

A Memorandum of Understanding

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Community School District and

Early Childhood Program

BY: *Al*

I. Parties to the Agreement

- A. Community School District and
- B. Early Childhood Program

COPY

II. Purpose of Agreement

- A. To improve availability and the quality of services for those children, age three through age five, and their families living in the Community School District.
- B. To support children's optimal development and readiness for school entry and success.
- C. To address the unique strengths and needs of the local population, such as homeless, migrant, or non-English speaking families.
- D. To promote collaboration regarding shared use of transportation, facilities, and other resources, as appropriate.
- E. To promote further collaboration to reduce duplication and enhance efficiency of services.
- F. To define the roles and responsibilities of the named parties toward coordination and greater collaboration; enhance linkages and relationships; and exchange information on the provision of educational and non-educational services.
- G. Coordinate a comprehensive system of activities, policies, and procedures among the named parties which guide and support their delivery of services to children and their families.

III. Program Description

The Community Preschool and Early Childhood Program will collaborate to provide early childhood services for participants living in the Community School District in

VI. Authority

- A. _____ Early Childhood Programs' responsibility for coordination and collaboration with the appropriate local entity responsible for managing publicly funded preschool programs in the service area of the Head Start grantee is mandated in the Head Start Act: "Improving Head Start for School Readiness Act of 2007".
- B. The _____ Community School District is authorized by the Iowa Department of Education.

V. Guiding Principles

- A. Create and maintain a meaningful partnership to promote school readiness so that children from low-income families in Head Start programs, or who are preschool age, may receive comprehensive services to prepare them for elementary school and to address potential "achievement gap".
- B. Plan and implement strategies based on practice and research that have proven to support children's school success.
- C. Respect the uniqueness of each locality's needs and resources.
- D. Promote the involvement of members of the early care and education communities.
- E. Share commitment, cooperation, and collaboration for a coordinated service delivery system.

VI. Joint Roles in System Review, Coordination, Collaboration, Alignment, and Implementation

The _____ Community School District and the _____ Early Childhood Program will review and develop plans for the coordination, collaboration, alignment, and implementation of each of the following 10 activities as mandated by the Head Start Act.

- A. **Educational activities, curricular objectives, and instruction**
 - 1. Implement the Teaching Strategies GOLD, as a research-based early childhood curriculum that is aligned with the Head Start Child Outcomes Framework developed by the Secretary and, as appropriate, State early learning standards.
 - 2. Establish ongoing communication between the Head Start grantee and local educational agency for developing continuity of developmentally appropriate curricular objectives, to include the

attendance of weekly staff meetings by center staff, and Specialist (bi-weekly). Additionally, the ~~Head Start~~ Education Specialist will review all lesson plans and guidance will be provided by, the Education Specialist in all aspects of continuity of curriculum.

B. Public information dissemination and access to programs for families contacting the Head Start program or any of the preschool programs.

1. Community Preschool will generate support and leverage the resources of the entire local community in order to improve school readiness, through planning meetings that utilize a community cadre consisting of various members of the community and collaborative agencies.

2. Community Preschool staff and their counterparts in the schools (including teachers, social workers, and local educational agency liaisons) will establish ongoing channels of communication through memorandums of understanding with the local AEA and the County Public Health.

↳ (Area Education Agency)

C. Selection priorities for eligible children to be served by programs

- Each entity will be responsible for selecting priority for eligible participants of their own program. Early Childhood Program will make the income eligibility determination for all children enrolled in the Head Start, utilizing the Enrollment Selection Criteria, which is designed to increase program participation of underserved populations of eligible children.

D. Definition of service areas

- The ~~Local~~ Community Preschool serves the Community School District.

E. Staff training, including opportunities for joint staff training on topics such as academic content standards, instructional methods, curricula, and social and emotional development.

- Participate in joint training as available.

F. Program technical assistance

1. The services provided in the ~~Head Start Classroom~~ with educational services, including services relating to language, literacy, and numeracy, provided by such local educational agency and/or Content Specialists on staff with ~~Head Start~~, will be linked with those offered by Community School District.

2. Encourage States to supplement the T/TA funds with Federal, State, or local funds other than funds made available, to expand training and technical assistance activities beyond Head Start agencies to include other providers of other early childhood education and development programs within a State by sharing grant information and resource availability.

G. Provision of services to meet the needs of working parents, as applicable:

1. Will coordinate activities to make resources available for full working-day and full calendar year available to children as funds are available and annual *Head Start* community assessment determines need.
2. Will coordinate activities and collaborate with programs under the Child Care and Development Block Grant Act of 1990. *Head Start agency* currently has a CCBG program, in addition to numerous other programs, which will serve as referrals and resources to the families being served by the Community School.

H. Communication and parent outreach for smooth transitions to kindergarten

1. Ensure that appropriate forms are completed to allow for transferring, with parental consent, Head Start records for each participating child to the in which such child will enroll.
2. Utilize transition policies and procedures that support children transitioning to school, including by engaging the local educational agency in the establishment of such policies and forming transition agreements.
3. Conduct outreach to parents and elementary school (such as Kindergarten) teachers to discuss the educational, developmental, and other needs of individual children, as well as visiting the kindergarten room and/or having the kindergarten Teachers visit throughout the school year.
4. Help parents of limited English proficient children understand (utilizing a contracted interpreter when necessary)
 - (A) The instructional and other services provided by the school in which such child will enroll after participation in Head Start.

(B) As appropriate, the information provided to parents of limited English proficient children under section 3302 of the Elementary and Secondary Education Act of 1965.

