

**MEMORANDUM OF AGREEMENT  
BETWEEN  
MISSISSIPPI STATE UNIVERSITY  
AND  
North Madison County Excel by 5**

**I. PURPOSE**

The purpose of this Memorandum of Agreement (MOA) between Mississippi State University on behalf of the Mississippi Child Care Resource & Referral Network (MSU) and the three Co-Lead agencies that form the North Madison County Excel by 5 hereafter referred to as North Madison County Excel by 5. These agencies are Madison County Economic Development Authority (MCEDA), Madison County Business League (MCBL), and United Way of the Capital Area. This Memorandum of Agreement defines the working relationship between both parties in reference to the Mississippi Child Care Resource & Referral (R & R) site located in Canton, Mississippi. This agreement will clarify the collaborative roles and responsibilities of each party.

**II. TERM/DURATION**

The term of this MOA will be renewed yearly as MSCCR&R funding is received for an indefinite time period from the date of the last signature or until amended or terminated at any time for cause or convenience by either party with **30 days** of written notification to the other party.

**III. BACKGROUND**

The Mississippi Child Care Resource and Referral Network (MSCCR&R) provides a professional development system of trainings and technical assistance for the child care providers in the state of Mississippi. The MSCCR&R network also provides educational resources and childcare referrals for parents. A resource & referral site located in Canton, Mississippi will make these services and resources more accessible to the Central Mississippi area.

**IV. RESPONSIBILITIES – MSU:**

MSU agrees to:

- Provide administrative oversight of the R&R site. Administrative oversight is defined as:
  - Louise E. Davis, Network Director will oversee the management of the R&R and therefore incurs the responsibility of the following items:
    - communication between MSU and North Madison Excel by 5
    - hiring of the personnel
    - management of personnel
    - set up of the R & R site
    - purchasing equipment, supplies, etc.
    - pay telephone charges
    - maintain all schedules for trainings and events
    - other administrative type duties as needed

**V. RESPONSIBILITIES – North Madison County Excel by 5**

North Madison Excel by 5 agrees to:

Provide the following for the successful implementation of the resource & referral center:

- Space for the resource library
- Office space within the resource library for the trainers and program assistant

- Workshop space at night and on weekends
- Internet and phone/fax access
- Security
- Utilities

**VI. AMENDMENTS**

- Any modifications to this MOA must be in writing, and executed as an amendment to this agreement.

**IN WITNESS WHEREOF, the parties have caused this MOA to be duly executed intending to be bound thereby.**

**APPROVED:**

**Mississippi State University**

MSU certifies that the appropriate person(s) have executed the contract on behalf of the organization as required by applicable articles, by-laws, resolutions or ordinances.

By: *[Signature]*

Title: Director of Sponsored Programs

Address: 449 Hardy Road, Mississippi State, MS

Date: 10/23/13

**North Madison County Excel by 5**

North Madison County Excel by 5 Co-Lead agencies certify that the appropriate person(s) have executed the contract on behalf of North Madison County Excel by 5 as required by applicable articles, by-laws, resolutions or ordinances.

By: *[Signature]*  
Title: Executive Director

Address: 625 Highland Colony Parkway  
Suite 202, Ridgeland, MS 39157  
Date: 10/21/13

By: *[Signature]*  
Title: Dir. of Admin. Services & Compliance

Address: 625 Highland Colony Parkway  
Suite 202, Ridgeland, MS 39157  
Date: 10/21/13

By: *[Signature]*  
Title: Vice President of Community Impact  
Address: 843 N. President St Jax, MS 39202  
Date: 10/21/13