

**Memorandum of Understanding  
between  
Rural Capital Area Workforce Development Board, Inc.  
AND  
Bastro Chamber of Commerce  
And  
Bastrop Independent School District**

This Memorandum of Understanding (MOU) is entered into between the Rural Capital Area Workforce Development Board Inc. D. B. A. Workforce Solutions Rural Capital Area (WSRCA), Bastrop Chamber of Commerce (Chamber) and Bastrop Independent School District (ISD).

**I. Purpose of Agreement**

WSRCA, the Chamber, and the ISD, will work in partnership and in coordination to implement the **WSRCA Teachers Externship Program** (TE Program) as described in the **Teachers Externship Guide** (TE Guide) for middle and high schools in the ISD(s) as specified in this MOU for the WSRCA nine-county area.

The Teachers Externship Program is designed to engage teachers in an externship that allows them to participate in industry-related activities and learn how classroom content is applied in the real world. The externship will inform teachers about the skill sets required for a given industry. Teachers then develop lesson plans that connect classroom content to real world, workplace industry. As a result, students will develop an understanding of the academic and technical skills they need to enter the workforce and compete for jobs.

**II. Duration of this Agreement**

The parties here to agree and understand that each of them may execute this agreement on different dates, but hereby acknowledge that the effective date of this MOU when fully executed by both parties shall be **April 1, 2025 – February 28, 2025**, or until it is cancelled by the parties in accordance with the terms set forth in **Section IX**.

**III. Allocation of Costs**

The consolidating parties in this project assume full responsibility for their respective costs associated with their performance of the terms of this Agreement. Neither party will incur any financial obligations to the other outside of the Contract.

**IV. Leveraged Funds**

Participation in the TE Program requires the contribution of 25% of cash or in-kind leverage from participating Chambers and ISDs. The estimated 25% leverage amount of \$ 2500 is based on the number of Teachers proposed to participate in the externships. The leverage amount may change based on the **final number of teachers** who complete the externship. The parties may use their respective costs (salaries/travel), supplies and materials, costs of food, and/or value of contributions for the externships, toward the

leveraged requirement. The salaries of the businesses for the time spent providing the externship may also be used for the leverage. **The Leverage Funds Form** must be completed and submitted with the final invoice.

## **V. Stipend for Teachers**

The Chamber will provide a \$1000 stipend to teachers who complete the Five-Day Externship requirements consisting of the following: 1. Attend the required Orientation, 2. Complete the 5-day (20 hour) externship, 3. Attend the Wrap-Up meeting, 4. Submit the lesson plan and all required documents, data and information as listed in the Teachers Externship Guide, and 5. Completes the Survey Monkey Evaluation. See also **VII. Responsibilities of Parties, B. Chamber of Commerce.**

## **VI. Program Description**

The WSRCA Teachers Externship Program follows a model, processes, and forms as listed in the Teacher Externships Guide. The ISDs recruit Middle School and High School teachers and counselors in the ISD to participate. Each educator is matched to a local business in an appropriate industry to observe how academic classroom content is applied in the real world. During the externship, educators will observe the application of academic skill sets required for a given industry.

- a. Educators will gain insights into technical and academic skills, ethics, communication, interpersonal, and soft skills required at the worksites. Connecting classroom content to the workplace will motivate students to master the academic and technical skills needed to enter and successfully compete in the workforce. Educators will develop and submit a lesson plan incorporating the industry-related activities learned during the externship. Include a field trip to an employer or a classroom visit by an employer staff member, in the lesson plan.

The Teachers Externships include the following:

1. Orientation: to be provided by the ISD
2. Onsite Job shadow of five days with a four-hour minimum each day
3. Wrap-up and curriculum development
4. Submission of the lesson plan including either a field trip to the employer or a classroom visit by the employer.

## **VII. Responsibilities of Parties:**

In consideration of the mutual aims and desires of the parties to this Agreement and in recognition of the public benefit to be derived from effective implementation of the programs involved, the parties agree to the following.

