## LOCAL AGREEMENT FOR COOPERATION ON FULL UTILIZATION OF HEAD START SCHOOL YEAR 2013-2014

Head Start grantees are required to submit this local agreement to Region IV Office of Head Start and the Kentucky Head Start Collaboration Office.

## Purpose:

The purpose of this agreement between the <u>Hardin County</u> Board of Education and the <u>Central KY CAC</u> Head Start Program is to coordinate services to eligible children through state (Kentucky Preschool) and federal (Head Start) funds. The agreement is based on the planned growth criteria set by the Kentucky Board of Education in conjunction with Head Start in January 1994 regarding local school district requirements for full utilization of Head Start in Kentucky.

The commitments outlined in the document are made to assure full utilization of Head Start funds by meeting the following objectives: (1) To avoid use of state dollars to supplant existing federal funds that are currently being used to provide services to children. (2) To avoid an increase in state dollars to serve more Head Start eligible children unless a Head Start Director certifies that no Head Start funds are available to serve those eligible children. (3) To maximize Head Start funding for services to economically disadvantaged four-year-old children and to three and four-year-old children with disabilities.

## Agreement:

We intend to fulfill the terms of this agreement and assure that our signatures reflect that all appropriate boards and councils have been involved as required by state and/or federal regulations or local policy. The following persons will have responsibility for implementing this agreement locally.

School District	Head Start
	Pamela a Anna A
Preschool Coordinator/Supervisor	Head Start Director
Superintendent	Grantee Authorized Representative

Effective Date: July 1, 2013

NOTE: If Head Start and the district are exchanging funds to contract for specific services to be funded through state preschool or Head Start, then a contract for use of state preschool funds or federal Head Start dollars must also be signed.

1.	Needs Assessment: The school district and Head Start agree to cooperate in assessing the
	community's need for preschool services with "community" defined as:

X	County
	School district lines within a county
	Other

	SCHOOL DISTRICT	HEAD START
1.1	In assuring preschool services for state- eligible children, the school district representative(s) will work with the representative(s) named by the Head Start grantee in order to identify preschool services already available to resident children through the local Head Start program. School District Representative(s): Carlena Sheeran	In applying for federal Head Start funds, the Head Start grantee representative will work with the representative(s) named by the school district in conducting the community needs assessment that documents the need for Head Start funding.  Head Start Representative(s):  Pam Smith
1.2	The school district will assume that Head Start funded enrollments available for four-year-old children in the district will remain the same as the target established in 2012-2013, unless the district is contacted by the Head Start program for discussion and is given prior written confirmation of any changes.	1.2 The Head Start program will contact the school district and discuss any possible changes in Head Start funded enrollments and will provide written notice before changing the number of Head Start children in the district in order to allow the school district adequate time to adjust.

2. <u>Recruitment</u>: The school district and Head Start agree to coordinate the recruitment of preschool children for publicly funded preschool and child care programs:

☑ Head Start

☒ Family Resource Center child care programs

■ Publicly subsidized childcare centers

☑ Other: <u>Hardin County Health Department and Communicare</u>

	SCHOOL DISTRICT		HEAD START
2.1	The district will use state preschool funding to serve state-eligible children who are not eligible for Head Start or who cannot be served through Head Start, because federal funds are not available, as outlined in #3 Full Utilization of Head Start.	2.1	The Head Start program will place priority on serving those Head Start eligible children in each community/ district who are most in need of services, using existing and available expansion funds as outlined in #3 Full Utilization of Head Start.
2.2	The school district will coordinate recruitment of children with Head Start in the following ways (check those that apply):	2.2	The Head Start program will coordinate recruitment of children with the school district in the following ways (check those that apply):
X	Meeting(s) to plan recruitment of children.	X	Meeting(s) to plan recruitment of children.
X	A common enrollment form which all parents complete to register for state preschool and/or Head Start.	X	A common enrollment form which all parents complete to register for state preschool and/or Head Start.
X	Joint screening and/or registration activities.	X	Joint screening and/or registration activities.
X	Joint public awareness notices.	$\boxtimes$	Joint public awareness notices.
X	Meeting(s) to review registration data on individual children.	$\boxtimes$	Meeting(s) to review registration data on individual children.
$\boxtimes$	Utilization of HS computerized data forms (ChildPlus).	$\boxtimes$	Utilization of HS computerized data forms (ChildPlus).
$\boxtimes$	The school district will coordinate with Head Start to gather Infinite Campus data for Head Start enrolled children as appropriate.	X	Head Start will coordinate with the school district to gather Infinite Campus data for Head Start enrolled children as appropriate.
$\boxtimes$	Other: Dissemination of information to medical personnel and agencies	X	Other: Dissemination of information to medical personnel and agencies

