

Memorandum of Understanding

NOTE: What follows is a sample Memorandum of understanding (MOU). It is included only to give the user an idea of what the format could look like.

Do not assume that the particulars of the partnership it describes should be adopted in your community. Each community is different, and the partners and the structure of the partnership must vary from community to community. Use it only as a guide.

Independent School District Head Start Memorandum of Understanding (MOU) 2007-2008

Program Description

ISD and Head Start will collaborate to provide students and their families a comprehensive and cohesive early childhood program. Students in the collaboration will be dual-enrolled in Head Start and ISD pre-kindergarten. An ISD pre-kindergarten teacher will work in the Head Start modular unit providing half-day pre-kindergarten to one class of 4-year-olds and providing half-day pre-kindergarten to a second class of 3-year-olds. Head Start teachers will provide full day comprehensive Head Start services to children in both classes.

Purpose:

Our mission is to provide an academic and social learning environment for all ISD and Head Start children enrolled in the collaborative.

Class composition

1. ISD will only provide pre-kindergarten to 3-year-olds enrolled in Head Start, with a target of 18 or fewer children.
2. ISD will provide pre-kindergarten to 4-year-olds enrolled in Head Start, with a target of 20 or fewer children.
3. Head Start will make 10% of student slots available for children with special needs.

Curriculum

1. Head Start and ISD teachers will use the Scholastic curriculum in the 4-year-old classroom.
2. Head Start and ISD teachers will use the Scholastic curriculum in the 3-year-old classroom.

3. ISD pre-k teachers and Head Start teachers will coordinate weekly to plan together.
4. ISD & Head Start teachers will turn lesson plans into the ISD principal and the Head Start Director weekly by 8:00 AM every Monday morning.
5. ISD & Head Start teachers will include the following on their lesson plans: objective, activity, Pre-K Guidelines and/or Head Start Outcomes.

Teachers/Instruction

1. Head Start will provide 2 Head Start teachers for each classroom.
2. ISD will provide 1 certified teacher who will provide 3 hours of cognitive-based instruction to the 4-year-old class and 3 hours of cognitive-based instruction to the 3-year-old class.
3. The 4-year-old classroom will participate in library, computer, music, and PE classes as scheduling allows.
4. When the ISD teacher is absent, ISD will provide a substitute teacher.
5. When a Head Start teacher is absent, Head Start will provide a substitute teacher as needed.
6. The ISD elementary principal will serve as supervisor and evaluator for the ISD pre-kindergarten teacher.
7. The Head Start Director will serve as supervisor and evaluator for the Head Start teachers.
8. The Head Start Director and the ISD elementary principal will communicate as needed regarding any supervisory issues.

Schedule

1. ■ ISD will provide pre-kindergarten during the following hours within the ISD school calendar. (school day 7:30-3:15, students tardy after 8:00)
 3-year-old-class _____
 4-year-old-class _____
2. Head Start will provide Head Start daily between the hours Of 7:30 AM-4:00 PM.
3. ISD will provide the ISD pre-k teacher a 30 minute duty free lunch and 45 minutes of planning time.
4. Nap time will not occur during ISD pre-kindergarten instructional time.
5. ■ ISD and Head Start will provide a joint-planning and meeting time to ISD and Head Start teachers before the first day of school in August 2007.

6. The ISD teacher and principal will be invited to all Head Start staff meetings
7. The Head Start teachers and director will be invited to all ISD staff meetings
8. The ISD pre-kindergarten teacher will submit ISD attendance by email by 10:00 am daily.

Professional Development

1. The TEEM grant will fund and provide professional development for 1 Head Start teacher and 1 ISD teacher in the 4-year-old classroom.
2. Head Start will fund the participation in TEEM of 1 additional Head Start teacher from the 4-year-old classroom.
3. Head Start teachers will be invited to all ISD trainings.
4. ISD pre-k teachers will be invited to all Head Start trainings (including a summer training on Head Start Performance Standards and Childcare Licensing Regulations.)
5. The ISD teacher will be trained in Childcare Licensing regulations and Head Start Performance Standards.
6. 2 of the Head Start teachers and the ISD teacher participating in this collaboration are invited to attend a 3-part co-teaching training at Region XIII.

Screening/Assessment & Ongoing Progress Monitoring

1. Head Start will administer the National Reporting System assessment to all Head Start students, as directed by federal law.
2. All teachers will administer the TEEM PDA assessment three times per year.
3. ISD and Head start teachers will refer children who may need special education services.

