.
18. Provide pre and post test data for all migrant children identified age 3 through grades 12 as needed for the migrant application.
19. Use Title I Migrant funds to supplement, not supplant, local and state funds.

**SCHOOL DISTRICT**

San Elizario Independent School District

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Superintendent Signature  
Dr. Jeannie Meza-Chavez

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Date

**EDUCATION SERVICE CENTER – REGION 19**

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Executive Director Signature  
Dr. Armando Aguirre

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Date

## MEMORANDUM

Action Required: \_\_\_\_\_

To: Dr. Jeannie Meza-Chavez, Superintendent  
San Elizario ISD  
From: Barbara O. Amaya, Director  
District Leadership/Accountability Support and Educator Certification  
ESC 19 Migrant Education Program  
Date: May 12, 2025  
Subject: Assignment of Designees

In order to improve communication and coordination please complete this form by designating a specific person(s) for listed assignments. Please return to 6611 Boeing Dr., El Paso, Texas 79925.

### ASSIGNMENT

### NAME OF PERSON ASSIGNED

Superintendent  
Designee

\_\_\_\_\_  
Name Title

Role/Function: Superintendent Designee will serve in an advisory capacity to assist in planning the Education Service Center Region 19 Migrant Education Program regional events. This representative is invited to attend the monthly Migrant Advisory Council (MAC) meetings held at the education Service Center Region 19.

Migrant Advisory  
Council Representative (MAC)

Laura Zuniga, Migrant Specialist  
Name Title

Role/Function: The Migrant Services Coordination Leader/Eligibility Reviewer will review and sign the Migrant Certificate of Eligibility (COE) to verify that the information is complete and correct. The COE is an auditable record and has a five-day turnaround timeline. The Eligibility Reviewer must receive mandatory training on completing COEs provided by the Texas Education Agency.

Migrant Parent  
Advisory Council Representative

\_\_\_\_\_  
Name of Migrant Parent Address Phone Number

Role/Function: The Migrant parent representing the Education Service Center Region 19 Shared Services Arrangement will be involved in the planning implementation and evaluation of the Co-op. Shared Service Arrangement Members is required to have a representative. This representative will meet on monthly basis at the Education Service Center Region 19 to serve as a member of the MEP focus group.

By strengthening our collaboration, we will improve the quality of services for the Migrant students. Thank you for collaborating with us as we strive towards the achievement of excellence and equity for all students. Should you have any questions please contact Laura Zuniga (915) 780-6567.

EDUCATION SERVICE CENTER REGION 19  
MIGRANT EDUCATION PROGRAM  
SHARED SERVICES ARRANGEMENT

Superintendent Designee Authorization

As a member of the Education Service Center Region 19 Shared Service Arrangement, I authorize Barbara Amaya, Director for the Migrant Education Program at the Education Service Center Region 19, to sign as Superintendent Designee for the District Performance Report.

Mrs. Barbara Amaya will respond to any questions regarding the Performance Report.

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Dr. Jeannie Meza-Chavez, Superintendent

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Date