- 2.3 In filling vacancies that occur in the Head 2.3 The school district will assist the Head Start program, the Head Start program Start program in maintaining Head Start recognizes that it retains responsibility enrollment of four-year-olds by the under Head Start Performance Standards coordinated recruitment efforts in #2.2. to fill enrollment slots within 30 days of a In situations where vacancies occur for vacancy. After coordinated recruitment four-year-olds due to voluntary efforts described in #2.2, Head Start may withdrawal of the child from Head Start fill such vacancies by: by the parents, the district will: Serving Head Start eligible four-year-old  $\times$ Encourage families to continue in Head children not enrolled in a program Start rather than withdraw X Serving 3s  $\times$ Refer new families to Head Start  $\times$ Serving newly identified children Other Other
- 3. <u>Full Utilization of Head Start</u>: The school district and Head Start agree to maximize the use of Head Start funds, including Head Start expansion funds where available, to serve as many four-year-old children as possible.

3.1 The district assures that:	3.1 The Head Start program confirms:
☑ Head Start is currently fully utilized	☑ Head Start is currently fully utilized
OR	OR
☐ Head Start is not fully utilized	☐ Head Start is not fully utilized
The district and Head Start will confirm the number of 4-year-olds enrolled in Head Start on September 1, 2013. The Full Utilization Head Start Certification form shall be submitted to the Head Start State Collaboration Office at the Governor's Office of Early Childhood by September 13, 2013.	Head Start and the district will confirm the number of 4-year-olds enrolled in Head Start on September 1, 2013. The Full Utilization Head Start Certification form shall be submitted to the Head Start State Collaboration Office at the Governor's Office of Early Childhood by September 13, 2013.

3.2	The district will work with Head Start to facilitate enrollment in Head Start of at least the minimum number of slots for four-year-old Head Start-eligible children that were available prior to 1990:  1989 -90 number of 4s (minimum target)	3.2	The Head Start program will continue to make available at least the minimum number of slots for four-year-old Head Start-eligible children that were available prior to 1990:  1989-90 number of 4s (minimum target)
or		or	
Whether the state of the state	Other mutually agreed target, if applicable. Reason:		Other mutually agreed target, if applicable. Reason:
	☐ Already serving more than 1989-90 number	Andrew Company of the Property	☐ Already serving more than 1989-90 number
	Other:	Total Andrews of the second	□ Other:
This Ho	for only one district; or for two or more districts as a joint community figure. Districts (list):	number provide change in the l	get number less than the 1989-1990 target r is agreed upon, an explanation should be ed, such as a description of population es that affect the number of four year olds District or economic changes that affect o levels.
	The district assures that any increase in district enrollment in the number of At – Risk eligible four-year-old children above the December 1, 2011 state preschool At-Risk Count will occur only if Head Start funds are not available to serve additional Head Start eligible four-year-old children.  12-1-12 state At-Risk Count: 271  The school district recognizes that the Head Start Grantee may choose to use expansion dollars for needs other than serving additional children, based on the community needs assessment as well as program issues. If the Head Start Grantee catchment area includes more than one district, expansion funds may not be available for all districts.	3.3	The Head Start program will consider community needs assessment information and Head Start program issues in choosing how to use any available Head Start expansion funds.  Yes, new funds are available to serve more Head Start eligible children in this district.  No, Head Start funds are not available for more children in this district.  If yes checked, complete 3.4.

