NELSON COUNTY SCHOOLS
EXPECT THE BEST

Decision Paper

To: Nelson County Board of Education

From: Dr. Anthony Orr, Superintendent

Date: July 18, 2017

Re: Preschool Full Utilization Agreement Nelson County Schools and Central Kentucky Head Start

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RECOMMENDATION: Approve agreement between Nelson County Schools for Special Education Services and Central Kentucky Head Start. Nelson County and Head Start will work as a team in their shared responsibilities for Head Start enrolled children with disabilities as defined by federal and state law.

RECOMMENDED MOTION: I move that the Nelson County Board of Education approve the agreement for the 17-18 school year.

LOCAL AGREEMENT FOR COOPERATION
ON FULL UTILIZATION OF HEAD START
SCHOOL YEAR 2017-2018

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 ***Nelson County Board of Education*** and the ***Central KY CAC 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 Smith
Preschool Coordinator/Supervisor	Head Start Director
_____	Lynne B McCarty
Superintendent	Grantee Authorized Representative

Effective Date:

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:

√ 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):	1.1	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):
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 2010-2012, 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. Recruitment: The school district and Head Start agree to coordinate the recruitment of preschool children for publicly funded preschool and child care programs:

■ Kentucky State Funded Preschool

■ Head Start

☐ Family Resource Center child care programs

☐ Publicly subsidized childcare centers

■ Other: _____First Steps_____

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): ▪ Meeting(s) to plan recruitment of children. ▪ A common enrollment form which all parents complete to register for state preschool and/or Head Start. ▪ Joint screening and/or registration activities. ☐ Joint public awareness notices. ▪ Meeting(s) to review registration data on individual children. ▪ Utilization of HS computerized data forms (ChildPlus). ▪ The school district will coordinate with Head Start to gather Infinite Campus data for Head Start enrolled children as appropriate. ☐ Other:	2.2 The Head Start program will coordinate recruitment of children with the school district in the following ways (check those that apply): ■ Meeting(s) to plan recruitment of children. ☐ A common enrollment form which all parents complete to register for state preschool and/or Head Start. ■ Joint screening and/or registration activities. ☐ Joint public awareness notices. ■ Meeting(s) to review registration data on individual children. ■ Utilization of HS computerized data forms (ChildPlus). ■ Head Start will coordinate with the school district to gather Infinite Campus data for Head Start enrolled children as appropriate. ☐ Other:

2.3 The school district will assist the Head Start program in maintaining Head Start enrollment of four-year-olds by the coordinated recruitment efforts in #2.2. In situations where vacancies occur for four-year-olds due to voluntary withdrawal of the child from Head Start by the parents, the district will: ■ Encourage families to continue in Head Start rather than withdraw ■ Refer new families to Head Start ■ Serve and reach out to Homeless Children and Foster Care Children	2.3 In filling vacancies that occur in the Head Start program, the Head Start program recognizes that it retains responsibility under Head Start Performance Standards to fill enrollment slots within 30 days of a vacancy. After coordinated recruitment efforts described in #2.2, Head Start may fill such vacancies by: ■ Serving Head Start eligible four-year-old children not enrolled in a program ■ Serving 3s ■ Serving newly identified children ☐ Other

3. Full Utilization of Head Start: 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: ☐ Head Start is currently fully utilized OR ■ 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, 2017. The Full Utilization Head Start Certification form shall be submitted to the Head Start State Collaboration Office at the Kentucky Department of Education by September 15, 2017.	3.1 The Head Start program confirms: ☐ Head Start is currently fully utilized OR ■ Head Start is not fully utilized Head Start and the district will confirm the number of 4-year-olds enrolled in Head Start on September 1, 2017. The Full Utilization Head Start Certification form shall be submitted by the district to the Head Start State Collaboration Office at the Kentucky Department of Education.
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: _45 1989 -90 number of 4s (minimum target) or ___ Other mutually agreed target, if applicable. Reason: ☐ Already serving more than 1989-90 number ☐ Other: _____ This Head Start enrollment number is: ■ for only one district; or ☐ for two or more districts as a joint community figure. Districts (list): _____ _____	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: _45_ 1989-90 number of 4s (minimum target) or ___ Other mutually agreed target, if applicable. Reason: ☐ Already serving more than 1989-90 number ☐ Other: _____ *If a target number less than the 1989-1990 target number is agreed upon, an explanation should be provided, such as a description of population changes that affect the number of four year olds in the District or economic changes that affect poverty levels.*