5. Develop and implement a family outreach and support program, in cooperation with entities carrying out parental involvement efforts under title I of the Elementary and Secondary Education Act of 1965 (20 U.S.C. 6301 et seq.) and family outreach and support efforts under subtitle B of title VII of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11431 et seq.), taking into consideration the language needs of parents of limited English proficient children.
6. Assist families, administrators, and teachers in enhancing educational and developmental continuity of parental involvement in activities between Head Start services and elementary school classes.
7. Help parents (including grandparents, guardians, and kinship caregivers, as appropriate) to understand the importance of parental involvement in a child's academic success while teaching them strategies for maintaining parental involvement as their child moves from Head Start to elementary school, by encouraging participation in the Parent Committee or Policy Council and/or volunteer in the classroom.
8. Help parents understand the instructional and other services provided by the school in which their child will enroll after participation in the Head Start program.

I. Provision and use of facilities, transportation, and other program elements

- Local school districts receive money to serve children with Special Needs and will cover any needed cost as stated by the child's IEP. Any special food needs of Head Start students will be purchased by _____ Head Start.
- Transportation will be provided by _____ Community School District. Head Start will write a waiver to allow children to ride the public school buses, only if _____ School District submits all required bus driver information required by Head Start. Performance Standards and is prepared to show this information to any federal employee visiting and asking to see the information.
- Needed bus driver information:
Driving record through the National Drivers Record
Copy of current driving record

Copy of commercial Driver's License (DJI)
Copy of annual performance evaluation
Physical
Pass Criminal background check
Be trained in First Aid
Be trained in Mandatory Child Abuse
Original start Date
Blank copy of bus driver's application
Instruction on topics listed in 45 CFR 1304.52(k)(1),(2) and (3)(i) –
Head Start performance Standards for children with Disabilities
(45 CFR 1308) relating to children with disabilities
Annual DOT safety inspections of each bus
Maintenance logs of each bus (past 12 months)
Example of the daily pre-trip safety check done by drivers.

- Meals will be prepared by _____ Community School district.
Head Start will claim the meals through the Free lunch program.
The school district will bill us for the meals. Head Start staff
meals will be paid by *Head start* upon receipt of
documentation. *grantee*

J. Other elements mutually agreed to by the parties

1. Collaborative parent meetings and family nights will be conducted if at all possible.

VII. Confidentiality

All acknowledge confidentiality requirements that each grantee and agency must follow regarding the sharing and release, with the consent of families, of personally identifiable information regarding children and families. Each grantee and agency will protect the rights of young children with respect to records and reports created, maintained, and used by the public agencies. It is the intent of this agreement to ensure that parents have rights of access and rights of privacy with respect to such reports and records, and that applicable State and Federal laws for exercise of these rights be strictly followed. Family Educational Rights and Privacy Act (FERPA) will be followed. (See 34 CFR 303.460)

VIII. Dispute Resolution

Parties will first attempt to resolve the dispute between or among them. All local agencies will ensure that a system is in place to resolve disputes and solve problems. The system should include:

- a. Timelines for regular meetings to review local agreements, plan collaborative activities, and resolve issues.
- b. The identification of a liaison from each agency.

IX. Review of Agreement

The agreement will be jointly reviewed by all parties annually and more frequently if laws and regulations are amended that will significantly impact this agreement, or when a party requests a formal change.

X. Term of Agreement

The Community School District and Early Childhood Program are not bound by this agreement for more than the 2011-2012 school year, thus giving each the right to void this agreement at the end of the 2010-2011 school year if either party is not satisfied with the school shard program for the 2011-2012 school year.

XI. MOU Confidentiality

MOU's are individually written per school district and all information within the document is confidential.

XII. In Kind

In kind will be provided to Head Start monthly, sent with Community School's monthly bill.

XIII. Contract Page Attached

XIV. Signatures

For the Community School District

Elementary Principal

9-26-11
Date

Superintendent of Schools

9/26/11
Date

For Early Childhood Program

✓ Early Childhood Program Director

10-11-11
Date

Executive Director

10-13-11
Date

**Community School District
2011-2012 Budget Contract**

Personnel: Each entity will be responsible for the personnel costs incurred by their staff.

Fringe: Each entity will be responsible for the cost of fringe benefits offered to their staff.

Travel: Each entity will be responsible for the cost of travel expenses incurred by their staff.

Equipment: There are no costs budgeted for equipment expenditures during the 2010-2011 school year.

Contractual:

Transportation: Transportation will be provided by the _____ community School District, with all bus driver information required by Head Start Performance Standards. Head Start will write a waiver for the transportation..

Purchase of Transportation Slots: _____ Community School district will bill _____ \$4.00 for a round trip, per student riding the school bus. _____ Early Childhood Program will pay upon receipt of bill and proper documentation.

Facilities/Construction: There are no costs budgeted for facilities/construction expenditures during the 2011-2012 school year.

Other:

Nutrition Services: Meals will be prepared by the _____ Community School District. Wayne Community School District will bill _____ Head Start _____ per or Nutrition contract. Head Start Staff meals will be paid by _____ upon receipt of bill with proper documentation.

Indirect: Each entity will be responsible for the cost of indirect expenses incurred by their program.

In-Kind: In kind will be provided monthly to _____ 'Head Start by' _____ Community School with each monthly bill.

Elementary Principal / Date

10-11-11

Superintendent of Schools / Date

10/11/11

Program Director / Date

1-11-11

Executive Director / Date

0/13/11