## **A. WSRCA:**

1. Serves as the grant recipient and fiscal agent.
2. Develops the required Memorandum of Understanding.
3. Hosts virtual Teacher Externship Meetings, one for Chambers & ISDs and one for Teachers.
4. Provides recordings of virtual meetings.
5. Provides support, technical assistance, and information through the Career Education Outreach team.
6. Provides all required documents, forms, guides, tracking logs, and reporting timelines to Chambers and ISDs.
7. Provides Teacher Externships expected outcomes in the Teachers Externship Tracking Log (TETL).
8. Provides the Teachers Externship Tracking Log (TETL) to ISDs for data entering tracking and reporting specific data as described in the TE Guide.
9. Submits lessons plans, progress reports and final reports to TWC.
10. Provides financial reporting to TWC.
11. Monitors the Program as per TWC requirements.
12. Provides "Blanket Accidental Insurance" for the Teacher Externship Participants.
13. Reimburses Chambers for stipends paid to teachers who complete the Teacher Externships requirements.

## **B. Chamber of Commerce:**

1. Signs the MOU in coordination with the ISD and the Board.
2. Participates in the Teachers Externship Implementation Meeting or reviews the recording.
3. Provides funds or in-kind toward the required 25% match.
4. Obtains signed agreements with Businesses to serve as Host Sites and submits to WSRCA within specified timeline by WSRCA.
5. Reviews and works toward meeting the Teacher Externships expected outcomes as listed in the TE Guide as reported in the Tracking Log (TETL), outcome tab.
6. Coordinates with the ISD to match educators to worksites based on workplace requirements and educator's subject area.
7. Recruit businesses to host a minimum of 5 days for on-site job shadowing for educators.
8. Conducts Orientation in coordination with the ISD for the educators and businesses as outlined in the TE Guide.
9. Participates in the "Wrap Up and Curriculum Development Session" with the ISD.
10. Provides information to WSRCA for required reports to TWC within the timelines specified.
11. Participates in the evaluation by completing the SurveyMonkey evaluation, which gathers and provides specific data and information. The Chamber also provides the SurveyMonkey link to ISDs.
12. Completes the Final Report Form in coordination with the ISD.
13. Provides \$1000 stipends to educators who complete all requirements specified in the TE Guide.
14. **Submits invoice and Leverage Funds Form, by date specified by WSRCA.**

- 15.Submits the Final Report within timelines specified by WSRCA.
- 16.Safeguards Personally Identifiable Information (PII).
- 17.Prepare and submits 1099 for each Teacher who completes the externship as provided on the Teacher Externship Tracking Log.
- 18.Uploads all required documents to the shared cloud-based BOX folder.

**C. Independent School District:**

1. Signs the MOU in coordination with the Chamber and the Board.
2. Participates in the Teachers Externship Meeting or reviews the recording.
3. Provides the meeting link to all participating teachers.
4. Provides funds or in-kind toward the required 25% match.
5. Reviews and works toward meeting the Teacher Externships expected outcomes as listed in the TE Guide as reported in the Tracking Log (TETL), outcome tab.
6. Implements the 5-day Teachers Externships in accordance with the TE Guide & Forms.
7. Uses the Teachers Externship Guide (TE) and ensures teachers use the TE Guide & Forms and upload required forms to BOX
8. Recruits the target number educators for the Program with priority to Teachers who have not previously participated.
9. Determines Eligibility for each "Texas Teacher" for participation.
  - a) Ensures all teachers register in workintexas.com (WIT) AND all eligibility documents have been uploaded for each Texas Teacher.
  - b) Verifies US citizen or authorized to work; registered for selective service, if male; 18 years of age or older, for each educator prior to placement on the worksite.
  - c) Verifies Texas identification (ID or TDL), Social Security Card, and selective service documents (males only) are uploaded into teacher's WIT profile. Submit verification of documents to BOX
  - d) Logs information into the TETL provided, by WSRCA.
  - e) Submits the TETL to WSRCA monthly by the first of each month.
- 10.Safeguards Personally Identifiable Information (PII).
- 11.Ensures Texas Teachers participating in the Program are Texas middle school teachers, high school teachers, school counselors or school administrators.
- 12.Maintains specific data collection requirements such as teacher participation, completion, etc. on the Teachers Externships Tracking Log (TETL) provided by WSRCA.
- 13.Provides TETL to WSRCA per timelines requested.
- 14.Assists the Chamber in promoting the Program to employers.
- 15.Matches Teachers to worksites based on workplace requirements and the educator's subject area.
- 16.Conducts Orientation as outlined in the TE Guide for educators in coordination with the Chamber.
- 17.Conducts "Wrap Up and Curriculum Development Session" in coordination with the Chamber.
- 18.Participates in the evaluation of the externship program as requested by WSRCA.
- 19.Ensures Teachers complete the survey monkey evaluation prior to payment of stipend.

