



# UNITED INDEPENDENT SCHOOL DISTRICT AGENDA ACTION ITEM

**TOPIC:** Approval of Memorandum of Understanding between United Independent School District  
And Webb County Head Start at Henry Cuellar Elementary School

**SUBMITTED BY:** Gloria S. Rendon **OF:** Deputy Superintendent

**APPROVED FOR TRANSMITTAL TO SCHOOL BOARD:** \_\_\_\_\_

**DATE ASSIGNED FOR BOARD CONSIDERATION:** June 16, 2020

**RECOMMENDATION:**

It is recommended that the Board of Trustees approve the MOU between United I.S.D. and Webb County Head Start at Henry Cuellar Elementary School

**RATIONALE:**

**BUDGETARY INFORMATION:**

**POLICY REFERENCE & COMPLIANCE:**

**MEMORANDUM OF UNDERSTANDING BETWEEN  
THE UNITED INDEPENDENT SCHOOL DISTRICT  
AND WEBB COUNTY HEAD START AT HENRY CUELLAR  
ELEMENTARY**

This Memorandum of Understanding (MOU) is hereby entered into by and between the United Independent School District, a Texas political subdivision (hereinafter referred to as "UISD"), and the Webb County Head (hereinafter referred to as Head Start).

**a. Program Description**

The purpose of this MOU is to establish the terms and conditions under which UISD and Head Start will share in the operation and monitoring of **Four (4)** full day pre-kindergarten classrooms. This project will establish collaborative pre-kindergarten classrooms with certified teachers from UISD and teacher assistants from Head Start that will serve four-year-old children who meet the eligibility regulations for pre-kindergarten enrollment as determined by the UISD /Webb County Head Start enrollment guidelines. In addition, UISD and Head Start will collaborate to integrate into each pre-kindergarten classroom one teacher employed by UISD and one teacher assistant employed by Head Start to teach 4- year-old students who qualify under current state and federal requirements in an UISD classroom using a state approved early childhood curriculum.

**b. Term of Agreement**

1. This Agreement becomes effective on the date of United ISD Board Approval, and will remain in effect through **August 31, 2025**.
2. This Agreement shall remain in effect for a period of 5 scholastic calendar years beginning with the 2020-2021 school year through the 2024-2025 school years.
3. Non-Appropriation of Funds. UISD shall use its best good faith efforts to appropriate sufficient funds for its financial obligations under this Agreement for each fiscal year that this Agreement remains in effect. Notwithstanding any language to the contrary in this Agreement, in the event sufficient funds are not appropriated by UISD to continue its financial obligations under this Agreement for any fiscal year of the school district, UISD shall have the right to serve and terminate any provision of this Agreement creating a financial obligation on the district, effective the last day for the fiscal year for which appropriations were received without penalty or expense to UISD. In the event of such non-appropriation, UISD shall provide Head Start written notice sixty (60) days prior to the end of its current fiscal year confirming that any such provision will be so terminated.

**c. Rights and Responsibilities of UISD**

1. UISD will provide **four (4)** classrooms at the **HENRY CUELLAR Elementary School** with a 20 to 1 student ratio for PreK4 as determined by the Webb County Head Start guidelines.
2. UISD will provide full day instruction from 7:45 a.m. to 3:00 p.m. in the shared classrooms.
3. UISD will provide state approved curriculum and classroom resources for best practice classroom instruction.

4. UISD will provide regular staff development sessions to present teachers with current best practice instructional methods.
5. UISD will provide registration and attendance procedures to optimize student enrollment and daily assistance to class.
6. UISD will provide daily attendance records to Head Start personnel.
7. UISD will provide breakfast, lunch and snack in the shared classrooms through the National School Lunch Program and claim reimbursement for breakfast, lunch and snack effective August 21, 2020 until this agreement is terminated. The Family Style Program will be utilized during the students' lunchtime.
8. UISD will provide one teacher for each of the four (4) pre-kindergarten classrooms. It is understood and agreed to by the parties that these teachers shall remain employees of UISD and not employees of Webb County and shall be subject to all of UISD's policies, regulations and procedures. UISD shall be responsible for the evaluation of the teachers provided pursuant to this Agreement.
9. UISD retains the right to direct Head Start to immediately remove and replace any Head Start teacher assistant working in UISD's pre-kindergarten classrooms.
10. UISD shall invoice Head Start in the amount of \$25,000 per four (4) integrated teachers for a one-time lump sum payment of \$100,000.00 during the school year. This agreement will automatically renew on a month-to-month yearly basis with the final contract end date of August 31, 2025.

**d. Rights and Responsibilities of Head Start**

1. Head Start shall pay to UISD the lump sum amount of \$100,000.00 per year, to be paid on September of each year. Head Start shall pay within thirty (30) days of its receipt of UISD's invoice.
2. Head Start will provide one teacher assistant for each of the four (4) classrooms. Head Start shall pay the full salary and benefits for each of their classroom teacher assistants. It is understood and agreed to by the parties that these teachers shall remain employees of Head Start and not employees of UISD. The teacher assistants provided by Head Start are not entitled to receive employee benefits of any kind from UISD, including, but not limited to, unemployment compensation, workers' compensation, health insurance or retirement benefits. Head Start assumes full responsibility for workers' compensation insurance (or alternative) and for payment of all federal, state and local taxes or contributions, including but not limited to, unemployment insurance, social security, Medicare, and income taxes with respect to Head Start and its employees. Head Start shall be responsible for the evaluation of its teacher assistants provided pursuant to this Agreement.
3. Head Start's teacher assistants in the integrated classrooms will meet the SB9 fingerprint, licensing and criminal history requirements.
4. Head Start teacher assistants will complete and submit to ISD the UISD Parent Volunteer Form, TB Questionnaire, Criminal History Authorization Form and the DPS Computerized Criminal History Verification Form.

