



UNITED INDEPENDENT SCHOOL DISTRICT AGENDA ACTION ITEM

TOPIC: Approval of Memorandum of Understanding for Middle School Externships

SUBMITTED BY: Alicia G. Carrillo, Ph.D., Director of Career and Technical Education

OF: Curriculum and Instruction Department

APPROVED FOR TRANSMITTAL TO SCHOOL BOARD: _____

DATE ASSIGNED FOR BOARD CONSIDERATION: April 22, 2015

Recommendation:

That United ISD Board approves the Memorandum of Understanding with Workforce Solutions for South Texas (WSST). This MOU will establish a contract to offer the WSST Teacher Externship Program to 15 middle school, 8th grade, UISD Math or Science teachers. The externship period will be for one 40-hour workweek in July, 2015.

Rationale:

The money awarded through this MOU will be reimbursed to UISD by WSST within ten business days of the receipt of a completed request for payment.

Budgetary Information:

\$20,400 for up to 15 teachers (40 hours x \$30/hr and benefits). Teachers will also receive a travel stipend at the rate of \$.65 per mile.

Board Policy Reference and Compliance:

Professional Development for Teachers

**Workforce Solutions for South Texas and United Independent School District
Agreement for Teacher Externship (TWC Grant)
In Association with TWC Contract #2115WSW000**

Board	Contractor
Rogelio Treviño, Executive Director Workforce Solutions for South Texas 1701 E. Hillside Rd. Laredo, Texas 78044 (956) 722-3973 (Telephone) (956) 725-2341 (Fax)	Roberto Santos, Superintendent United Independent School District 201 Lindenwood Laredo, Texas 78045 (956) 473-6201

WITNESSETH THAT:

This Agreement is entered into on the 1st day of April, 2015 by and between Workforce Solutions for South Texas, herein referred to as the Board, and United Independent School District (UISD), hereinafter referred to as the Contractor. All agreements verbal or written are reduced in writing to the current contract.

1. Purpose

It is the purpose of this Agreement to establish a Contract between the parties and to set forth the relative responsibilities of the parties insofar as they relate to the WSST Teacher Externship Program.

2. Term of Contract

Beginning Date: **April 1, 2015**
Ending Date: **March 31, 2016**

The Board reserves the right to terminate prior to, or extend, the contract end date with a 30 day notice.

3. Financial Agreement

The Contractor will be paid for approved services at a rate of \$34.00 per Teacher Externship **hour** worked, not to exceed 40 hours = \$1,360.00 total per, for up to fifteen selected middle or high school teachers. Not to exceed **\$20,400.00 total** for up to 15 teachers x 40 hours. In addition, teachers will be reimbursed for travel at a rate of \$.565 per mile.

Payments-The Contractor will be paid within ten (10) business days of the receipt of a detailed and properly completed request for payment/invoice.

To receive payment the following documents must be submitted:

- Original itemized invoice including the number of hours worked and miles traveled.

- Assure electronic program evaluation survey is completed by teachers before releasing payment
- Requirements noted in Attachment A – Statement of Work

4. Compliance with Acts and Regulations

Contractor agrees to adhere to any requirements of the Workforce Investment Act, and any regulations promulgated there under at the federal or state level. Contractor will be provided full compliance documentation referencing the activities in this paragraph, if requested.

Assurances

- A. Both parties agree to comply with Title VI of the Civil Rights Act of 1964 (Public Law 88-352), Section 504 of the Rehabilitation Act of 1973 (Public Law 93-112), the Americans with Disabilities Act of 1990 (Public Law 101-336), and all amendments to each, and all requirements imposed by regulations pursuant to these acts. In addition, the parties agree to comply with Title 40, Chapter 73, of the Texas Administration Code. These provide in part that no persons in the United States shall, on grounds of race, color, national origin, sex, age, disability, political beliefs or religion be excluded from participation in, or denied, any aid, care, services or other benefits provided by federal or state funding, or otherwise subjected to discrimination. Both parties agree to comply with Texas Revised Civil Statutes Article 4419b-4, Sections 4.03 and 5.04 (relating to workplace confidentiality guidelines regarding AIDS and HIV).

All parties will secure the confidentiality of records and other information relating to participant in accordance with Federal law, rules and regulations as well as applicable State laws and regulations

5. Contract

Cost reimbursement will be based on the number of hours teachers worked and miles traveled reported to the Board.