- 20.Ensures Teacher provides the data and information requested in the TE Guide for reporting purposes.
- 21.Ensures Teachers create and submit a lesson plan including a field trip or classroom visit by the employer that reflects current practices learned in the workplace after the externship.
- 22.Submits lesson plans to BOX folder within timelines requested.
- 23.Provides information and data to the Chamber for all required reports to WSRCA within the timelines requested.
- 24.Provides lists of teachers who have completed all requirements of the externship to the Chamber for payment of teacher stipends.
- 25.Submits Leverage Form, Closeout Report, eligibility documentation, and TETL within timelines requested.

**D. Parties will comply fully with:**

1. Rehabilitation Act of 1973 § 504, 29 U.S.C. § 794, as amended;
2. Titles VI and VII of the Civil Rights Act of 1964, 42 U.S.C. §§ 2000d et seq., and 2000e-16, as amended;
3. Title IX of the Education Amendments of 1972, 20 U.S.C. §§ 1681-1688, as amended;
4. The Age Discrimination Act of 1975, 42 U.S.C. § 6101 et seq., as amended;
5. The Americans with Disabilities Act, 42 U.S.C. § 12101 et seq., as amended;
6. Women in Apprenticeship and Non-traditional Occupations Act, 29 U.S.C. § 2501, et seq.;
7. Applicable provisions of the Clean Air Act, 42 U.S.C. § 7401 et seq., and the Federal Water Pollution Control Act, as amended, 33 U.S.C. § 1251 et seq.;
8. The rights and responsibilities for charitable and faith-based providers set forth in the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (PRWORA) § 104, 42 U.S.C. § 604a, as applicable; and
9. The Job Training or Employment Assistance Programs, Services, and Preferences Available to Veterans, as set forth in the Texas Labor Code §§ 302.151-302.153.
- 10.

**VIII. General Provisions**

It is understood by the parties that each should be able to fulfill its responsibilities under this Agreement in accordance with the provisions of law and regulation, which govern their activities. Nothing in this Agreement is intended to negate or otherwise render ineffective any such provisions or operating procedures. If at any time either party is unable to perform its functions under this Agreement consistent with such party's statutory and regulatory mandates, the affected party shall immediately provide written notice to the other to establish a date for mutual resolution of the conflict.

**IX. Amendment or Cancellation of Agreement**

This Agreement may be amended at any time in writing and by mutual consent of the parties. The Agreement may be canceled by either party upon 60 days written notice. If there is a material and significant breach of any of the provisions of this Agreement, the Agreement may be canceled for cause upon delivery of written notice to the other party.

**APPROVED:**

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Becki Womble, President and CEO  
Bastrop Chamber of Commerce

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Date

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Barry Edwards, Superintendent  
Bastrop ISD

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Date

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Paul Fletcher, Chief Executive Officer  
Workforce Solutions Rural Capital Area

4/10/2025  
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Date