<ul> <li>3.4 If Head Start funds are available to serve additional Head Start eligible children, the district recognizes the following:</li> <li>□ a. If new HS-eligible four-year-olds are served by HS and not state funds, then the district recognizes that this increase in HS four-year-olds could mean: <ul> <li>a decrease in state-funded 4s; and/or</li> <li>an increase in the total number of 4s served, by the district and HS both conducting intensive recruitment to find unserved children.</li> </ul> </li> </ul>	3.4 If Head Start Expansion funds are available to serve additional children, then the Head Start program plans to serve additional children in the following order of priority:  □ a. enrolling new HS eligible four-year-olds who will not be funded by the state preschool program.  Estimated #:
b. If new three-year-olds are to be served, the district understands that the number of four-year-olds enrolled in Head Start is not to drop below the 1990 level, even though services are being expanded to three-year-olds.	<ul> <li>□ b. enrolling new Head Start eligible three-year-olds.</li> <li>□ Estimated #:</li> <li>□ c. providing HS enhanced services to</li> </ul>
c. If Head Start enhanced services are to be provided to state-eligible four-year-olds, the district will assure that conditions (1)-(5) at right are met in order to include the children on the state Preschool count.	four-year-olds who receive state funded preschool services.  Estimated #:  This option is allowed only under the following conditions:  (1) The HS program is already meeting the Pre-KERA target of HS funded enrollments of four-year-olds, based on non-duplicate counting with state funds;  (2) The children to be counted for 2013-2014 HS Expansion are additional four-year-olds, above the minimum set for HS funded enrollment of 4s, as noted in 3.2;  (3) The children to be counted for HS Expansion are HS-eligible and are most in need of intensive services;  (4) The children receive full Head Start services: preschool services funded through state funds and intensive supplementary services through Head Start; and  (5) The district's preschool services meet both Head Start and state preschool standards.

3.5 When submitting 2013-2014 state preschool enrollment data to the Kentucky Department of Education, the district will coordinate with Head Start to assure accuracy of data as it relates to Head Start funded children (number of Head Start children transported, number of children on the state count who	3.5 The Head Start director will confirm preliminary 2013-2014 Head Start enrollment figures to the district at the following point:  May 27, 2013  Other Dates: July 1, 2013
received Head Start enhanced services described in 3.4c).	Other Dates:

4. <u>Coordination of Sites</u>: The school district and Head Start agree to coordinate the location of sites in the community and the provision of additional service in order to minimize the transportation of young children to meet the needs of working parents and facilitate parent involvement in both programs.

	SCHOOL DISTRICT		HEAD START
4.1	The school district will work with Head Start in coordinating preschool classes.	4.1	Head Start will work with the district in coordinating Head Start centers.
	Changes/new sites for 2013-2014:		Changes/new sites for 2013-2014:
	School Calendar:		Head Start calendar:
	Aug. 7, 2013 – May 22, 2014		Aug. 7, 2013 – May 22, 2014
	☐ Solicit Head Start input for the district's Facility Survey to locate sites as close as possible to the child's home.		<ul> <li>□ Provide input for the district's Facility Survey.</li> <li>□ Coordinate Head Start facilities or</li> </ul>
	➤ Work with Head Start for Head Start facilities or renovation funds.		renovation funds with the district.  Urk with the district in planning for space needed to operate on a full-day
	☐ Work with Head Start to develop the space needed for a full-day schedule rather than double sessions to allow		basis rather than the double sessions.
	wrap-around and child care.		Select sites with the district in order to coordinate transportation.
	➤ Select sites with Head Start in order to coordinate transportation.		☑ Jointly operate/blend classes with state funded program.

The control of the co	☑ Jointly operate/blend classes with Head Start.		☐ Co-locate Head Start classes next to state-funded classes.
	☐ Co-locate state funded classes next to Head Start.		
4.2	The school district will work with Head Start in provision of additional services to meet the needs of working parents.	4.2	Head Start will work with the school district in provision of additional services to meet the needs of working parents.

5. <u>Coordination of Program Efforts</u>: The local school district and Head Start program agree to coordinate staff training and efforts to provide for the smooth transitions of children and families to the local school district primary program.

The school district and Head Start agree to provide effective developmentally appropriate instruction that is supported by the *Kentucky Early Childhood Standards, Kentucky Early Childhood Continuous Assessment Guide and Kentucky Quality Self-Study Guide.* 