6. Contractor Changes

Any changes in services require approval from the Board by contract amendment. The Contractor shall notify the Board within ten working days of the occurrence of any change in the Contractor's name, governing structure or organization, and of any voluntary or involuntary actions in bankruptcy. Any changes may require approval by contract amendment.

7. Non-Assignment

This Agreement may not be assigned. Notwithstanding any attempt to assign the Agreement, the Agreement shall remain fully liable for this Agreement and shall not be released from performing any of the terms, covenants and conditions of this Agreement.

8. Termination of Contract

This contract may be terminated by either signatory party by stating verbally and confirming in writing, cause of cancellation with 30 days notice one to the other. The Board reserves the right to amend or terminate this contract contingent to the availability of funds.

9. Entire Agreement

The Contractor hereby acknowledges that it agrees to the terms of this entire agreement including Attachment 1 – Statement of Work. All oral and written agreements between the parties hereto relating to the subject matter of this agreement that were made prior to the execution of this agreement have been reduced to writing and are contained herein. The Contractor agrees to abide by all terms and conditions specified herein and certify that the information provided to the Board is true and correct in all respects to the best of its knowledge and belief. The obligations of the Board under this contract are expressly contingent upon the availability of funds for such purpose, under the applicable federal, state, or other sources. This contract shall not be binding until expressly approved by the Executive Director of the Board, or the Executive Director's designee.

**WORKFORCE SOLUTIONS
FOR SOUTH TEXAS**

United Independent School District

Rogelio Treviño,
Executive Director

Roberto Santos, Superintendent, U.I.S.D.
Contractor

ATTACHMENT 1
Statement of Work
Workforce Solutions for South Texas Teacher Externship Program

Synopsis of the Workforce Solutions for South Texas Teacher Externship Program: The WSST Teacher Externship Program will be held in July and will be conducted for a total of five days. The program will be "home-based" in the Laredo Community College Economic Development Center facility. The program week will begin with an Orientation followed by three days of structured learning experiences on the worksites with afternoons in facilitated discussions and one day for curriculum development and evaluation.

The Orientation will be conducted on the first day and will include a facilitated presentation that provides an overview of the WSST targeted industries and demand occupations that have the most potential for job openings. The Orientation day will include an interactive session between the teacher and the assigned employer (s), points of discussion will include safety requirements, work schedule, reporting site, dress code, confidentiality, and occupational responsibilities.

WSST Board Roles and Responsibilities include:

- (1) Assign liaison to the program.
- (2) Eligibility determination and enrollment of teacher;
- (3) Conduct and hold planning meetings to develop a detailed program plan for the Teacher Externship Program that will make connections between what teachers teach and what the employer worksite requires in an employee;
- (4) Develop formal letters of agreements with partners,
- (5) Conduct an orientation, and provide coordination for work site and development of lesson plans;
- (6) Facilitate and conduct a program evaluation
- (7) Oversee and collect all documentation required for the required leveraged funds;
- (8) Submit all required program deliverables including detailed plan, implementation schedule, expenditure projections and performance benchmarks, program monitoring, quarterly and final reports

United ISD's Roles and Responsibilities include:

- (1) Assign a program coordinator to serve as the liaison to the program;
- (2) Participation in program planning to help in the development of a detailed program plan for the Teacher Externship Program that will make connections between what teachers teach and what the employer worksite requires in an employee;

- (3) Assist in the collection of information, surveys and other for required program reports.
- (4) Provide required documentation for identified leveraged funds. The estimated leveraged time for planning meetings; teacher selection; program implementation days and activities; and assistance with required reports and documentation is estimated at about **75 hours at \$50.00 per hour = \$3,750.00**.
(Includes travel and assistance from other school personnel who may assist liaison.)
- (5) Select Teachers through a fair and equitable process and include the TWC criteria requirements in the selection.
- (6) Pay teachers through existing payroll system and provide documentation for reimbursement.
- (7) Work with the participating employers to identify knowledge, skills and educational requirements to better prepare students for workplace success;
- (8) Ensure that participating teachers will keep a daily journal of experiences, identify ways to integrate curriculum to include classroom teaching connections to the demand occupation and industry and any opportunities to assist in the development of the student's critical thinking, problem solving and creativity and innovation skills