

**LOCAL AGREEMENT FOR COOPERATION
ON FULL UTILIZATION OF HEAD START
SCHOOL YEAR 2018-2019**

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:

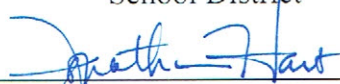
The purpose of this agreement between the Livingston County Board of Education and the Audubon Area Community Services, Inc. Head Start Program is to coordinate services to eligible children through state (Kentucky Preschool) and federal (Head Start) funds. The agreement is based on the planned growth 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.

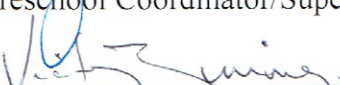
Agreement:

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



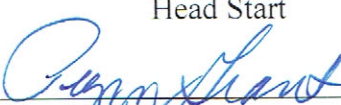
Preschool Coordinator/Supervisor



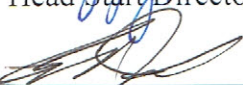
Superintendent

Effective Date: 7/1/18

Head Start



Head Start Director



Grantee Authorized Representative

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): <u>Jonathan Hart</u>	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): <u>Lynda Dennis, LAM</u>
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 2017-2018, 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: _____

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 ☐ Other:	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 3's ☐ Serving newly identified children ☐ Other:
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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 <u>September 1, 2018</u>. 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 15, 2018.	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 <u>September 1, 2018</u>. 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 15, 2018.
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: <u>0</u> 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: <u>0</u> 1989-90 number of 4s (minimum target) or — Other mutually agreed target, if applicable. Reason: ☐ Already serving more than 1989-90 number ☐ Other: _____ <i>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.</i>

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	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 #: _____

Preschool count.	<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 2018-2019 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; <u>and</u> (5) The district's preschool services meet both Head Start and state preschool standards.
3.5 When submitting 2018-2019 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).	3.5 The Head Start director will confirm preliminary 2018-2019 Head Start enrollment figures to the district at the following point: May 27, 2018 Other Dates: <u>Periodic email updates.</u> The Head Start director will provide 12-1-18 enrollment 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 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. ☐ Changes/new sites for 2018-2019: ☒ School Calendar: <u>August</u>, 2018 - <u>May</u>, 2019 ☐ 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.	4.1 Head Start will work with the district in coordinating Head Start centers. ☐ Changes/new sites for 2018-2019: ☒ Head Start calendar: <u>August</u>, 2018 - <u>May</u>, 2019 ☐ 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 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. 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: ☒ <i>Kentucky's Early Childhood Standards.</i> ☒ <i>Head Start Child Development and Early Learning Framework.</i> ☒ 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. (Describe or attach) • Receiving teachers will visit HS classes. • Receiving teachers will coordinate with HS on curriculum. • Procedures for transferring HS records are in place. • Jointly plan with HS parent training on transition. 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. <u>My Teaching Strategies</u> Name of approved classroom assessment instrument	5.1 The local school district program agrees to coordinate staff training on: ☒ <i>Kentucky's Early Childhood Standards.</i> ☒ <i>Head Start Child Development and Early Learning Framework.</i> ☒ 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. (Describe or attach) • HS teachers will visit receiving classes to identify child skills needed. • 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. • Jointly plan with district parent training on transition. 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