3.3 The district assures that any increase in district enrollment in the number of At – Risk eligible four-year-old children above the December 1, 2017 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. 12-1-17 state At-Risk Count: _____ **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. <u>If the Head Start Grantee catchment area includes more than one district, expansion funds may not be available for all districts</u>.**	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.
3.4 If Head Start funds are available to serve additional Head Start eligible children, the district recognizes the following: ☐ 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: • a decrease in state-funded 4s; and/or • an increase in the total number of 4s served, by the district and HS both conducting intensive recruitment to find unserved children. ☐ 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. ☐ 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.	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. enrolling new Head Start eligible three-year-olds. Estimated #: _____ ☐ c. providing HS enhanced services to four-year-olds who receive state funded preschool services. Estimated #: _____ <u>This option is allowed only under the following conditions</u>: (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 2017-2018 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 2017-2018 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 received Head Start enhanced services described in 3.4c). The district will confirm preliminary 17-18 preschool enrollment figures to Head Start Director at the following point. May 27, 2017 September 1, 2017	3.5 The Head Start director will confirm preliminary 2017-2018 Head Start enrollment figures to the district at the following point: May 31, 2018 Other Dates: _____ _____ The Head Start director will provide 12-1-17enrollment data to the Kentucky Head Start Collaboration Office.

4. Coordination of Sites: 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.

SCHOOL DISTRICT	HEAD START
4.1 The school district will work with Head Start in coordinating preschool classes. ☐ Changes/new sites for 2017-2018: ■ School Calendar: __Aug___, 2017 - __May___, 2018 ☐ Solicit Head Start input for the district's Facility Survey to locate sites as close as possible to the child's home. ☐ Work with Head Start for Head Start facilities or renovation funds. ☐ Work with Head Start to develop the space needed for a full-day schedule rather than double sessions to allow wrap-around and child care. ☐ Select sites with Head Start in order to coordinate transportation. ☐ Jointly operate/blend classes with Head Start. ☐ 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. _____	4.1 Head Start will work with the district in coordinating Head Start centers. ☐ Changes/new sites for 2017-2018: ☐ Head Start calendar: _August_, 2017 - _May___, 2018 ☐ Provide input for the district's Facility Survey. ☐ Coordinate Head Start facilities or renovation funds with the district. ☐ Work with the district in planning for space needed to operate on a full-day basis rather than the double sessions. ☐ Select sites with the district in order to coordinate transportation. ☐ Jointly operate/blend classes with state funded program. ☐ Co-locate Head Start classes next to state-funded classes. 4.2 Head Start will work with the school district in provision of additional services to meet the needs of working parents. _____

5. Coordination of Program Efforts: 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
5.1 The local school district program agrees to coordinate staff training on: ■ *Kentucky's Early Childhood Standards. Head Start Child Development and Early Learning Framework.* ■ Developmentally appropriate practices. Curriculum and assessment. Health, safety, nutrition. Family/community engagement. Social/emotional development.	5.1 The Head Start program agrees to coordinate staff training on: ☐ *Kentucky's Early Childhood Standards.* ☐ *Head Start Child Development and Early Learning Framework.* ☐ Developmentally appropriate practices. ☐ Curriculum and assessment. ☐ Health, safety, nutrition. ☐ Family/community engagement. ☐ Social/emotional development.
5. 2 The local school district and Head Start program agree to coordinate the transitions of children and families to the school district primary program. Jump Start Programs at Elementary Schools (Describe or attach)	5. 2 The local school district and Head Start program agree to coordinate the transitions of children and families to the school district primary program. _____ (Describe or attach)
5.3 The district and Head Start will coordinate the use of an approved continuous assessment instrument that: • Meets the requirements for both programs, • Improves instruction and, • Records child progress. ____TS Gold_____ Name of approved classroom assessment instrument The district will incorporate the Head Start assessment data for children with disabilities in the Kentucky Early Childhood Data System. (KEDS).	5.3 The district and Head Start will coordinate the use of an approved continuous assessment instrument that: • Meets the requirements for both programs, • Improves instruction, and • Records child progress. 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: **Teaching Strategies Gold** Name of approved classroom assessment instrument Method of data transfer (data disk, on line etc.). **On-Line**

	Individual(s) responsible for the data transfer Disabilities Manager and/or Special Needs Collaborator

6. Non-Federal Matching Funds: 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		HEAD START	
6.1	In order to assist the Head Start program with the 20% matching requirement of non-federal funding, the district will make the following available to Head Start at free or reduced cost (check those that apply):	6.1	The Head Start program agrees to work with the district to minimize inconvenience and provide, if applicable, any reduced-cost payment for the following services (check those that apply):
	classroom space ☐		classroom space ☐
	transportation ☐		transportation ☐
	state-funded special education ■		state-funded special education ■
	school nurse ☐		school nurse ☐
	equipment/supplies ☐		equipment/supplies ☐
	professional development ■		professional development ■
	other ☐		other ☐

7. Disability Services: The local school district and Head Start program agree to coordinate services to children with disabilities **to ensure IDEA is met.**

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):
☐	Assist HS in screening HS children.	■	Provide screening to all HS children.
■	Coordinate and provide staff for the following types of screening during joint state/HS recruitment efforts: Joint Registration Events	■	Provide staff to screen children during joint state/HS recruitment efforts (prior to enrollment):
	(Describe or attach efforts)		(Describe or attach efforts)

