

**MEMORANDUM OF
UNDERSTANDING
BETWEEN
H-E-B
AND
SAN ANTONIO INDEPENDENT SCHOOL
DISTRICT**

H-E-B and San Antonio Independent School District (“SAISD”) on behalf of Highlands High School, Lanier High School, Edison High School, Fox Tech High School and Sam Houston High School (“P-TECH”) enter into this Memorandum of Understanding (“MOU”) to develop a partnership to develop and implement a P-TECH program for 9th through 14th grade level program as outlined and aligned to the design elements listed in the Texas Education Agency’s P-TECH blueprint.

This MOU intends to define the roles and responsibilities of a strong partnership between business and industry partners and SAISD to provide a detailed plan for program oversight and advisory and to provide work-based learning experiences for students appropriate to each grade level, such as facility visits, guest speakers, presentations, career information, job shadowing, internships, externships, and apprenticeships.

Mutual Understanding

H-E-B and SAISD agree to work together to support the following common goals:

- Inform the partner of any changes that may impact service delivery;
- Develop a method of communicating needs and challenges;
- Collaborate to encourage students to pursue industry certifications, post-secondary education, career and internship opportunities; and
- Work in partnership to establish additional partners to support the P-TECH program.

H-E-B agrees to partner or support the program in the following checked items:

Cannot Support:	Will Support:	Activity
_____	___X___	Provide an industry/business partner liaison with decision-making authority who interacts directly and frequently (in person or virtually) with P-TECH leadership (Benchmark 1: School Design; Element #2b);
_____	___X___	Assist in the development of the course path and program monitoring (Benchmark 3: Strategic Alliances);

Cannot Support: Will Support:

Activity

_____	___X___	Assist in defining the industry certifications that will be acquired and the standards/curriculum that will be followed to achieve stated certifications (Benchmark 3: Strategic Alliances);
_____	___X___	Provide when applicable access to business and industry partners and work-based learning facilities, services, and resources (virtual and/or physical) (Benchmark 3: Strategic Alliances); (Examples would be job shadows and virtual speakers. Other requests will be reviewed as presented)
_____	___X___	Assist in establishing an advisory board which meets regularly and includes representatives from a variety of stakeholders such as; school board, community, economic development partners, relevant industry subject matter experts for program pathways, and IHE to provide support and guidance to the P-TECH in resource acquisition, curriculum development, work-based learning, and student/community outreach to ensure a successful academic and career pipeline (Benchmark 3: Strategic Alliances);
_____	___X___	Assist in identifying, creating, and maintaining a list of high-demand occupations and programs of study and identify as local needs change, within our expertise and to the best of our knowledge (Benchmark 4: Curriculum, Instruction, and Assessment);
_____	___X___	Assist in identifying and recruiting student mentors. (mentors would need to pass an SAISD BG check)
_____	___X___	Provide opportunities when applicable to teachers to receive training like externships or other events (In partnership with current teacher externship program-ATEAMS) (Benchmark 1: School Design; Element # 6).
_____	___X___	Assist in developing a detailed plan for work-based learning experiences for students appropriate to each grade level, such as facility visits, guest speakers, presentations, career information, job shadowing, internships, externships, and apprenticeships (Benchmark 3: Strategic Alliances);
_____	___X___	Participate in defining and reviewing annual outcomes-based measures (Benchmark 1: School Design; Element #

Cannot Support: Will Support:

Activity

3b);

Participate in advisory and leadership team meetings that will meet regularly (in person and/or virtually) with school district staff, campus staff, other industry partners, chamber of commerce, non-profit foundations and Alamo Colleges (Benchmark 1: School Design; Element # 4);

Assist in developing roles and responsibilities for worksite supervisors, mentors, teachers, support personnel, and other partners. **(We will help refine and offer input to current or presented roles & responsibilities)** (Benchmark 3: Strategic Alliances);

(Assist in refining and offer input) on a career mentoring program (Benchmark 3: Strategic Alliances);

Support when applicable for students' activities, such as clubs, Career and Technical Student Organizations, competitions, and special initiatives (Benchmark 3: Strategic Alliances);

Provide a student who receives work-based training or education from the partner under the P-TECH program the opportunity to **interview** for any jobs for which the student is qualified that are available on the student's completion of the program (Benchmark 3: Strategic Alliances);

Assist in recruiting additional business and industry partners to support the P-TECH program;

SAISD will:

- Provide a smaller learning community within a larger high school as the P-TECH program;
- Designate a building level leader who has scheduling, hiring, and budget decisions that will coordinate with the Industry/Business partner liaison (Benchmark 1: School Design; Element 2a);
- Coordinate with business and industry partners to establish annual assessment measures and provide an opportunity for the industry/business partners to provide feedback on the value of the P-TECH program (Benchmark 4: Curriculum, Instruction, and Assessment);
- Coordinate with San Antonio College and business and industry partners to ensure curriculum alignment between high school, post-secondary and industry experience requirements;

- Establish a procedure or manner in the school for students to receive mentoring services;
- Ensure business, and industry employees and students have access to computer and internet access on the campus;
- Assign students to participate in the program with business and industry employees;
- When applicable will secure reasonable manner any facilities in which business and industry partner leaves equipment or other materials for use in the program to prevent theft of such equipment and materials, but, in any event, SAISD will not be liable to for the theft of or damage to any such equipment or materials;
- Will provide for such student transportation as may be required to and from the college as required under State law, and for any P-TECH field trips, each pursuant to applicable SAISD rules and procedures;
- Provide for all student meals as required by state and federal law and SAISD rules and procedures. P- TECH students may purchase food from college foodservice facilities when on the College campus;
- Designate an adult sponsor to oversee the operation of mentoring as a whole. This sponsor must either be a school employee, or someone authorized by the school to have access to students and facilities of the school;
- Designate a school leader to provide course path and program monitoring;
- Will coordinate with college and industry partners to develop an implementation plan and annual operating budget.

H-E-B will not collect the personal information of students but may receive student contact information (e.g., e-mail addresses) as a consequence of communicating with students about and during the students' participation in the program.

Volunteers/staff shall complete the volunteer application and background check every calendar year following SAISD procedures. Volunteer its services & resources to the District in support of the P-TECH program. The services & resources provided by H-E-B for the District are at no cost to the District. None of the company's employees nor anyone acting on behalf of the company ("actors") in the administration of its services to the District under the MOU shall be employed by the District nor considered a borrowed servant or borrowed employee of the District, with the District exerting no control over the actors.

This MOU is subject to, and H-E-B will comply with, SAISD's Board Policies, regulations, and administrative procedures. It is the responsibility of the H-E-B to ensure H-E-B employees adhere to SAISD's Policies. H-E-B agrees and acknowledges that documents submitted to SAISD may be subject to public disclosure under applicable open government laws.

Neither SAISD nor H-E-B will be liable for defaults or delays under the MOU due to acts of God or the public enemy, acts, or demands of any governmental agency, strikes, fires, floods, accidents, or other unforeseeable causes beyond its control. This provision will survive the termination or expiration of the MOU.

In performing under the MOU, neither H-E-B nor SAISD will discriminate against any person on the basis of race, creed, color, sex, age, national origin, religion, or disability.

**SAN ANTONIO INDEPENDENT
SCHOOL DISTRICT**

Name (Print): Pedro Martinez, Superintendent

Signature: *Pedro Martinez*

Date: 01/20/2021

Company Name:

H-E-B

Name (Print): Katie Chain, Education &
Workforce Program Mgr.

Signature: *Katie Chain*

Date: 11/24/2020

Name: Johnny Vahalik, Senior Executive Director

Signature: *Johnny Vahalik*

Date: 01/20/2021

Phone Number: (210) 554-2610

E-mail Address: jvahalik1@saisd.net






PTECH MOU with HEB

Final Audit Report

2020-11-30

Created:	2020-11-30
By:	Johnny Vahalik (jvahalik1@saisd.net)
Status:	Signed
Transaction ID:	CBJCHBCAABAAhU2fiyVUxyYpXZY5oUWX0S9BLxIQxV2D

"PTECH MOU with HEB" History

-  Document created by Johnny Vahalik (jvahalik1@saisd.net)
2020-11-30 - 10:15:10 PM GMT- IP address: 96.5.193.199
-  Document emailed to Katie Chain (chain.katie@heb.com) for signature
2020-11-30 - 10:17:08 PM GMT
-  Email viewed by Katie Chain (chain.katie@heb.com)
2020-11-30 - 10:32:26 PM GMT- IP address: 24.160.5.150
-  Document e-signed by Katie Chain (chain.katie@heb.com)
Signature Date: 2020-11-30 - 10:41:13 PM GMT - Time Source: server- IP address: 24.160.5.150
-  Agreement completed.
2020-11-30 - 10:41:13 PM GMT

