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Laredo Community College

NCLR Affiliate

January 7, 2015

Eagle Pass ISD  
1420 Eidson Road  
Eagle Pass, Texas 78852

Re: Collaborative Agreement Review

Dear Gilberto Gonzalez:

On behalf of TMC Migrant seasonal Head Start, allow me to express our gratitude for the collaboration that exists with your agency. Together we serve and meet the needs of the children in our community.

The intent of this letter is to inform you that the collaborative agreement TMC entered with you on 9/18/13 has been reviewed as stipulated within the agreement. Please find the enclosed copy of the original document for your review. If existing conditions continue to be satisfactory, sign and return this letter by 1/31/15 as acceptance of renewal of the collaborative agreement. Should you find that an amendment is necessary, please call me at your earliest convenience so that we can address the matter expeditiously.

We look forward to our continued partnership and wish to thank you in advance for the opportunity to work together in preparing our children for success.

Sincerely,

Melissa Garcia  
Parent, Family & Community Coordinator  
TMC MSHS  
414 E. Zavala Street  
Crystal City, Texas 78839  
1-888-354-349  
830-374-3496  
[melissa.garcia@mail.tmccentral.org](mailto:melissa.garcia@mail.tmccentral.org)

Contract # 6754

\_\_\_\_\_  
Signature of Superintendent or Designee

Date: \_\_\_\_\_

# COPY OF ORIGINAL

TMC

## CONTRACT TRANSMITTAL FORM

CONTRACT # 6754

PRINCIPAL REQUESTOR Velma Leal

PHONE 830-374-3496

PROGRAM: MSHS DEPARTMENT: Education REGION: Wintergarden

CONTRACTOR: Eagle Pass ISD TITLE: LEA Transitions

FUNDING AGENCY: \_\_\_\_\_

☐ NEW CONTRACT  
☐ AMENDMENT TO EXISTING CONTRACT  
☐ RENEWAL  
☐ CHANGE ORDER (Construction Project)

☐ MEMORANDUM OF UNDERSTANDING (MOU)  
☐ COLLABORATIVE AGREEMENT  
☒ MEMORANDUM OF AGREEMENT (MOA)  
☐ LEASE  
☐ CLOSE-OUT

CONTRACT START DATE: 9/18/2013

END DATE: 9/17/2015

Term: 2 year

Review in one yr.

ABSTRACT (attach separate sheet if additional space is needed)

To institute a working procedure between the two agencies for the provision of providing services to children transitioning into pre-kindergarten program.

*Supersedes* # 4068

FISCAL REVIEW (Reviewer assures budget money is available and attests amounts are correct)

### BUDGET SUMMARY

	FUNDING AMOUNT	OTHER	TOTAL
TOTAL DIRECT COSTS :	<u>\$0</u>	<u>          </u>	<u>\$0</u>
TOTAL INDIRECT COSTS :	<u>\$0</u>	<u>          </u>	<u>\$0</u>
TOTAL COSTS :	<u>\$0</u>	<u>          </u>	<u>\$0</u>

1. M. Velma Leal, COC  
PRINCIPAL REQUESTOR

2. \_\_\_\_\_  
FISCAL SPECIALIST REVIEW

### CONTRACT REVIEW:

1. Sandra E. Candies 9/26/13  
CONTRACT MANAGER  
2. Gregory Perabo 9/23/13  
REGIONAL ADMINISTRATOR

3. \_\_\_\_\_  
PROGRAM AREA DIRECTOR  
4. Sandra E. Candies 9/26/13  
PROCUREMENT REVIEW

### APPROVALS:

1. \_\_\_\_\_  
LEGAL REVIEW (if applicable)  
2. [Signature] 10/8/13  
DIRECTOR OF CHILDREN & FAMILIES  
3. [Signature] 10/15/13  
PRESIDENT/CEO

3. [Signature] 10/11/13  
VICE PRESIDENT OF FINANCE/CFO  
4. \_\_\_\_\_  
VICE PRESIDENT OF OPERATIONS-COO

The President/CEO will not sign until all other approvals have been granted. Once all reviews and approvals are completed, this form and the contract must be submitted to the Contracts Manager. The Contracts Manager will distribute copies of the contract as needed.