■ Provide notices for parents of right for services under IDEA. ■ Include HS activities in the local policies and procedures for Child Find. ■ Include a HS representative(s) on the ARC which will process the referral of a HS child. ■ Ensure children receiving a referral are processed timely according to IDEA	■ Help distribute notices to parents of right for services under IDEA. ■ Make referral of any child with a suspected disability to the school district prior to the eligibility evaluation. ■ Participate in the ARC process initiated at the point of referral. ☐ Other:
7.2 The school district will include HS staff and parents in training (check those that apply): ■ Share district preschool training schedule with open invitation to HS to attend. ☐ Develop the staff training schedule with HS. ☐ Plan specific training event(s) with HS: _____ (Describe or attach efforts) ■ Coordinate parent education activities on disabilities with HS. ☐ Other:	7.2 The Head Start program will include school district staff and parents in training (check those that apply): ■ Share HS training schedule with open invitation to district to attend. ■ Develop the staff training schedule with district. ■ Plan specific training event(s) with district: _____ (Describe or attach efforts) ■ 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): ■ Referrals of specific HS children will be accepted by_____. (district contact) ■ Communicate to Head Start the procedure for delivery and documentation of prior adequate instruction as a part of the referral process. ■ Provide referral form, with HS adaptations as appropriate. ■ Contact and work with parent as well as HS representative. ■ Assure parent permission is obtained at all required points. ■ Coordinate ARC meeting times and places with HS and parents to facilitate active participation. ☐ Work with HS on child find instructional activities for HS children attending blended Head Start / State Funded preschool programs (in-school referral process). ■ Coordinate the eligibility evaluation and include HS data. ☐ Other: (Attach additional page if needed) **In the event that a child does not qualify for under IDEA for disability and is not participating in the RTI process but does qualify under Section 504 Rehabilitation Act and satisfies the definition of disability in section 705 9(b) of the Rehabilitation Act, the District will coordinate with CKCAC Head Start to identify plan and needed support**.	7.3 The Head Start program will work with the school district on IEPs for HS children (check all that apply): ■ Referrals of HS children will be made by **_____Debby Johnson_____**. (Head Start contact) ■ Coordinate with State Funded Preschool program to deliver and document prior adequate instruction as a part of the referral process. ■ Use district referral form, with adaptations made jointly as appropriate. ■ Obtain parent approval for the referral or have parent contact the district directly. ■ Assist in contacting the parent, explaining process, and obtaining permission at required points. ■ Coordinate ARC meeting times and places with school and parents to facilitate active participation. ■ Work with the school district on child find instructional activities for HS children who are already attending HS and are suspected of having a disability. ■ Participate in the eligibility evaluation and provide data on child performance. ☐ 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): ☐ Receiving teachers will visit HS classes. ☐ School staff will make joint home visits with HS staff. ☐ Receiving teachers will coordinate with HS on curriculum. ■ Procedures for transferring HS records are in place. ■ IEPs on HS children will be in place prior to school entry to assure continuity of services. ■ Jointly plan with HS parent training on transition. ☐ Other:	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): ■ HS teachers will visit receiving classes to identify child skills needed. ■ HS staff will include school staff in home visits prior to transition to primary school. ■ HS teachers will coordinate with receiving teachers on curriculum. ■ HS will make arrangements and obtain parent permission to release HS records to the school prior to school enrollment. ■ HS will work with the school on training about school placements and procedures. ■ HS will work with district to have IEPs updated prior to school entry to avoid gaps in services. ■ Jointly plan with district parent training on transition. ☐ Other
7.5 The district will share the following special education resources (check all that apply): ■ Screening personnel ☐ Itinerant teachers ■ Speech pathologists OT/PT/other personnel ☐ Classroom aides ☐ Facilities/space ■ Training/consultation IDEA funds ☐ Other: *The District recognizes its responsibility to assure the provision of a free and appropriate educational service to eligible children.*	7.5 The Head Start program will maintain the following resources for HS children with disabilities (check all that apply): ■ 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:

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:** **■ If a program is an educational agency or institution that receives funds under a program administered by the Department of Education and therefore is subject to the confidentiality provisions under the Family Educational Rights and Privacy Act (FERPA), and then it must comply with those confidentiality provisions of FERPA instead of the provisions in this subpart.** **■ If a program serves a child who is referred to, or found eligible for services under, IDEA, then a program must comply with the applicable confidentiality provisions in Part B or Part C of IDEA to protect the PII in records of those children, and, therefore, the provisions in this subpart do not apply to those children**	Other areas of agreement: **Other areas of agreement:** **■ If a program is an educational agency or institution that receives funds under a program administered by the Department of Education and therefore is subject to the confidentiality provisions under the Family Educational Rights and Privacy Act (FERPA), and then it must comply with those confidentiality provisions of FERPA instead of the provisions in this subpart.** **■ If a program serves a child who is referred to, or found eligible for services under, IDEA, then a program must comply with the applicable confidentiality provisions in Part B or Part C of IDEA to protect the PII in records of those children, and, therefore, the provisions in this subpart do not apply to those children**