

# PREP Mentorship Memorandum of Understanding

**School Year(s): 2026–2027**

This Memorandum of Understanding (“Agreement”) is entered into by and between:

**Terrell Independent School District**

(“District” or “Terrel ISD”), located at 700N. Catherine Street, Terrell, TX 75160 and

**Region 10 Education Service Center**, a Texas Mentorship Training (TMT) Approved Provider (“Region 10 ESC” or “Provider”), located at 400 E. Spring Valley Road, Richardson, Texas 75081

(collectively referred to as the “Parties”).

## 1. Purpose

The purpose of this Memorandum of Understanding (MOU) is to establish the terms and conditions under which Region 10 ESC, as a Texas Mentorship Training (TMT) Approved Provider, will deliver Texas Mentorship Training and PREP-aligned implementation support to the District in accordance with the Preparing and Retaining Educators through Partnerships (PREP) Program Allotment.

The PREP Program Allotment is designed to strengthen educator recruitment, preparation, mentorship, and retention by ensuring high-quality, standards-aligned mentoring for beginning teachers, thereby increasing instructional effectiveness and long-term workforce stability.

## 2. Authority and Statutory Alignment

This Agreement is intended to satisfy PREP partnership requirements and is authorized under applicable state law, including but not limited to:

- **Texas Education Code (TEC) [§21.458](#)** – Mentor qualifications and requirements
- **TEC [§21.907](#)** – PREP Mentorship Program
- **TEC [§48.157](#)** – PREP Allotment
- Applicable provisions of the **Texas Administrative Code (TAC)**, including **TAC [§153.1305](#)**

This Agreement aligns with guidance issued by the Texas Education Agency (TEA) regarding PREP-funded mentorship implementation and reporting.

### 3. Definitions

For the purposes of this Agreement, the following definitions apply:

- **Beginning Teacher:** An educator in their first or second year of classroom teaching, as defined by TEC.
- **Mentor:** An experienced, qualified educator assigned to support a beginning teacher in accordance with state requirements.
- **PREP Program:** The Preparing and Retaining Educators through Partnerships Program Allotment.
- **Texas Mentorship Training (TMT):** A TEA-approved, evidence-based mentor training program required for PREP implementation.
- **TMT Program Manager:** The District designated individual responsible for coordination and compliance of the PREP Mentorship Program.
- **Pathway 1:** Mentoring Educators.
- **Pathway 2:** District and Campus Leaders.

### 4. Scope of Services

#### 4.1 Region 10 ESC Responsibilities

Region 10 ESC agrees to:

1. Serve as the District's **Texas Mentorship Training (TMT) Approved Provider** for the term of this Agreement.
2. Collaborate with the District designated TMT Program Manager to plan, schedule, and deliver **TMT-required mentor training and PREP-aligned implementation support**, primarily in person unless otherwise agreed.
3. Conduct **periodic implementation check-ins** with the District to monitor progress, identify challenges, and ensure fidelity to PREP program requirements.
4. Deliver training sessions as follows (unless modified by mutual written agreement):
  - **Five (5) in-person mentor training sessions (Pathway 1)**
  - **Four (4) in-person leadership design or training sessions (Pathway 2)**
5. Participate in District or campus site visits when requested or coordinated by the **TEA PREP Team**.
6. Utilize TEA-approved tools and processes to collect non-identifiable evidence and artifacts related to:
  - Beginning teacher effectiveness and retention; and
  - Mentor effectiveness and program quality.

## 4.2 Terrell ISD Responsibilities

Terrell ISD agrees to:

1. Designate a qualified **TMT Program Manager** to serve as the primary point of contact and to ensure alignment between PREP goals, District initiatives, and Region 10 ESC services.
2. Ensure that all mentors and applicable district and campus leaders:
  - Participate fully in required training sessions; and
  - Complete all required assignments, deliverables, and evaluations.
3. Schedule a minimum of **twelve (12) documented hours per semester** of mentoring activities between mentors and beginning teachers.
4. Designate protected time within the instructional day for mentoring activities, including observation, feedback, and coaching cycles.
5. Provide appropriate release time for mentors and beginning teachers to participate in mentoring activities.
6. Collect, maintain, and submit data and documentation requested by Region 10 ESC and/or TEA to support PREP monitoring, compliance, and reporting requirements.