SCHOOL DISTRICT	HEAD START
<ul> <li>5.1 The local school district program agrees to coordinate staff training on:</li> <li></li></ul>	<ul> <li>5.1 The Head Start program agrees to coordinate staff training on:  <ul> <li>Kentucky's Early Childhood Standards.</li> <li>Head Start Child Development and Early Learning Framework.</li> <li>Developmentally appropriate practices.</li> <li>Curriculum and assessment.</li> <li>Health, safety, nutrition.</li> <li>Family/community engagement.</li> <li>Social/emotional development.</li> </ul> </li> <li>5. 2 The local school district and Head Start</li> </ul>
program agree to coordinate the transitions of children and families to the school district primary program.	program agree to coordinate the transitions of children and families to the school district primary program.
The district sends letters to families of children transitioning to kindergarten telling them about the pre-registration at the elementary schools. Included in the letter is a copy of the registration application. Follow-up is made with families who did not enroll at pre-	The district sends letters to families of children transitioning to kindergarten telling them about the pre-registration at the elementary schools. Included in the letter is a copy of the registration application. Follow-up is made with families who did not enroll at pre-

registration. Records are transferred to the district Early Childhood office who in turn makes sure they are delivered to the appropriate school ensuring that they are not misplaced.  (Describe or attach)  5.3 The district and Head Start will	registration. Records are transferred to the district Early Childhood office who in turn makes sure they are delivered to the appropriate school ensuring that they are not misplaced.  (Describe or attach)  5.3 The district and Head Start will coordinate	
<ul> <li>coordinate the use of an approved continuous assessment instrument that:</li> <li>Meets the requirements for both programs,</li> <li>Improves instruction and,</li> <li>Records child progress.</li> </ul>	the use of an approved continuous assessment instrument that:  • Meets the requirements for both programs,  • Improves instruction, and  • Records child progress.	
Teaching Strategies Gold  Name of approved classroom assessment instrument  The district will incorporate the Head Start assessment data for children with disabilities	Head Start will provide the district with assessment data from an approved classroom assessment instrument for children with disabilities for the Kentucky State Performance Plan and other state-funded children:	
in the Kentucky Early Childhood Data System. (KEDS).	Brigance Name of approved classroom assessment instrument	
	Method of data transfer (data disk, on line etc.).  on line	
	Individual(s) responsible for the data transfer	
	<u>Cindy Gilpin</u>	

6. <u>Non-Federal Matching Funds</u>: The local school district and Head Start program agree to coordinate planning in order to use state and local funds as the 20% non-federal matching requirement for Head Start in order to maximize Head Start funds.

	SCHOOL DISTRICT		evezania kan kan kan kan kan kan kan kan kan ka	HEAD START	
6.1	In order to assist the Head with the 20% matching re non-federal funding, the comake the following availance Start at free or reduced contract that apply):	equirement of district will able to Head	6.1	The Head Start program agree with the district to minimize inconvenience and provide, any reduced-cost payment for following services (check the apply):	if applicable, or the
mental management of the control of	classroom space	X		classroom space	
	transportation	X		transportation \$75,125	$\boxtimes$

state-funded special education	X	state-funded special education	
school nurse		school nurse	
equipment/supplies	$\boxtimes$	equipment/supplies	$\boxtimes$
professional development	$\boxtimes$	professional development	X
other Office Secretary 50% Teachers, Assistants, Direct School Administration and Resource Centers		other Office Secretary 50% Assistants Family Service Worker	X

## 7. <u>Disability Services</u>: The local school district and Head Start program agree to coordinate services to children with disabilities.

	SCHOOL DISTRICT		HEAD START
7.1	The school district will include HS in the local Child Find effort (check those that apply):	7.1	Head Start will participate in the district's Child Find effort under IDEA (check those that apply):
X	Assist HS in screening HS children. Coordinate and provide staff for the following types of screening during joint state/HS recruitment efforts: Dial-4, vision, hearing, speech	X	Provide screening to all HS children. Provide staff to screen children during joint state/HS recruitment efforts (prior to enrollment): Dial-4, vision, hearing, speech
	(Describe or attach efforts)	TO THE PERSON NAMED IN COLUMN TO THE	(Describe or attach efforts)
$\boxtimes$	Provide notices for parents of right for services under IDEA.	X	Help distribute notices to parents of right for services under IDEA.
$\boxtimes$	Include HS activities in the local policies and procedures for Child Find.	$\boxtimes$	Make referral of any child with a suspected disability to the school district prior to the eligibility evaluation.
$\boxtimes$	Include a HS representative(s) on the ARC which will process the referral of a HS child.	$\boxtimes$	Participate in the ARC process initiated at the point of referral.
	Other:		Other:
7.2	The school district will include HS staff	7.2	The Head Start program will include