"Teaching & Mentoring Community"

ADM 850 - REV 9/2011

**A Memorandum of Agreement Between  
Eagle Pass ISD and TMC Migrant Seasonal Head Start Agency**

**I. Parties to the Agreement**

- A. Eagle Pass Independent School District
- B. TMC Migrant Seasonal Head Start Program

**II. Purpose of Agreement**

The intent of this agreement is to enter into a memorandum of agreement to institute a working procedure between the appropriate local educational agency, city/county agencies and TMC Migrant Head Start for the provision of providing services to children transitioning into a pre-kindergarten program. TMC Migrant Seasonal Head Start (TMC MSHS) program and Eagle Pass Independent School District will:

- A. Improve availability and the quality of services for the geographic service area of the TMC Migrant Seasonal Head Start Program's children, age three through compulsory age, and their families
- B. Support children's optimal development and readiness for school entry and success
- C. Address the unique strengths and needs of the local population, such as homeless, migrant, or non-English speaking families
- D. Promote collaboration regarding shared use of transportation, facilities, and other resources, as appropriate
- E. Promote further collaboration to reduce duplication and enhance efficiency of services
- F. Define the roles and responsibilities of the named parties toward coordination and greater collaboration; enhance linkages and relationships; and exchange information on the provision of educational and non-educational services
- G. Coordinate a comprehensive system of activities, policies, and procedures among the named parties which guide and support their delivery of services to children and their families

**III. Program Descriptions**

- A. TMC Migrant Seasonal Head Start is a nation-wide Federal grant program funded by the U.S. Department of Health and Human Services. It is a comprehensive child development program for families with young children in the areas of education, social services, health, and family involvement. Head Start preschool programs are for children from 3 years old to compulsory school age and their families.

TMC Migrant Seasonal Head Start is mandated to assume a leadership role in the development of partnerships with community agencies and service providers. Each Head Start Program must have a written agreement with the local school systems (LSS) or local education agency (LEA) to coordinate and collaborate to best meet the needs of children and their families.

**IV. Authority**

- A. TMC Migrant Seasonal Head Start Program is responsible for coordination and collaboration with the appropriate local entity responsible for managing publicly funded preschool programs in the service area of the Head Start agency as mandated in the Head Start Act: Public Law 110-134 "Improving Head Start for School Readiness Act of 2007."

- B. The Eagle Pass Independent School District is authorized to coordinate and collaborate with TMC MSHS Program in ensuring the effective transition of the children to the public school.**

**V. Guiding Principles**

**This agreement between the agencies will address the following core areas:**

- **Create and maintain a meaningful partnership to promote school readiness so that children from low-income families in the TMC Migrant Seasonal Head Start program, or who are preschool age, may receive comprehensive services to prepare them for elementary school and to address any potential "achievement gap"**
- **Develop successful linkages within the context of No Child Left Behind Act of 2001, the Head Start Act (2007), and state and local legislation, policies, and procedures**
- **Plan and implement strategies based on practice and research that have proven to support children's school success**
- **Respect the uniqueness of each locality's needs and resources**
- **Facilitate and coordinate Eagle Pass ISD campus visits for TMC Migrant Seasonal Head Start children and families transitioning into the Eagle Pass ISD next year**
- **Promote the involvement of members of the early care and education communities**
- **Share commitment, cooperation, and collaboration for a coordinated service delivery system**

**VI. Joint Roles in System Review, Coordination, Collaboration, Alignment, and Implementation**

**The Crystal City ISD and TMC Migrant Seasonal Head Start Program will work together for the review, coordination, collaboration, alignment, and implementation of each of the following 10 activities, as mandated by the Act.**

**A. Educational activities, curricular objectives, and instruction**

**1. Implement a research-based early childhood curriculum that –is aligned with the Head Start Child Outcomes Framework developed by the Secretary and, as appropriate, State early learning standards**

**2. Establish ongoing communications between TMC Migrant Seasonal Head Start program and local educational agency for developing continuity of developmentally appropriate curricular objectives (which for the purpose of the Head Start program shall be aligned with the Head Start Child Outcomes Framework and, as appropriate, State early learning standards) and for shared expectations for children's learning and development as the children transition to school**

**B. Public information dissemination and access to programs for families contacting the Head Start program or any of the preschool programs**

**1. Generate support and leverage the resources of the entire local community in order to improve school readiness**

**2. Establish ongoing channels of communication between TMC Migrant Seasonal Head Start staff and their counterparts in the schools (including teachers, social workers, local educational agency liaisons designated under section 722(g)(1)(J)(ii) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11432(g)(1)(J)(ii)), and health staff) to facilitate coordination of programs**

**C. Selection priorities for eligible children to be served by programs**

- 1. Develop and implement a system to increase program participation of underserved populations of eligible children**
- 2. Develop procedures for identifying children who are limited English proficient, and informing the parents of such children about the instructional services used to help children make progress towards acquiring the knowledge and skills of the English language**
- 3. Include information on the innovative and effective efforts of the Head Start agencies to collaborate with the entities providing early childhood and development services or programs in the community and any barriers to such collaboration that the agencies encounter**
- 4. The plan of such applicant to coordinate and collaborate with other public or private entities providing early childhood education and development programs and services for young children in the community**
  - (i) Other preschool programs under Title I of that Act (20 U.S.C. 6301 et seq.)**
  - (ii) State pre-kindergarten programs**
  - (iii) Child care programs**
  - (iv) The educational programs that the children in the TMC Migrant Seasonal Head Start program involved will enter at the age of compulsory school attendance**
  - (v) Local entities, such as a public or school library for—**
    - (I) Conducting reading readiness programs**
    - (II) Developing innovative programs to excite children about the world of books, including providing fresh books in the TMC Migrant Seasonal Head Start classroom**
    - (III) Assisting in literacy training for TMC Migrant Seasonal Head Start teachers**
    - (IV) Supporting parents and other caregivers in literacy efforts**