Coordination of Student Support & Supplementary Services

1. Head Start will provide all Head Start support services for children enrolled in Head Start
2. ISD will provide breakfast and lunch to all students who qualify.
3. Head Start will provide snack for all Head Start children.
4. Head Start will distribute and maintain all forms and records needed for the USDA School Lunch program.
5. ISD will maintain a copy of all forms and records needed for the USDA School Lunch program.

6. Head Start will purchase meals for Head Start staff from ISD.
7. Head Start will provide a copy of all student records to ISD upon student completion of Head Start, pending parental consent.
8. Head Start will provide a Mental Health Coordinator, a Health Coordinator, a Nutritionist, and an Education Coordinator who will each observe classrooms 3 times per year and share information with Head Start and ISD staff.
9. ISD will provide transportation for all eligible 4-year-olds.
10. In accordance of IDEA, ISD will provide special education services to all children who have Individual Education Plans (IEPs.)
11. The ISD school nurse will provide student services as needed, visual and hearing screenings notwithstanding.
12. The ISD elementary principal and the Head Start Director will inform each other of any child abuse reports within 24 hours of the reporting.
13. Field trips will be coordinated between ISD and Head Start.

Physical Environment

1. ISD will provide the campus land on which the modular unit is located as an in-kind donation to Head Start.
2. Head Start will provide the classroom modular unit and playground.
3. Head Start will pay building utilities.
4. The ISD teacher and Head Start teachers will work together to set up the classroom environment.
5. The ISD teacher will have access to both pre-k/Head Start classrooms after work hours. The ISD teacher will contact the Head Start Director prior to working in the modular unit after 6:00 pm on work days or at any time on weekends.
6. Head Start will provide all classroom furniture and equipment for both classrooms.
7. The TEEM grant will provide a School Readiness Kit for the 4-year-old classroom.
8. ISD will provide access to the ISD laminator and die cut machines for the Head Start Director and ISD teachers.
9. Head Start will provide initial consumable materials for the classrooms. ISD will provide supplementary consumable materials as needed.
10. The ISD teacher will have access to the Head Start office equipment for educational services.

11. Head Start will provide the ISD teacher with a personal work space.
12. Head Start will provide classroom repairs.
13. ISD will provide custodial services. Head Start will provide custodial supplies.

Communication with Parents and Parent Involvement

Enrollment

1. ISD and Head Start will coordinate to provide joint pre-k & Head Start registration.
2. ISD will publicize pre-k through public notices in English and Spanish in accordance with TEC 29.153, (e), page 192.
3. ISD will provide pre-kindergarten enrollment packets to Head Start.
4. As students enroll in ISD pre-k throughout the 2007-08 school year, they will be screened for Head Start. Under the following circumstances, they will be enrolled in Head Start:
 - a. the child qualifies
 - b. there is space in one of the Head Start classrooms
 - c. the family chooses to participate in Head Start
5. Students who enroll in ISD pre-k throughout the 2007-08 school year when the circumstances described in #4 do not exist will be enrolled in the campus based pre-k only program.
6. Head Start will gather and maintain all necessary student immunization records.

Ongoing Communication

7. ISD staff who receive parent concerns, compliments, and complaints, will inform the Head Start director and teachers.
8. Head Start staff who receive parent concerns, compliments, and complaints will inform the ISD teacher and ISD elementary principal.
9. Head Start Social Service Workers will contact the families of Head Start students who are absent for 3 or more days by phone call or home visit.
10. Head Start teachers will conduct family home visits the week before school begins.
11. The ISD Pre-K teacher will be encouraged to attend all home visits.

Management of the Collaboration

1. Head Start administrators and ISD administrators will meet at least once per semester to monitor the collaboration and make changes as needed.
2. ISD and Head Start will work together to meet the target attendance level for the 4-year old class of at least 95%.

3. ISD and Head Start will work together to meet the target attendance level for the 3-year old class of at least 90 %.
4. Head Start assumes responsibility for complying with all Childcare Licensing regulations.
5. Head Start assumes responsibility for complying with all Head Start Performance Standards.
6. ISD will provide general liability insurance for all pre-k children enrolled in ISD.
7. Head start will provide general liability insurance for all Head Start children enrolled in *Head Start.
8. ■ ISD and Head Start will observe a communication/problem-solving protocol.

Head Start and ISD shall both retain the right to terminate or amend this agreement upon giving a thirty (30) day written notice to the other party.

This agreement is in effect from June 8, 2007 – June 8, 2008, and will be reviewed in before the end of June 2008.

ISD Elementary Principal

Date

ISD Superintendent

Date

Head Start Executive Director

Date

Head Start Director

Date

Head Start Center Director

Date