de d	and parents in training (check those that apply):		school district staff and parents in training (check those that apply):
	Share district preschool training schedule with open invitation to HS to attend.	X	Share HS training schedule with open invitation to district to attend.
	Develop the staff training schedule with HS.	X	Develop the staff training schedule with district.
X	Plan specific training event(s) with HS:	X	Plan specific training event(s) with district:
	CPR training AED First Aide Curriculum Training throughout year Special Ed./ <u>Teaching Strategies Gold</u> <u>Training</u> (Describe or attach efforts)		CPR training AED First Aide Curriculum Training throughout year Special Ed./ <u>Teaching Strategies Gold</u> <u>Training</u> (Describe or attach efforts)
	Coordinate parent education activities on disabilities with HS. Other:		Coordinate parent education activities on disabilities with district. Other:
7.3	The school district will work with Head Start on IEPs (check all that apply):	7.3	The Head Start program will work with the school district on IEPs for HS children (check all that apply):
X	Referrals of specific HS children will be accepted by <u>Laura Webb, Elizabeth</u> <u>Lancaster, Kathy Lee</u> (district contact)	X	Referrals of HS children will be made by  Stephanie Lee  (Head Start contact)
	Communicate to Head Start the procedure for delivery and documentation of prior adequate instruction as a part of the referral		Coordinate with State Funded Preschool program to deliver and document prior adequate instruction as a part of the referral process.
	process.	X	Use district referral form, with adaptations made jointly as appropriate.
	Provide referral form, with HS adaptations as appropriate.	$\boxtimes$	Obtain parent approval for the referral or have parent contact the district directly.
$\boxtimes$	Contact and work with parent as well as HS representative.	$\boxtimes$	Assist in contacting the parent, explaining
$\boxtimes$	Assure parent permission is obtained at all required points.		process, and obtaining permission at required points.
X	Coordinate ARC meeting times and places with HS and parents to facilitate active participation.	X	Coordinate ARC meeting times and places with school and parents to facilitate active participation.
		X	Work with the school district on child

➤ Work with HS on child find instructional activities for HS children attending blended Head Start / State Funded	find instructional activities for HS children who are already attending HS and are suspected of having a disability.
preschool programs (in-school referral process).	Participate in the eligibility evaluation and provide data on child performance.
	☐ Other: (Attach additional page if needed)
☐ Other: (Attach additional page if needed)	

7.4	The school district will assist Head Start children with disabilities and their families in transitioning to the primary program (check all that apply):	7.4	The Head Start program will assist HS children transition with disabilities and their families in transitioning to the primary program (check all that apply):
	Receiving teachers will visit HS classes.		HS teachers will visit receiving classes to identify child skills needed.
	School staff will make joint home visits with HS staff.		HS staff will include school staff in home visits prior to transition to primary school.
X	Receiving teachers will coordinate with HS on curriculum.	$\boxtimes$	HS teachers will coordinate with receiving teachers on curriculum.
X	Procedures for transferring HS records are in place.	$\boxtimes$	HS will make arrangements and obtain parent permission to release HS records to
X	IEPs on HS children will be in place prior to school entry to assure continuity of	The second secon	the school prior to school enrollment.
	services.	$\boxtimes$	HS will work with the school on training about school placements and procedures.
$\boxtimes$	Jointly plan with HS parent training on transition.	$\boxtimes$	HS will work with district to have IEPs updated prior to school entry to avoid
$\boxtimes$	Other: Follow-up into Primary to effect smooth transition		gaps in services.
		X	Jointly plan with district parent training on transition.
		П	Other

7.5	The district will share the following special education resources (check all that apply):	7.5	The Head Start program will maintain the following resources for HS children with disabilities (check all that apply):
ass	Screening personnel Itinerant teachers Speech pathologists OT/PT/other personnel Classroom aides Facilities/space Training/consultation IDEA funds Other: Special Transportation See Special Education Agreement  The District recognizes its responsibility to the provision of a free and appropriate the provision of a light children.		Screening personnel Itinerant teachers Speech pathologists OT/PT/other personnel Classroom aides Facilities/space Training/consultation HS funds for specific IEP services Space for district-funded children Other: Special Transportation See Special Education Agreement
7.6	The district will include Head Start children with disabilities on the IDEA count if criteria are met.	7.6	The Head Start program will assist the district in assuring that criteria are met for counting HS children on the IDEA count.

	Other areas of agreement:
Other areas of agreement:	