

**AGENDA  
ITEM**

**9**



# CITY COUNCIL

## AGENDA STAFF REPORT

**DATE:** April 15, 2026  
**TO:** Mayor and City Council  
**APPROVED BY:** Benjamin A. Martinez, City Manager *Bm*  
**PREPARED BY:** Lizeth Legaspi, Library Manager *Lizeth Legaspi*  
**SUBJECT:** Authorize City Manager to Sign Partnership Agreement with Imperial County Office of Education (ICOE) Early Care and Education Program

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**Recommendation:**

Authorize City Manager to sign Partnership Agreement with Imperial County Office of Education (ICOE) Early Care and Education Program.

**Background:**

The California Library Literacy Services (CLLS) Program under the direction of the California State Library provided funding to Camarena Memorial Library to offer Family Literacy Services this fiscal year. This program creates an opportunity to help connect and engage families with programming, resources, agencies, and each other. Families can learn new things to use in family life.

**Discussion and Analysis:**

Family Literacy Services play a crucial role in creating strong communities and families. This service builds on families' strengths, complement families' home literacy practices, and aligns with learner's aspirations. By partnering with the Imperial County Office of Education – Early Care and Education Program, the library will expose families to the early initiative programs ICOE offers. The partnership includes offering Storytimes during the summer family reading program. We expect to serve a minimum of 25 families.

**Fiscal Impact:**

None

**Coordinated With:**

Imperial County Office of Education-Early Care & Education Program

**Attachment(s):**

1. Partnership Agreement

## ATTACHMENT NO. 1

**Partnership Agreement**  
**Imperial County Office of Education**  
**Early Care and Education Program**  
**and**  
**City of Calexico – Camarena Memorial Library**

This agreement is between the Imperial County Office of Education (ICOE) Early Care and Education Program and the City of Calexico – Camarena Memorial Library for the period of May 1, 2026, to August 1, 2026.

The purpose of this agreement is to document the relationship, services and collaborative partnership between ICOE Early Care and Education Program and the City of Calexico-Camarena Memorial Library in providing early education and literacy services for children under five years of age, families, caregivers, staff, and the community. The Imperial County Office of Education serves as the local education agency and entity responsible for managing the publicly funded Quality Counts Imperial, Early Head Start, Head Start, and state preschool programs in Imperial County. The City of Calexico – Camarena Memorial Library serves as local entity responsible for managing the California Library Literacy Services Grant.

**Responsibilities**

The City of Calexico – Camarena Memorial Library and the Imperial County Office of Education agree to the following:

- 1) Collaborate and coordinate to improve the quality of literacy and early education services for children and families.
  - a) Collaborate on the California Library Literacy Services Grant and early education family engagement and create innovative training opportunities for children, families, staff and caregivers.
  - b) Collaborate to offer Storytime programs during the summer months.
  - c) Disseminate educational materials and collaborate on literacy activities to promote school readiness, resources, and early education programs for children.
  - d) Collaborate to enhance the efficiency of services and increase program participation.
  - e) Coordinate, advertise, and provide meeting space for workshops, resource fairs and events.

- f) Exchange information on the provision of non-educational services to such children.
- g) Outreach efforts to identify eligible children for early education services (Head Start, Early Head Start, State Preschool).
- h) Collaborate to improve social, economic and employment opportunities for families and residents in the community.
- i) Provide technical assistance.
- j) Collaborate to reduce duplication of services.
- k) Other elements mutually agreed to by the parties.

**Duration**

This agreement shall cover the period of May 1, 2026, to August 1, 2026.

**Funding and Financial Responsibility**

It is specifically agreed that neither party shall be responsible for costs or expenditures incurred by the other, other than those expenses defined in any separate agreements in writing that may be between the parties cooperating in this program.

**Modification of the Partnership Agreement**

Modification of the agreement shall be made with the mutual consent of all parties. Written notification of changes to this document must be presented to all parties 30 days prior to any changes, and all parties must agree to the modification. Termination of the agreement may occur by any party upon a 30-day written notification.

It is agreed that the City of Calexico – Camarena Memorial Library, and the Imperial County Office of Education (ICOE) understand and intend to abide by the provisions outlined in this agreement. This agreement shall become effective when signed.

DocuSigned by:  
  
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4/1/2026

Renato Montano  
Deputy Superintendent  
Imperial County Office of Education

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Date

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Benjamin Martinez  
City Manager  
City of Calexico – Camarena Memorial Library

\_\_\_\_\_  
Date