

MEMORANDUM OF UNDERSTANDING
by and between
the Pflugerville Independent School District
And
City of Manor

The following Memorandum of Understanding (the Agreement) sets forth the terms of agreement between the **Pflugerville Independent School District**, hereinafter referred to as “PfISD” and **City of Manor** hereinafter referred to as “City.”

I. Purpose of Agreement

It is the purpose of this Agreement to establish a cooperative and mutually beneficial relationship between the parties and to set forth the relative responsibilities regarding the Summer Skilled Trades: Water Operation Academy.

II. Duration of Agreement

The Agreement will commence on May 12, 2025, **and** shall remain in full force until June 30, 2026. This agreement may be extended upon review of terms and conditions to ensure appropriate funding and delivery of services if all parties are in agreement. The agreement may be extended at any time during the designated period with written notice by any party or if there are substantial amendments. The agreement may be terminated at any time with thirty (30) days written notice without cause.

III. City of Manor

The City is a Home-Rule Municipality within Travis County, Texas. The City is a government entity that supplies and maintains water and wastewater through the utilities department. The City serves 26,000 people. The City works to deliver and treat water to its customers while disinfecting its wastewater.

IV. Pflugerville Independent School District

The PfISD is a public school district based in Pflugerville, Texas. The district serves over 25,000 students on 34 campuses, including 21 elementary schools, 7 middle schools, 4 high schools, and 2 alternative schools. With a mission to provide innovative opportunities for all students to learn and succeed, PfISD has become a top choice for families seeking quality education in the region. PfISD offers 20 career and technical education programs, each with a goal of career and college readiness for all students, including industry-based certification and college credit, where available.

V. 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 any party is unable to perform its functions under this Agreement consistent with such party's statutory and regulatory mandates, the affected party or parties shall immediately provide written notice to the other to establish a date for mutual resolution of the conflict.

VI. Services Provided

Responsibilities of the Parties Under Agreement

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 that their responsibilities under this agreement shall be as follows:

1) PfISD shall:

- Provide a campus classroom for instruction.
- Provide computers for instruction and TCEQ testing.
- Provide a PfISD employee to serve as a course facilitator and chaperone for the duration of the academy.
- Provide for transportation for all participating students to/from site visits.
- Provide school breakfast/lunch, through Aramark, for all participating students.
- Communicate the academy schedule with partners, at least one week prior to start date.
- Provide a copy to participating schools of the documentation types all students will need to bring to the academy, at least one week prior to start date.
- Provide student copies of the curriculum for notetaking.
- Provide transportation to/from the campus for PfISD participating students, as needed.
- Notify PfISD students and parents/guardians of student data to be collected by Texas Commission on Environmental Quality (TCEQ) for licensing application.

2) The City shall

- Provide an onsite tour of the wastewater treatment facility at Wilbarger Wastewater Treatment Plant.

VII. Confidentiality

All parties shall secure the confidentiality of records and agree and acknowledge that all information provided to them by the other parties is confidential by law and will only be used for the purposes set forth in this agreement. Any request for information received pursuant to the Texas Open Meetings Act (the "Act"), *Texas Government Code* Chapter 552, for information related to this agreement, will be processed accordingly under the Act by the receiving party. The receiving party will timely notify the other party of

said request for any of its information and make a good faith effort to coordinate on any response or release.

Student information required for Texas Commission on Environmental Quality (TCEQ) records:

- Last name, first name, middle initial
- Social Security Number, or Personal Identification Number
- Photo ID (DL, state ID or school ID)
- Mailing address, city, state, zip code
- Home phone number
- Work (or cell phone) number
- Date of birth
- Highest level of education
- Copy of High School Diploma (as soon as available)
- 20-hour Class D Water Operator Training Certificate
- Criminal background check, including all convictions (deferred or dismissed cases above a Class C Misdemeanor regardless of age) and all arrests, regardless of age - completed by employer partner upon offer of employment

VIII. Other Provisions or Agreements

- 1) Alterations, additions, or deletions:** Any alterations, additions, or deletions to the terms of this agreement which are required by changes in the state law, federal law, or by regulations are automatically incorporated in this agreement without written amendment and shall become effective on the date designated by such law or regulation. Any party from time to time may seek to amend this agreement. A notice of the intention to amend the contract must be provided to the other parties to the agreement 30 days prior to the effective date of the proposed amendment. Any amendment must be approved by both parties in the same manner as the original agreement before it is effective.
- 2) Notices:** Any notice may be affected by personal delivery or by sending said notices by registered or certified mail, return receipt requested, to the address set forth below. Notice shall be deemed given when deposited when the United States Postal Service with sufficient postage affixed or by email with confirmed receipt.

If to PflISD:

Pflugerville ISD

Attn: _____

With a copy to:

If to the City:

City of Manor
Attn: Scott Moore, City Manager
105 E. Eggleston Street
Manor, TX 78653

With a copy to:

The Knight Law Firm, LLP
Attn: Veronica Rivera
223 West Anderson Lane, Suite A-105
Austin, TX 78752

IX. Equal Opportunity and Non-Discrimination and Disabilities Provision

All parties agree to abide by the Equal Opportunity and Non-Discrimination provisions the following laws:

- WIOA Title I, Section 188 — Nondiscrimination
- Titles VI and VII of the Civil Rights Act of 1964
- Title IX of the Education Amendments of 1972
- The Pregnancy Discrimination Act
- Equal Pay Act of 1963
- Age Discrimination in Employment Act of 1967 (AREA)
- Americans with Disabilities Act of 2008, as amended by the Americans with Disabilities Act of 1990 (ADA), including Title II
- Sections 102 and 103 of the Civil Rights Act of 1991
- Sections 501, 504 and 505 of the Rehabilitations Act of 1973.
- The Genetic Information Nondiscrimination Act of 2008 (GINA)
- Other Federal and State required accessibility and non-discrimination requirements

X. Grievance Procedure

In the instance of a dispute between the parties to this agreement, the process for resolution is agreed to as follows:

- Informal discussion between the parties must occur;
- Formal discussion of the disagreement constitutes the second step;
- Failing to find a resolution in steps one or two, outside mediation should be considered; and
- Non-binding mediation constitutes the final step in the resolution process in accordance with this agreement.

The remedies identified herein are not intended to be exclusive remedies.

APPROVED:

The undersigned parties bind themselves to the faithful performance of this Agreement. It is mutually understood that this Agreement shall not become effective until approved by all parties involved.

Pflugerville Independent School District:

City of Manor

(Signature of designated representative)

Erik Torres, Chief Academic/Innovation Officer

(Signature of designated representative)

Scott Moore, City Manager

Date: _____

Date: _____

ATTEST:

Lluvia T. Almaraz, City Secretary