The district will incorporate the Head Start assessment data for children with disabilities in the Kentucky Early Childhood Data System (KEDS).	Plan and other state-funded children: <u>My Teaching Strategies</u> Name of approved classroom assessment instrument Method of data transfer (data disk, online, etc.): <u>Online</u> Individual(s) responsible for the data transfer: <u>Lead Teacher(s)</u>
Lead Teachers in blended classrooms will enter documentation into My Teaching Strategies regularly and use the information to support learning and development. • Complete baseline assessment within four weeks of the child's entry into the program. • Enter a minimum of two pieces of documentation weekly on all children. • Finalize checkpoints three times annually on or before the established finalize dates. • Submit lesson plans weekly to the AAHS Education Specialist. 5.4 In blended classrooms the district and Head Start will coordinate the selection and implementation of comprehensive research based preschool curriculum. • Utilizing an individualized approach implemented to fidelity with Creative Curriculum. (HSPPS 1302.32) 5.5 In blended classrooms the district and Head Start will coordinate the selection and implementation of a developmental screening tool. • Complete the DIAL 4 or Brigance screen within 45 days of the child's enrollment.	Lead Teachers in blended classrooms will enter documentation into My Teaching Strategies regularly and use the information to support learning and development. • Complete baseline assessment within four weeks of the child's entry into the program. • Enter a minimum of two pieces of documentation weekly on all children. • Finalize checkpoints three times annually on or before the established finalize dates. • Submit lesson plans weekly to the AAHS Education Specialist. 5.4 In blended classrooms the district and Head Start will coordinate the selection and implementation of comprehensive research based preschool curriculum. • Utilizing an individualized approach implemented to fidelity with Creative Curriculum. (HSPPS 1302.32) 5.5 In blended classrooms the district and Head Start will coordinate the selection and implementation of a developmental screening tool. • Complete the DIAL 4 or Brigance screen within 45 days of the child's enrollment.

5.6 In blended classrooms enter the following into ChildPlus: • Results of development screens • Disability information for enhanced children with disabilities • Daily attendance of children	5.6 In blended classrooms enter the following into ChildPlus: • Results of development screens • Disability information for enhanced children with disabilities • Daily attendance of children
5.7 Lead Teachers in blended classrooms will participate in the implementation of the PreK Classroom Assessment Scoring System (CLASS) tool including the coaching/mentoring program for continuous classroom improvement.	5.7 Lead Teachers in blended classrooms will participate in the implementation of the PreK Classroom Assessment Scoring System (CLASS) tool including the coaching/mentoring program for continuous classroom improvement.
5.8 In blended classrooms staff will complete two home visits, including one home visit before the program year begins, if feasible, and two parent teacher conferences annually. (HSPPS 1302.34)	5.8 In blended classrooms staff will complete two home visits, including one home visit before the program year begins, if feasible, and two parent teacher conferences annually. (HSPPS 1302.34)
5.9 Attendance In blended classrooms, to ensure the safety of children, classroom staff will input attendance into ChildPlus within one hour of the start of the program day for each session. (HSPPS 1302.16)	5.9 Attendance In blended classrooms, to ensure the safety of children, classroom staff will input attendance into ChildPlus within one hour of the start of the program day for each session. (HSPPS 1302.16)

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 and ensure that IDEA regulations are fully met. (HSPPS 1302.61)

SCHOOL DISTRICT	HEAD START
7.1 The school district will include HS in the local Child Find effort (check those that apply): ☒ Assist HS in screening HS children. ☒ Coordinate and provide staff for the following types of screening during joint district/HS recruitment efforts: <u>Comprehensive battery of screening</u> (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. ☐ Other:	7.1 Head Start will participate in the district's Child Find effort under IDEA (check those that apply): ☒ Provide screening to all HS children. ☒ Provide staff to screen children during joint district/HS recruitment efforts (prior to enrollment): <u>Comprehensive battery of screening</u> (Describe or attach efforts) ☒ 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: <u>Assessment Training</u> (Describe or attach efforts)	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: <u>Assessment 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): ☒ Referrals of specific HS children will be accepted by <u>Jonathan Hart</u>. (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 under IDEA for disabilities and is not participating in the RTI process but does qualify under Section 504 of the Rehabilitation Act	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 <u>Lynda Dennis, LAM</u>. (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) • In the event that a child does not qualify under IDEA for disabilities and is not participating in the RTI process but does qualify under Section 504 of the Rehabilitation Act