## 5. Term of Agreement

This MOU shall become effective on **May 1, 2026**, and shall remain in effect through **June 30, 2027**, unless terminated earlier in accordance with the provisions of this Agreement.

## 6. Payment and Invoicing

The cost for services under this Agreement shall be **\$500.00 per participant, per pathway**, unless otherwise specified in writing.

Payment terms:

- Services delivered between **May 1, 2026, and August 31, 2026**, shall be invoiced no later than **November 30, 2026**
- Services delivered between **September 1, 2026, and April 30, 2027**, shall be invoiced no later than **May 31, 2027**
- Payments are due within **thirty (30) days** of receipt of the invoice and are subject to **Texas Government Code §2251.021**.

Participant counts shall be finalized as follows:

- **Pathway 1 (Mentoring Educators)**: Based on attendance on the second day of required mentor training.
- **Pathway 2 (District and Campus Leaders)**: Based on attendance at Design Session 2.

Region 10 ESC shall issue itemized invoices reflecting actual participation.

## **7. Cancellation and Rescheduling**

### **7.1 Inclement Weather or Unforeseen Circumstances**

In the event a scheduled session must be canceled due to circumstances beyond the control of either Party, the Parties shall collaborate in good faith to reschedule the session.

### **7.2 Rescheduling**

Rescheduled sessions shall occur within **thirty (30) calendar days** of the original scheduled date when feasible.

### **7.3 Unresolvable Cancellations**

If a session cannot be rescheduled due to circumstances attributable to the District, the District may forfeit associated fees in accordance with Region 10 ESC's standard fee structure.

### **7.4 Provider-Initiated Cancellations**

If Region 10 ESC initiates a cancellation and the session cannot be rescheduled, Region 10 ESC shall refund the applicable portion of fees within sixty (60) days.

### **7.5 Notice Requirements**

Except in emergencies, ten (10) business days' written notice is required for cancellations. Any outstanding payments for services previously rendered will be collected within sixty (60) days of cancellation.

## **8. Reporting, Publicity, and Data Use**

Terrell ISD grants Region 10 ESC permission to use the District's name, logo, and non-identifiable media artifacts (including photographs, videos, and aggregated survey data) collected during PREP-related activities for:

- TEA reporting and compliance;
- Program evaluation and improvement; and
- Professional or grant-related documentation,

in compliance with applicable state and federal laws, including FERPA.

## 9. Termination

Either Party may terminate this Agreement for material breach by providing thirty (30) days' written notice to the non-breaching Party. The non-breaching Party shall have ten (10) days to cure the breach. If the breach is not cured, termination shall become effective at the conclusion of the notice period. Any outstanding payments for services previously rendered will be collected within sixty (60) days of termination.

## 10. Amendment

This Agreement may be amended only by a written agreement signed by authorized representatives of both Parties.

## 11. Governing Law

This Agreement shall be governed by and construed in accordance with the laws of the State of Texas. Venue shall lie exclusively in state or federal courts located in **Dallas County, Texas**.

## 12. Entire Agreement

This Agreement constitutes the entire understanding between the Parties and supersedes all prior or contemporaneous agreements, representations, or understandings related to the subject matter herein.

## 13. Signatures

### Region 10 Education Service Center

Authorized Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Title: Director, Instructional Support & Student Services

Date: \_\_\_\_\_

### Terrell Independent School District

Authorized Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

## **Attachments (as applicable)**

**Exhibit A:** Pathway 1 - Mentoring Educators | Texas Mentorship Training (TMT) Scope and Sequence

**Exhibit B:** Pathway 2 - District and Campus Leaders | Texas Mentorship Leadership Training Overview