**D. Definition of service areas**

- 1. TMC Migrant Seasonal Head Start Program, services the community of Eagle Pass and surrounding areas**
- 2. Eagle Pass ISD services the community of Eagle Pass and surrounding areas**

**E. Staff training, including opportunities for joint staff training on topics such as academic content standards, instructional methods, curricula, and social and emotional development**

- 1. Organize and participate in joint training, including transition-related training for school staff and TMC Migrant Seasonal Head Start staff**

**F. Program technical assistance**

- 1. Link the services provided by TMC Migrant Seasonal Head Start program with educational services, including services relating to language, literacy, and numeracy, provided by such local educational agency**

**G. Provision of services to meet the needs of working parents, as applicable**

- 1. Coordinate activities to make resources available for full working-day and full calendar year available to children**
- 2. Coordinate activities and collaborate with programs under the Child Care and Development Block Grant Act of 1990 (42 U.S.C. 9858 et seq.)**

**H. Communication and parent outreach for smooth transitions to kindergarten**

- 1. Develop and implement a systematic procedure for transferring, with parental consent, TMC Migrant Seasonal Head Start program records for each participating child to the school in which such child will enroll**
- 2. Establish comprehensive transition policies and procedures that support children transitioning to school, including by engaging the local educational agency in the establishment of such policies**
- 3. Conduct outreach to parents and elementary school (such as kindergarten) teachers to discuss the educational, developmental, and other needs of individual children**
- 4. Help parents of limited English proficient children understand—**
  - (A) The instructional and other services provided by the school in which such child will enroll after participation in TMC Migrant Seasonal Head Start; and**
  - (B) As appropriate, the information provided to parents of limited English proficient children under section 3302 of the Elementary and Secondary Education Act of 1965 (20 U.S.C. 7012)**
- 5. Develop and implement a family outreach and support program, in cooperation with entities carrying out parental involvement efforts under Title I of the Elementary and Secondary Education Act of 1965 (20 U.S.C. 6301 et seq.), and family outreach and support efforts under subtitle B of title VII of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11431 et seq.), taking into consideration the language needs of parents of limited English proficient children**
- 6. Assist families, administrators, and teachers in enhancing educational and developmental continuity and continuity of parental involvement in activities between TMC Migrant Seasonal Head Start services and elementary school classes**
- 7. Help parents to understand the importance of parental involvement in a child's academic success while teaching them strategies for maintaining parental involvement as their child moves from TMC Migrant Seasonal Head Start to elementary school**
- 8. Help parents understand the instructional and other services provided by the school in which their child will enroll after participation in the TMC Migrant Seasonal Head Start Program**
- I. Provision and use of facilities, transportation, and other program elements**
  - 1. Collaborate on the shared use of transportation and facilities, in appropriate cases**
  - 2. Collaborate to reduce the duplication and enhance the efficiency of services while increasing the program participation of underserved populations of eligible children**
  - 3. Exchange information on the provision of non-educational services to such children**

**J. Other elements mutually agreed to by the parties**

**VII. Confidentiality**

All acknowledge confidentiality requirements that each agency must follow regarding the sharing and release, with the consent of families, of personally identifiable information regarding children and families. Each agency will protect the rights of young children with respect to records and reports created, maintained, and used by the public agencies. It is the intent of this agreement to ensure that parents have rights of access and rights of privacy with respect to such reports and

records, and that applicable State and Federal laws for exercise of these rights be strictly followed. Family Educational Rights and Privacy Act (FERPA) will be followed. (See 34CFR 303.460)

#### **VIII. Dispute Resolution**

Parties will first attempt to resolve the dispute between or among themselves. All local agencies will ensure that a system is in place to resolve disputes and solve problems. The system should include:

- a. Timelines for regular meetings to review local agreements, plan collaborative activities, and resolve issues; and
- b. The identification of a liaison from each agency.

#### **IX. Review of Agreement**

The agreement will be jointly reviewed by all parties annually and more frequently if laws and regulations are amended that will significantly impact this agreement, or when a party requests a formal change.

#### **X. Term of Agreement**

The agreement will become effective immediately after being signed and dated by all parties. By signing the agreement each agency agrees to the terms.

#### **XII. SIGNATURES**

  
\_\_\_\_\_  
Superintendent of Schools

9/18/13  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Mary G. Capello, CEO  
TMC Migrant Seasonal Head Start Program

10/15/13  
\_\_\_\_\_  
Date