	and satisfies the definition of disability in Section 705(9)(b) of the Rehabilitation Act, the district and AAHS will coordinate together to identify, plan and provide needed supports. (HSPPS 1302.61)
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	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 ☒ IDEA funds ☐ Other: <i>The District recognizes its responsibility to assure the provision of a free and appropriate educational service to eligible children.</i>	☐ 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. In blended classrooms: In the event that children are to be transferred to a KERA Preschool only slot from a Head Start slot they will remain as Head Start for a minimum of two school days after they have been diagnosed with a disability subsequent to the date of the diagnosis. If the child is a Head Start/KERA enhanced child and receives a diagnosis for a disability he/she will remain a Head Start/KERA enhanced child. Identified services may begin the date of the diagnosis, if feasible. (HSPPS 1302.14)	7.6 The Head Start program will assist the district in assuring that criteria are met for counting HS children on the IDEA count. In blended classrooms: In the event that children are to be transferred to a KERA Preschool only slot from a Head Start slot they will remain as Head Start for a minimum of two school days after they have been diagnosed with a disability subsequent to the date of the diagnosis. If the child is a Head Start/KERA enhanced child and receives a diagnosis for a disability he/she will remain a Head Start/KERA enhanced child. Identified services may begin the date of the diagnosis, if feasible. (HSPPS 1302.14)

The Local School District and the Audubon Area Head Start program agree to operate a blended Head Start/Preschool program through a cost-sharing agreement that insures that costs are shared equitably based upon KERA and Head Start enrollments. The following additional items which describe this cost-sharing arrangement are hereby incorporated into the Local Agreement for Cooperation on Full Utilization of Head Start:	
SCHOOL DISTRICT – Livingston County	HEAD START - Audubon
8.1 PROJECTED ENROLLMENTS	8.1 PROJECTED ENROLLMENTS
The district will serve a projected total of 54 KERA preschool enrollments (based on 12/1/17 count) which shall include a total of 13 Enhanced Head Start enrollments. Enhanced slots are dual enrollment slots counted by both parties.	Audubon will serve a total of 42 Head Start children which shall include 29 regular part-day children and 13 Enhanced KERA four-year-olds.
8.2 PERSONNEL	8.2 PERSONNEL
The district will employ 3 lead teachers, 3 teacher associates, bus drivers and monitors as required for transportation services, and two part-time meal monitors (one at one hour per day and one at two hours per day) and all required staff for disability services. If additional preschool staff is required due to increased KERA enrollment (i.e. increase KERA eligibility to 150% of poverty), the district shall be responsible for the cost of such additional staff if required.	Audubon will employ 1 family advocate/program assistant. Audubon will reimburse the district for the salary/fringe for the following staff employed by the district: • 1 lead teacher for SLES @ 100% (Jennifer Burnett) = \$49,326.90. • 1 lead teacher for NLES @ 100% (Dee Wright) = \$58,828.42. • 1 instructional assistant for SLES @ 100% (Mallory Dukes) = \$24,563.89. • 1 instructional assistant for NLES @ 100% (Gina Tabor) = \$29,708.40. • 1 meal monitor @ SLES for 3 hours per day (J. McCain) = \$10,913.54. • 1 meal monitor @ NLES for 2 hours per day (Tara Hackney) = \$5,429.25. • Total estimated reimbursement = \$176,169.31.
The district agrees to make available the district substitute list to Audubon Area Head Start.	The Head Start Program agrees to reimburse the district for any substitute used off of the district substitute list at the customary rate charged by the school district.
For contracted staff with direct contact with children the district must comply and provide documentation of the following to Head Start: <i>(B) Background checks and selection procedures.</i> (1) Before a person is hired, directly or through contract, including transportation staff and contractors, a program must conduct an interview, verify references, conduct a sex offender registry check and obtain one of the following: (i) State or tribal criminal history records, including fingerprint checks; or, (ii) Federal Bureau of Investigation criminal history records, including fingerprint checks. (2) A program has 90 days after an employee is hired to complete the background check process by obtaining: (i) Whichever check listed in paragraph (b)(1) of this section was not obtained prior to the date of hire; and,	For contracted staff with direct contact with children the Head Start program must comply with the following and monitor documentation as such: <i>(B) Background checks and selection procedures.</i> (1) Before a person is hired, directly or through contract, including transportation staff and contractors, a program must conduct an interview, verify references, conduct a sex offender registry check and obtain one of the following: (i) State or tribal criminal history records, including fingerprint checks; or, (ii) Federal Bureau of Investigation criminal history records, including fingerprint checks. (2) A program has 90 days after an employee is hired to complete the background check process by obtaining: (i) Whichever check listed in paragraph (b)(1) of this section was not obtained prior to the date of hire; and,

