

**MEMORANDUM OF UNDERSTANDING
BETWEEN
COMMUNITY SERVICES OF NORTHEAST TEXAS, INC., (CSNT)
HEAD START PROGRAM AND TEXARKANA INDEPENDENT
SCHOOL DISTRICT (TISD)**

This is an agreement between Community Services of Northeast Texas, Inc., Head Start Program, herein referred to as Head Start, and the Texarkana Independent School District, herein referred to as TISD. This document will outline the duties and responsibilities of each party for the PARTNERSHIP that will begin with the first day of the 2019/2020 school year. The partnership is a collaborative effort between Head Start and TISD to jointly serve children in the TISD/Head Start service area.

DUTIES OF CSNT

CSNT agrees to the following:

1. Provide Head Start comprehensive services to children who are co-enrolled in TISD for at least 1,020 annual hours of planned class operations over the course of at least 8 months. In order for children to be eligible for the TISD partnership classrooms at the Dunbar Elementary School, the children must meet the eligibility requirements for both Head Start and TISD.
2. Provide four teachers and four teaching assistants at Dunbar Elementary School that will meet or exceed the qualifications set forth by the Head Start Program. The four classrooms will serve 148 three-and-four-year-old students. These classrooms cannot exceed 20 four-year-olds per classroom or 17 three-year-olds per classroom. CSNT will put forth a good faith effort to maintain the enrollment of 148 students throughout the school year. These teachers will team teach with the TISD teachers in providing

comprehensive classroom instruction to children that are co-enrolled in TISD and Head Start.

3. Collaborate with TISD in implementing a curriculum that will meet the expectations of the TISD Kindergarten Administrators and staff. This curriculum will include educational activities, objectives, and instruction that prepare Head Start children for transition into the Kindergarten program.
4. Obtain written permission from parents for their children to be co-enrolled in Head Start and in TISD. Work in partnership with TISD to enroll children in both programs.
5. Collaborate with TISD in the supervision of the Head Start staff located at the Dunbar Elementary Campus to ensure that all state and federal laws, rules, and guidelines are followed by the staff.
6. Collaborate with TISD in the supervision of the children co-enrolled in TISD and the Head Start Program according to the standards set forth by the 2017 Head Start Program Performance Standards and Texas Education Agency.
7. Collaborate with TISD in implementing a comprehensive classroom schedule that meets all state and federal regulations for co-enrolled classrooms.
8. Collaborate with TISD in the dissemination of information about both programs into the community and to families being served by both programs.
9. Provide parent outreach for smooth transitions into TISD Kindergarten.
10. Follow the TISD School Calendar.
11. Obtain TISD Kindergarten through third grade assessment information for analysis to prepare Head Start children for school readiness.

12. Collaborate with TISD Health staff to implement Health requirements for co-enrolled children at the Dunbar Elementary Campus according to State and Federal Health Standards and Regulations.
13. Provide Family Service Workers to assist families participating in the Head Start program with completing home visits, setting family goals, attending parent trainings, and learning how to utilize community resources.
14. Provide a copier and computer systems for Head Start staff located on the Dunbar Elementary School Campus.
15. Head Start staff located on the Dunbar Elementary Campus agrees to work with Dunbar Elementary staff in providing services to the Head Start students receiving services at Dunbar Elementary Campus as long as the duties are aligned with the Head Start Performance Standards.
16. Collaborate with TISD in providing nutritional services for children co-enrolled in Head Start and TISD. These services will be provided through the School Lunch Program. (See Nutrition Contract)
17. CSNT Head Start agrees to the relocation of Head Start playground equipment that meets TISD regulations from 810 Capp Street, Texarkana, TX 75551 to Dunbar Elementary Campus, 2315 West 10th Street, Texarkana, TX 75501. TISD will have use of the equipment for the term of the MOU.
18. CSNT agrees to relinquish TISD of all MOU obligations in the event that the lease is terminated for any reason set forth in the lease agreement.

DUTIES OF TISD

TISD agrees to the following:

1. Provide comprehensive educational services to children who are co-enrolled in Dunbar Elementary School for at least 37,800 minutes per year through a partnership with CSNT. In order for children to be eligible for the TISD partnership classrooms at the Dunbar Elementary School, the children must meet the eligibility requirements for both Head Start and TISD.
2. Provide four teachers and four teaching assistants at Dunbar Elementary School that will meet or exceed the qualifications set forth by the Texas Education Agency. The four classrooms will serve 148 three-and-four-year-old students. TISD will put forth a good faith effort to maintain the enrollment of 148 students throughout the school year. These teachers will team teach with the Head Start teachers in providing comprehensive classroom instruction to children that are co-enrolled in TISD and Head Start.
3. Provide four classrooms at Dunbar Elementary School that will meet the space requirements for Head Start students. These classrooms will have sinks located within the classroom for Head Start students to brush teeth. Phone (intercom) and internet access will be provided to these classrooms. Submit a statement of the value and square footage of the space used by Head Start staff and students at the Dunbar Elementary Campus including common areas such as cafeteria, gym, playground, etc. The amount of rooms and space calculated in the lease payment by Head Start will be specified in the lease agreement between Head Start and TISD.

