

MEMORANDUM OF UNDERSTANDING
2026 Externships for Teachers Program
Between
Workforce Solutions for South Texas
And
“City of Laredo, Laredo Fire Department”

1. Parties

The following Memorandum of Understanding (MOU) sets for the terms of agreement between Workforce Solutions for South Texas, hereinafter referred to as “WSST,” and Laredo Fire Dept., hereinafter referred to as “Employer/Work Site”.

2. Agreement Period

This non-financial agreement is effective upon signature and remains in effect until January 31, 2027 unless canceled by mutual agreement, or by either party at any time by giving a 30-day written notice in advance to the other party.

3. Purpose

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 of the parties insofar as they relate to effective partnership outcomes during the Externships for Teachers program.

4. Assurances

A. Both parties agree to comply with Section 188 of the Workforce Innovation Opportunity Investment Act (WIOA), which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in any WIOA Title I—financially assisted program or activity; Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the bases of race, color and national origin; Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities; The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age; and Texas Revised Civil Statutes Article relating to workplace confidentiality guidelines regarding AIDS and HIV.

B. Both parties will secure the confidentiality of records and other information relating to customers in accordance with Federal law, rules and regulations as well as applicable State laws and regulations.

5. Responsibilities of the Parties under Agreement

In consideration of the mutual aims and objectives of the parties to this agreement and in recognition of the public benefit to be derived from effective implementation of the services involved, the parties agree that their responsibilities under this agreement are as follows:

WSST Board Roles and Responsibilities include:

- (1) Assign liaison to the program;
- (2) Coordinate, conduct and hold planning meetings to develop a detailed program plan for the Externships for Teachers Program that will make connections between the teacher's knowledge base during classroom instruction and the skillsets required/needed at the employer's worksite.
- (3) Obtain required formal letters of agreement or MOUs with partners;
- (4) Conduct the 10-day Externships for Teachers Program to include program orientation, worksite occupational skills observations and the development of lesson plans to incorporate worksite observations;
- (5) Conduct a program evaluation;
- (6) Oversee and collect all documentation for the grant required leveraged funds;
- (7) Submit all required program deliverables including detailed plan, implementation schedule, expenditure projections and performance benchmarks, program monitoring, quarterly and final reports.

Employer Partner shall:

- (1) Serve as a worksite for selected teachers participating in the Externships for Teachers Program for 2 weeks during the month of June 2026. Selected teachers will conduct observations at the worksite 4 hours per day.
- (2) Assign a worksite coordinator to serve as the liaison to the program;
- (3) Participate in program planning to help in the development of a program plan for the Externships for Teachers Program that will make connections between the teacher's knowledge base during classroom instruction and the skillsets required/needed at the employer's worksite, participate in the Employer Panel Presentation during orientation day and participate in the closing session to share best practices on the last day of the second week of the externship program.
- (4) Provide an overview of how the identified high-demand occupations function within the targeted industry worksite, including the required knowledge, skills, abilities, and educational qualifications for each occupation.
- (5) Participation as a liaison and planning activities constitutes leverage funding that is required for the grant, employer will provide required supporting documentation attesting participation;

(6) If available, employers are encouraged to submit copies of any materials that may support the program, including safety manuals, pre-employment assessments, occupational job descriptions, as well as any relevant videos that may help to prepare the participants.

6. General Provisions

The parties to the Agreement assume full responsibility for the respective costs associated with their performance of the terms of this Agreement. In no event shall WSST be obligated to pay or reimburse any expense incurred by the employer.

It is understood by the parties that each shall 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 provision or operating procedures.

The Agreement may be amended at any time in writing and by mutual consent of the parties.

7. Contact Persons

Each entity will appoint a liaison to serve as the point of contact. The liaisons may communicate as needed and/or call meetings between the entities. Additionally, they may propose amendments to this Agreement as appropriate.

The liaison for WSST is Marissa Arce, Employment Services Supervisor and may be reached at (956) 794-6509 or via email at (marissa.arce@southtexasworkforce.org).

The liaison for Employer/Worksite is Ricardo Cedillo Jr. and may be reached at (956) 718-6025 or via email at rcedillo@ci.laredo.tx.us

8. Signatory Approval

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.

Workforce Solutions for South Texas:

By: Rogelio Trevino

Signature: _____

Title: Executive Director

Date: _____

City of Laredo:

By: _____

Signature: _____

Title: City Manager

Date: _____

By: _____

Signature: _____

Title: Fire Chief

Date: _____

By: _____

Signature: _____

Title: City Secretary

Date: _____

By: _____

Signature: _____

Title: City Attorney

Date: _____

ATTACHMENT 1

Background on Workforce Solutions for South Texas Teacher Externship Program

The WSST Teacher Externship Program will have ten days of activities focused on increasing awareness of real-world connections between the teacher's subject area and what is observed in the worksites. The WSST Teacher Externship Program will be held during the week of June 8, 2026 thru June 19, 2026. Thirty-five (35) teachers will spend ten days visiting assigned targeted industry employer job sites to observe the employer-required skills, and competencies mandated for target occupations that will result in teachers making a better connection to the occupational need and student learning.

There will be 25 – 35 employers that will be recruited to participate in the Externship Program, they will be targeted from industries that include Distribution, Transportation and Logistics, Medical, Health Care, Social Services, Professional and Business services industries (NAICS 4885, 4931, 6211, 6214, 6216, 622, 99).

The 2026 Externships for Teachers Program will be conducted during the month of June 2026 for 10 days - Week 1 (Days 1 - 5); and Week 2 (Days 6 - 10).

During Week 1 - Day 1, Monday morning, an LMI training program will be held at Laredo College campus, eligible teachers will participate in facilitated LMI discussion and participate in interactive employer panel discussion. Eligible teachers will begin their assigned job site visits on Day 1 (1:00 - 5:00) to complete their first 4 hours of instruction. Eligible teachers will continue conducting their assigned job site visits on Day 2, Day 3, Day 4 and Day 5 to complete 4 hours of instruction per day.

During Week 2 - eligible teachers will continue to visit their assigned job sites on Day 6, Day 7, Day 8, Day 9 and Day 10 to complete 4 hours of instruction per day. In addition to their 4 hours of instruction, eligible teachers will work with their employer point of contact(s) and additional 4 hours during each week to work on collaborative curriculum development activities. On Day 10, upon completion of their 4 hours of instruction, eligible teachers will report to the WSST Workforce Center (1:00 - 5:00) to participate in facilitated discussions that provide relevance and connections to the worksite visits and taught subject in order to finalize and submit lesson plans.

Employers will have the following role and responsibilities – (a) identify a coordinator to serve as the liaison to the program; (b) participate in pre-program planning meetings to plan worksite schedules and connections to targeted occupations (c) mentor teachers at assigned worksites (d) participate in a panel discussion during the orientation day; (e) provide an industry overview to include how the varied demand occupations work within the targeted industry worksite; (f) complete a survey evaluation of the program.