The Local School District and the Audubon Area Head Start program agree to operate a blended Head Start/Preschool program through a cost-sharing agreement that insures that costs are shared equitably based upon KERA and Head Start enrollments. The following additional items which describe this cost-sharing arrangement are hereby incorporated into the Local Agreement for Cooperation on Full Utilization of Head Start:	
SCHOOL DISTRICT – Livingston County	HEAD START - Audubon
(ii) Child abuse and neglect state registry check, if available. (3) A program must review the information found in each employment application and complete background check to assess the relevancy of any issue uncovered by the complete background check including any arrest, pending criminal charge, or conviction and must use Child Care and Development Fund (CCDF) disqualification factors described in 42 U.S.C. 9858f(c)(1)(D) and 42 U.S.C. 9858f(h)(1) or tribal disqualifications factors to determine whether the prospective employee can be hired or the current employee must be terminated. (4) A program must ensure a newly hired employee, consultant, or contractor does not have unsupervised access to children until the complete background check process described in paragraphs (b)(1) through (3) of this section is complete. (5) A program must conduct the complete background check for each employee, consultant, or contractor at least once every five years which must include each of the four checks listed in paragraphs (b)(1) and (2) of this section, and review and make employment decisions based on the information as described in paragraph (b)(3) of this section. <i>A school district or other agency that conducts the background checks according to the requirements in 1302.90 (listed above), a district could provide confirmation that the identified contracted personnel had the appropriate checks and were employable according to the state's disqualification factors and this would meet the requirements. (HSPPS 1302.90)</i> <i>The district will bill Audubon Area Head Start for the costs of background checks that are not currently being implemented by the district to comply with 1302.90 of the HSPPS.</i>	(ii) Child abuse and neglect state registry check, if available. (3) A program must review the information found in each employment application and complete background check to assess the relevancy of any issue uncovered by the complete background check including any arrest, pending criminal charge, or conviction and must use Child Care and Development Fund (CCDF) disqualification factors described in 42 U.S.C. 9858f(c)(1)(D) and 42 U.S.C. 9858f(h)(1) or tribal disqualifications factors to determine whether the prospective employee can be hired or the current employee must be terminated. (4) A program must ensure a newly hired employee, consultant, or contractor does not have unsupervised access to children until the complete background check process described in paragraphs (b)(1) through (3) of this section is complete. (5) A program must conduct the complete background check for each employee, consultant, or contractor at least once every five years which must include each of the four checks listed in paragraphs (b)(1) and (2) of this section, and review and make employment decisions based on the information as described in paragraph (b)(3) of this section. <i>A school district or other agency that conducts the background checks according to the requirements in 1302.90 (listed above), a district could provide confirmation that the identified contracted personnel had the appropriate checks and were employable according to the state's disqualification factors and this would meet the requirements. (HSPPS 1302.90)</i> <i>AAHS will reimburse the district for the costs of background checks that are not currently being implemented by the district that complies with 1302.90 of the HSPPS.</i>
Standards of Conduct (HSPPS 1302.90(c)(1)) The school district must ensure all staff, consultants, contractors, and volunteers abide by the program's standards of conduct that: (i) Ensure staff, consultants, contractors, and volunteers implement positive strategies to support children's well-being and prevent and address challenging behavior; (ii) Ensure staff, consultants, contractors, and volunteers do not maltreat or endanger the health or	Standards of Conduct (HSPPS 1302.90(c)(1)) The Head Start program must ensure all staff, consultants, contractors, and volunteers abide by the program's standards of conduct that: (i) Ensure staff, consultants, contractors, and volunteers implement positive strategies to support children's well-being and prevent and address challenging behavior; (ii) Ensure staff, consultants, contractors, and volunteers do not maltreat or endanger the health or

