

**MEMORANDUM OF UNDERSTANDING
BETWEEN
UNITED INDEPENDENT SCHOOL DISTRICT
FEDERAL & STATE PROGRAMS
AND
LITERACY VOLUNTEERS OF LAREDO (LVL)**

I. PERIOD OF AGREEMENT

The terms of this Coordination and Linkage agreement are effective upon signature. This non-financial agreement remains in effect until canceled by either party. This agreement may be canceled at any time by mutual agreement, or, if not by such agreement, either party may cancel this contract at any time by giving thirty (30) days written notice in advance to the other party.

Either UISD Federal Programs Department or Literacy Volunteers of Laredo (LVL) may propose amendments to this Agreement any time providing written notice of such amendments. To become effective, amendments shall require the approval of both parties.

II. PURPOSE

It is the purpose of this Agreement to enhance the ability of UISD Federal Programs to optimize the delivery of English as a Second Language (ESL) instructional services and Citizenship Preparation Classes for populations served by both organizations. Since UISD Federal Programs has the available facilities and parents of UISD students who may be in need of the such services provided by Literacy Volunteers of Laredo, Literacy Volunteers of Laredo acknowledges the need to partner and provide such assistance. Literacy Volunteers agrees to provide trained volunteer ESL and Civics tutors.

III. ASSURANCES

A. Both parties agree to comply with Title VI of the Civil Rights Act of 1964 (Public Law 88-3562), Section 504 of the Rehabilitations 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 Administrative 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).

- B. Both parties will secure the confidentiality of records and other information relating to program participants in accordance with Federal Law, rules, and regulations as well as applicable State laws and regulations.

IV. COORDINATION AND LINKAGES ACTIVITIES

Under this agreement, it is understood that provisions of any of the services listed herein is dependent on the eligibility guidelines, selection procedures, availability of funds, and related qualifying criteria of the respective agency. Information sharing and co-case management, when appropriate, between the organizations maximizes the potential of services to the program participants and reduces the possibility of duplication of services. Further, it is understood that:

- A. UISD Federal Programs will offer the following services to their program participants:
 - 1. English as a Second Language Literacy Instruction or Civics Classes to UISD parents
 - 2. Literacy Instruction site at 4906 S. Zapata Hwy
 - 3. LVL ESL Proficiency Assessment to determine best placement
- B. LVL will offer the following services to the UISD Federal Programs participants:
 - 1. Prepared Tutor Volunteers to provide ESL Literacy Instruction or Civics Citizenship Preparation Courses
 - 2. Instructional material and resources to provide instruction
 - 3. Progress reports of the participants taking instruction, if requested
 - 4. Adult pre-post assessment

V. CONTACT PERSONS

Each organization will appoint a contact person to serve as the agency's point of contact for the other organization. These individuals may communicate as needed and/or call meetings between agencies for any purpose. Additionally, they may propose amendments to this agreement as appropriate.

The contact person for UISD Federal & State Programs is Rebecca Morales, Executive Director who may be reached at (956) 473-6473 and the contact person for Literacy Volunteers of Laredo is Ms. Cecilia. Hodges, Interim Executive Director, who may be reached at (956) 724-5207.

VI. CERTIFICATION

The signatures below acknowledge the existence of this Memorandum of Understanding between the two organizations mentioned above.

United Independent School District

Authorized Official: 

Printed Name and Title: David H. Gonzalez, Superintendent

Address: 201 Lindenwood Drive

Telephone(s): 956-473-6201

Email Address: dhgonzalez@uisd.net

Literacy Volunteers of Laredo

Authorized Official: 

Printed Name and Title: Interim Executive Director

Address: 202 W. Plum St. Laredo, Tx 78040

Telephone(s): (956) 724-5207

Email Address: executivedirector@lvalaredo.org