

MEMORANDUM OF UNDERSTANDING (MOU)
Galveston Community Action Council, Inc. Head Start and
Galveston Independent School District

The Galveston County Community Action Council, Inc. Head Start program (GCCAC) and Galveston Independent School District (GISD) agree to provide educational services to 4-year-old children who are deemed eligible for prekindergarten education services as set out herein.

The terms and conditions set forth in the following document shall constitute the entire agreement between GCCAC and GISD and may not be amended except by a written document signed by GCCAC and GISD.

GISD will:

- Provide a certified teacher in each classroom.
- Provide consultation, mentoring, staff development, and support to the teachers.
- Provide student paperwork to comply with Head Start Federal Guidelines (i.e.: immunization, birth certificate, income verification, Medicaid, emergency information, and etc.)
- Provide trainings to help support staff in the classroom.
- Provide a substitute teacher in the absence of GISD staff (if appropriate).
- Provide Highly Qualified PK Classroom.
- Provide a Head Start Classroom at a GISD Campus.
- Provide a designated area for a file cabinet and storage cabinet during all school days.
- Provide an office area for the Site Manager and Head Start Support Staff.
- Provide access to playgrounds facilities and all areas of the building as appropriate for GCCAC Head Start staff.
- GISD and GCCAC will enter into a Vendor's Agreement for Food Service.
- Provide breakfast, lunch, and snacks to be served to all eligible students. Meal times will be determined by Campus Principal. GISD reserves the right to seek available reimbursement directly from the Texas Department of Agriculture.
- GISD will provide technology access to Head Start staff.

GCCAC Head Start will:

- Provide a Site Supervisor/Family Service to coordinate any efforts under the jurisdiction of the Campus Principal and the Executive Director of Special Programs/ECH/Homeless and Foster Care Liaison.
- Hire and provide a teacher for each Classroom who has credentials (one of the Teacher Qualification Options for a High Quality PK Program).
- Hire and provide an aide for each Classroom who has credentials and have successfully worked in a PK Classroom.
- Provide background checks for all GCCAC employees who will be on a GISD campus at any time.
- **Consider providing an aide in each GISD/HS classroom.**
- Provide information to the special education teacher concerning times and dates of GCCAC staff meetings.
- Provide a site supervisor who will ensure that its staff complies with the GISD personnel policies and practices and support the academic achievement for students.
- Provide to GISD the certification that the facility is a child care facility licensed by the State of Texas, and GCCAC will provide GISD with a copy of its current license, and will inform GISD immediately of any change in its license status.
- Shall purchase and maintain in force a general liability insurance policy as will protect GCCAC from all claims which arise out of or result from GCCAC's operations under this agreement. GCCAC will provide GISD a certificate of insurance.
- Provide background checks completed on all Head Start Staff located on a GISD campus.
- Shall hold GISD harmless and indemnify GISD for suits, claims or losses sustained by individuals directly or indirectly involved with the performance of services in connection with this agreement.

- Will provide for a substitute in case of an absence of Head Start staff. The Head Start Site Manager and Head Start Director will be notified immediately of the absence.
- Will follow GISD school calendar and comply with all laws, and campus policies and procedures as long as they do not violate Child Care Licensing.
- Will supply needed materials to the teachers to support the delivery of the Curriculum.
- GCCAC staff will complete any and all Annual Compliance Training required by GISD.
- Will provide a certified monthly roster of eligible Head Start students to the both the Special Programs Department and the Food and Nutrition Department signed by the Site Manager of the Campus.
- Will pay in a timely manner for the meals of the Head Start Staff.

Collaborative Efforts:

- GCCAC and GISD will utilize a weekly planning time for lesson plan development and preparation. GISD and GCCAC staff will assist with classroom coverage during the planning time. Lesson plans and supply lists will be provided to the Executive Director of Special Programs/ECH/Homeless and Foster Care Liaison and the Campus Principal as per campus procedures.
- A curriculum that is planned around play activities designed to support the child's social, emotional, cognitive, and physical development that meets all criteria of a Highly Effective and Quality Pre-K classroom.
- Will maintain the confidentiality of the identity of students enrolled in the Preschool Program for Children with Disabilities (PPCD).
- A representative from the GCCAC may be invited to all ARD meetings and staffing regarding the students (if appropriate).
- Staff training will be determined and coordinated by the Executive Director of Special Programs/ECH/Homeless and Foster Care Liaison, Principals, and GCCAC Head Start Director based on needs assessment completed by GCCAC and GISD staff.
- Meetings between the Executive Director of Special Programs/ECH/Homeless and Foster Care Liaison and GCCAC Head Start Director will be held as needed.
- Meetings between the Executive Director of Special Programs/ECH/Homeless and Foster Care Liaison, GCCAC Head Start Director, and the Principals will be held at least two times during the school year or more if needed.
- GCCAC and GISD will participate in ongoing problem solving and evaluation.
- GCCAC and GISD will create enrollment fliers and list all required documentation for enrollment.
- GCCAC and GISD will conduct joint registration for PK 4 students to determine eligibility of students.
- GCCAC and GISD will work collaboratively to fill any vacant seats within 30 days.
- GCCAC and GISD will maintain at ratio up to 19 but not less than 18 in the PK 4 GISD/Head Start Classroom.
- GCCAC and GISD will utilize the (Frog Street Curriculum which is on the Commissioners List of approved Curriculums.
- GCCAC and GISD will assure that each student will receive all appropriate services (such as but not limited to Bilingual Education, Special Education, Speech and other related services, RTI, health, meals, and nutrition).
- GCCAC and GISD will jointly assess teachers and students' performance in the classrooms.
- GCCAC and GISD leadership will meet at least once a semester to resolve any concerns and continue on - going communication between both entities.
- GCCAC and GISD will collaboratively evaluate the effectiveness of the partnership each year to determine the on-going relationship, changes or termination of the partnership.

Staff Development/Training:

- GISD staff as assigned by the Executive Director of Special Programs/ECH/Homeless and Foster Care Liaison will attend GCCAC new employee (pre-service) trainings.
- Training for the GCCAC staff will be coordinated by both GCCAC Head Start Director and the Executive Director of Special Programs/ ECH/Homeless and Foster Care Liaison. Information regarding upcoming workshops and conferences will be shared with each respective principal to dispense to the teaching staff.
- Other workshop and training information will be provided by both GISD and GCCAC.
- GCCAC staff will attend all Professional Development and Family Engagement Activities that pertain to PK.

Transportation - GCCAC and GISD:

- GISD will provide transportation to all students who reside within the GISD boundaries and in accordance with GISD transportation policies.
- GCCAC will assist with transportation needs for designated campus field trips (if the bus is available).

Assessment:

- Assessments and screenings are completed on each child in the program by the classroom teacher/contracted staff upon enrollment and throughout the school year.
- Both GCCAC and GISD will be responsible for all assessments and screenings and the results will be forwarded to the Executive Director of Special Programs/ECH/ Homeless and Foster Care Liaison and the Head Start Site Manager.

Miscellaneous Provisions:

- This agreement shall not serve to create a principal agent relationship, partnership or joint venture. Each party shall retain control over its own employees and agents.
- No party waives or relinquishes any immunity or defense on behalf of itself, its agents, trustees, officers or employees as a result of entering into this agreement.
- This agreement shall not benefit or obligate any person or entity who is not a party. The parties shall cooperate fully in opposing any attempt by any third party to claim any benefit, protection or other consideration under this agreement.
- Any notice required under this agreement must be in writing and be directed to the following persons:

Galveston Independent School District
Dr. Kelli Moulton
Superintendent of Schools

Galveston County Community Action Council, Inc
Melvin Williams
Executive Director of GCCAC

- This agreement may not be assigned by either party without the prior written consent of the other party.
- Both parties agree to abide by the rules and regulations or standards set by both law and regulatory agencies.

Termination

GISD may terminate the Agreement, with or without cause, by giving thirty (30) days written notice to the GCCAC.

Term:

This agreement is in effect from August 2019 through July 2020, unless earlier terminated as provided herein.

Dr. Kelli Moulton
GISD Superintendent

Date

Melvin Williams
GCCAC Executive Director

Date

Mary Patrick
Executive Director of Special Programs/ECH/
Foster Care and Homeless Liaison

Date

Gerald Richards
Head Start Program Director

Date