

MEMORANDUM OF UNDERSTANDING
HELPNM/Head Start and Gadsden Independent School District
2023-2024 School Year

This Memorandum of Understanding (MOU) is made and entered between the Gadsden Independent School District, hereinafter referred to as “GISD”, and HELP New Mexico, Inc., hereinafter referred to as HELPNM. This agreement is effective on the date it is approved by the Gadsden Independent School District Board of Education.

As a result of this partnership HELPNM will collaborate with GISD Early Childhood Program to provide quality educational settings for 3-year-olds and refer all 4-year-old students to GISD Programs.

Responsibilities

HELPNM is required to:

1. Maintain regular communication throughout the year with GISD Early Childhood Program administration and/or staff
2. Provide 4-5 slots for students with disabilities in the HELPNM classroom, if slots are available
3. Assist with GISD family engagement by providing flyers and other correspondence to parents.
4. Provide a qualified teacher(s) in Early Childhood for the classroom(s) identified, at no cost to GISD
5. Ensure HELPNM teaching staff, complete and comply with GISD required employee documents to include background check
6. Register and keep records (to include attendance and photo release) of students in the associated classroom
7. Maintain emergency information on each student to be kept at the school in the event of any emergency situations
8. Provide and implement a schedule which corresponds with that of the GISD calendar and operating hours
9. Provide an administrative representative to address any issues that may arise and/or participate in planning meetings as needed
10. Maintain supervision of the teacher(s) and ensure that GISD guidelines and procedures are followed
11. Share waiting lists with GISD in order to maintain and increase enrollment

12. Assurance that all students and their families will be treated with respect and appropriate professional behavior. Any issues arising will be appropriately addressed by HELPNM supervisors.

GISD Early Childhood Program is required to:

1. Maintain regular communication throughout the year with HELPNM administration and/or staff
2. Provide support for students with IEP's in the HELPNM classroom(s)
3. Provide case manager (IEP teacher) to address special education issues and paperwork
4. Provide instructional support for the HELPNM teaching staff
5. Provide flexibility for the teacher's schedule limitations as dictated by HELPNM constraints
6. Provide Internet access with appropriate signed documentation by teacher
7. Provide access to HELPNM teaching staff to professional development for the classroom at no cost to HELPNM
8. Include HELPNM parents in all family engagement and classes available to GISD parents.
9. Share waiting lists with HELPNM in order to maintain and increase enrollment

Timeframe

This MOU is for one (1) year. At the end of the 2023 – 2024 school year, we will re-evaluate the MOU to see if updates or revisions are required.

Nutrition

HELPNM will be required to complete an application with the Child and Adult Care Food Program, annually. Costs for meals for HELPNM students will be coordinated with the GISD Student Nutrition Program Director beginning July 31 2023.

**Laura Salazar Flores, President
Gadsden Independent
School District Board of Education**

Date

**Travis Dempsey, Superintendent
Gadsden Independent School District**

Date

**Cheri Lujan, Interim CEO
HELP New Mexico, Inc.**

Date