4. Collaborate with Head Start in implementing a curriculum that will meet the expectations of the TISD Kindergarten Administrators and staff. This curriculum will include educational activities, objectives, and instruction that prepare Head Start children for transition into the Kindergarten program.
5. Obtain written permission from parents for their children to be co-enrolled in Head Start and in TISD. Work in partnership with Head Start to enroll children in both programs.
6. Collaborate with the Head Start Campus Director in the supervision of the Head Start staff located at the Dunbar Elementary Campus to ensure that all state and federal laws, rules, and guidelines are followed by the teaching staff.
7. Collaborate with Head Start Campus Director in the supervision of the children co-enrolled in TISD and the Head Start Program according to the standards set forth by the 2017 Head Start Program Performance Standards and Texas Education Agency.
8. Collaborate with Head Start in implementing a comprehensive classroom schedule that meets all state and federal regulations for co-enrolled classrooms.
9. Collaborate with Head Start in the dissemination of information about both programs into the community and to families being served by both programs.
10. Provide Head Start Campus Director with any school calendar changes.
11. Provide Head Start Campus Director with Kindergarten through third grade assessment information for analysis to assist Texarkana Head Start in meeting kindergarten expectations.

12. Submit to Head Start on a monthly basis a signed statement of value of teaching services provided for co-enrolled Head Start children. This statement will be used to document CSNT Head Start non-federal share.
13. Collaborate with Head Start Health staff to implement Health requirements for co-enrolled children at the Dunbar Elementary Campus according to State and Federal Health Standards and Regulations.
14. Provide transportation to co-enrolled Head Start students that reside within the district delivery area for the Dunbar Elementary Campus set forth by Texarkana Independent School District. Submit a monthly statement to the Head Start Program Monitor of the value of the transportation services provided for co-enrolled Head Start students.
15. Provide office space for four Head Start Family Service Workers and one office for the Head Start Campus Director. Phone/Fax and Internet access will be provided to these offices. This office space will be specified in the lease agreement between TISD and Head Start.
16. Provide nutritional services for children co-enrolled in Head Start and TISD. These services will be provided through the School Lunch Program. (See Nutrition Contract)
17. TISD agrees to provide space at Dunbar Elementary Campus, 2315 West 10th Street, Texarkana, TX 75501 for the relocation of Head Start playground equipment from 810 Capp Street, Texarkana, TX 75501 that meets TISD regulations.
18. TISD agrees to provide pest control at the Dunbar Campus that meets and/or exceeds State health requirements.
19. TISD agrees to relinquish CSNT of all MOU obligations in the event that the lease is terminated for any reason set forth in the lease agreement.

DUTIES OF CSNT AND TISD:

CSNT and TISD agree to the following:

1. Make every effort to implement a collaborative partnership that helps each child succeed.
2. Share services as appropriate.
3. Provide training for staff and parents as appropriate.
4. Collaborate to provide comprehensive services as needed.
5. Maintain confidentiality of all records according to Head Start and TISD, State, and Federal requirements.
6. Coordinate school activities as necessary.
7. Coordinate services between CSNT Head Start and TISD personnel, as needed.
8. Maintain compliance with all Federal and State regulations guiding TISD and Head Start including fire, safety, and health inspections/drills as well as Campus Emergency Preparedness Plans, and provide CSNT copies, as necessary.
9. Have regular meetings with representatives from TISD and CSNT to discuss any adjustments suggested by either party to this Memorandum of Understanding. These meetings should be held in the months of October, April, and July, if necessary.
10. CSNT Head Start may review TISD enrollment data on current children and previously enrolled children in order to verify those students' participation in the program. In rendering performance hereunder, CSNT Head Start will ensure compliance with all applicable statutory requirements relating to the confidentiality of education records set forth in the Family Education rights and privacy Act (FERPA), 20 U.S.C. § 1232g. et seq. CSNT Head Start and TISD will have a system in effect to protect student

records that are maintained in connection with the services provided pursuant to this agreement. CSNT Head Start and TISD will not transfer or disclose any identifiable student education records to any third party or entity without the express written consent of someone authorized to act on behalf of the child, except in instances where it is required by State or Federal regulations. TISD and CSNT Head Start will maintain separate student records on each child enrolled in each program.

11. Nothing herein shall be deemed to constitute a waiver of any immunity or affirmative defense, which may be asserted by TISD or CSNT Head Start as to any claim of any third party, however the parties do waive immunity to any claim of the other party seeking enforcement of this agreement pursuant to law.
12. In the event that the enrollment falls below 148 three-and-four-year-old students within four classrooms, TISD and CSNT Head Start agree to recruit and enroll students to meet that target student count.
13. This Memorandum of Understanding will be reviewed, updated and renewed annually as long as the lease agreement is in effect.


Any amendments or changes to this agreement must be in writing and signed by the Superintendent of TISD and Executive Director of CSNT.




Superintendent of Texarkana ISD



Date



Executive Director of CSNT



Date

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Superintendent of Texarkana ISD



Date



Executive Director of CSNT



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