5. Head Start will follow the UISD academic calendar each school year.

**e. PEIMS/ADA (average daily attendance)**

UISD shall remain responsible for PEIMS/ADA (average daily attendance) reporting requirements for each of its students participating in the Program, and UISD will claim ADA in accordance with pre-kindergarten guidelines. Students in shared classrooms will adhere to the UISD scholastic year calendar. UISD will comply with all TEA accountability system requirements for the students.

**f. Confidentiality of Student Information**

1. Both Parties agree to maintain, in accordance with all applicable federal, state, and local laws, records of all UISD students. The parent(s) of any authorized student shall have access to his or her child's records. Any UISD/Head Start employee with a legitimate educational interest in any students' records as maintained by the Program shall have access to the said records.
2. In accordance with the Family Education Rights and Privacy Act ("FERPA") (20 U.S.C. §1232g) and UISD Board Policy series FL, all records relating to UISD students, which are generated or maintained by any employee of the Program, shall be considered education records, whether or not the records are generated at the respective school district. Both parties shall maintain the confidentiality of these and all education records in accordance with all applicable state, federal and local laws and regulations, including FERPA and UISD/Head Start Board Policy series FL. The Parties shall not release education records to any third party without prior written consent by the student's parent or other person in lawful control of the student or by a student who is 18 years of age or older, except as otherwise permitted by law.

**g. Notices**

Notices to the parties hereto required or appropriate under this Agreement shall be deemed sufficient if in writing and faxed or mailed, registered or certified mail, postage prepaid, addressed to:

TO: United Independent School District  
Attn: Roberto J. Santos, Superintendent  
201 Lindenwood  
Laredo, Texas 78040

TO: Webb County Head Start  
Attn: Aliza F. Oliveros, Executive  
Director 5904 West Drive, Suite 7  
Laredo, Texas 78041

**h. General Conditions**

**1. No Partnership or Joint Venture**

This Agreement does not create a partnership or a joint venture between the Parties hereto, nor does it authorize either party to serve as the legal representative or agent of the other. Neither party will have any right or authority to assume, create, or incur any liability or any obligation of any kind, expressed or implied, against or in the name of or on behalf of the other party, except as agreed in this MOU.

## **2. Partial Invalidity**

If any provision, section, subsection, paragraph, sentence, clause, or phrase of this Agreement, or the application of same to any person or set of circumstances, shall, for any reason, be held by a Court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions hereof shall continue in full force and effect.

## **3. Integration**

This Agreement contains the entire agreement between the parties with respect to the subject matter contained herein. No other agreement, statement, or promise made by or to any employee, officer, official, or agent of any party that is not contained herein shall be of any force or effect. Any modifications to the terms of this Agreement must be in writing and signed by the parties.

## **4. Indemnification**

To the extent permitted by Article XI, Section 7 of the Texas Constitution, and with the mutual understanding that Webb County is a political subdivision of the State of Texas and that an indemnity obligation cannot be paid from current revenues and that no order, resolution, tax nor interest and sinking funds has been set, adopted or established for payment of this indemnity obligation, and without expanding Webb County's liability beyond the statutory limits of the Texas Tort Claims Act of under existing law, and furthermore, without waiving Webb County's immunity beyond the scope of that allowed by the Texas Tort Claims Act or existing law, shall indemnify and hold harmless UISD and UISD's officers, agents, employees, and assigns from all suits, actions, or other claims of any character brought for or on account of injury to a person or property arising from Webb County's own acts of negligence in carrying out its obligations under this agreement.

## **5. Law of Texas**

This Agreement shall be governed by and construed in accordance with the laws of the State of Texas and shall be enforced in the Webb County, Texas.

## **6. Amendment**

No changes to this Agreement shall be made except upon written agreement of both parties.

## **7. Headings**

The headings used herein are for convenience of reference only and shall not constitute a part hereof or affect the construction or interpretation hereof.

## **8. No Waiver**

No delay on the part of any party hereto in exercising any right, power or privilege hereunder shall operate as a waiver thereof; nor shall any waiver on the part of any here of any such right, power or privilege, or any single or partial exercise of any such right, power or privilege, preclude any further exercise thereof or the exercise of any other right, power or privilege.

## **9. Counterparts**

This Agreement may be executed in any number of and by the different parties hereto on separate counterparts, each of which when so executed shall be deemed to be an original, and such counterpart shall together constitute but one and the same document.

## **10. Rule of Construction**

The parties hereto acknowledge that each party and its legal counsel have reviewed and revised this Agreement, and the parties hereby agree that the normal rule of construction to the effect that any ambiguities are to be resolved against the drafting party shall not be employed in the interpretation of this Agreement or any amendments or exhibits hereto.

## **11. No Waiver of Immunity**

Neither Head Start nor UISD waive or relinquish any immunity or defense on behalf of themselves, their trustees, commissioners, offices, employees and agents as a result of the execution of this Agreement and performance of the functions and obligations described herein.

## **12. Legal Compliance**

The parties hereto agree to comply fully with all applicable federal, state and local statutes, ordinances, rules, and regulations in connection with the programs contemplated under this agreement. This agreement is subject to all applicable present and future valid laws governing the Juvenile Justice Programs applicable to school district and /or County Juvenile Probation Departments. In the event that any of the parties hereto are required by law or regulation to perform any act inconsistent with this agreement, or to cease performing any act required by this agreement, this agreement shall be deemed to have been modified to conform to the requirements of such law, regulation or rule.

## **13. Prohibition Against Assignment**

There shall be no assignment or transfer of this Agreement without the prior written consent of both parties hereto.