The Local School District and the Audubon Area Head Start program agree to operate a blended Head Start/Preschool program through a cost-sharing agreement that insures that costs are shared equitably based upon KERA and Head Start enrollments. The following additional items which describe this cost-sharing arrangement are hereby incorporated into the Local Agreement for Cooperation on Full Utilization of Head Start:

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safety of children, including, at a minimum, that staff must not: (A) Use corporal punishment; (B) Use isolation to discipline a child; (C) Bind or tie a child to restrict movement or tape a child's mouth; (D) Use or withhold food as a punishment or reward; (E) Use toilet learning/training methods that punish, demean, or humiliate a child; (F) Use any form of emotional abuse, including public or private humiliation, rejecting, terrorizing, extended ignoring, or corrupting a child; (G) Physically abuse a child; (H) Use any form of verbal abuse, including profane, sarcastic language, threats, or derogatory remarks about the child or child's family; or, (I) Use physical activity or outdoor time as a punishment or reward; (iii) Ensure staff, consultants, contractors, and volunteers respect and promote the unique identity of each child and family and do not stereotype on any basis, including gender, race, ethnicity, culture, religion, disability, sexual orientation, or family composition; (iv) Require staff, consultants, contractors, and volunteers to comply with program confidentiality policies concerning personally identifiable information about children, families, and other staff members in accordance with subpart C of part 1303 of this chapter and applicable federal, state, local, and tribal laws; and, (v) Ensure no child is left alone or unsupervised by staff, consultants, contractors, or volunteers while under their care.	safety of children, including, at a minimum, that staff must not: (A) Use corporal punishment; (B) Use isolation to discipline a child; (C) Bind or tie a child to restrict movement or tape a child's mouth; (D) Use or withhold food as a punishment or reward; (E) Use toilet learning/training methods that punish, demean, or humiliate a child; (F) Use any form of emotional abuse, including public or private humiliation, rejecting, terrorizing, extended ignoring, or corrupting a child; (G) Physically abuse a child; (H) Use any form of verbal abuse, including profane, sarcastic language, threats, or derogatory remarks about the child or child's family; or, (I) Use physical activity or outdoor time as a punishment or reward; (iii) Ensure staff, consultants, contractors, and volunteers respect and promote the unique identity of each child and family and do not stereotype on any basis, including gender, race, ethnicity, culture, religion, disability, sexual orientation, or family composition; (iv) Require staff, consultants, contractors, and volunteers to comply with program confidentiality policies concerning personally identifiable information about children, families, and other staff members in accordance with subpart C of part 1303 of this chapter and applicable federal, state, local, and tribal laws; and, (v) Ensure no child is left alone or unsupervised by staff, consultants, contractors, or volunteers while under their care.
Staff Qualifications (HSPPS 1302.91(2) & (3) and 648A(a)(2)(B)(ii) of the Head Start Act) <i>Teacher qualification requirements.</i> The school district must ensure all preschool teachers meet the KY Preschool Teacher certification requirements of holding IECE certification. If that is not possible then the preschool teacher must have at least an associate's or bachelor's degree in child development or early childhood education, equivalent coursework, or otherwise meet the requirements of	Staff Qualifications (HSPPS 1302.91(2) & (3) and 648A(a)(2)(B)(ii) of the Head Start Act) <i>Teacher qualification requirements.</i> The Head Start program must ensure all preschool teachers meet the KY Preschool Teacher certification requirements of holding IECE certification. If that is not possible then the preschool teacher must have at least an associate's or bachelor's degree in child development or early childhood education, equivalent coursework, or otherwise meet the requirements of

The Local School District and the Audubon Area Head Start program agree to operate a blended Head Start/Preschool program through a cost-sharing agreement that insures that costs are shared equitably based upon KERA and Head Start enrollments. The following additional items which describe this cost-sharing arrangement are hereby incorporated into the Local Agreement for Cooperation on Full Utilization of Head Start:	
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section 648A(a)(3)(B) of the Head Start Act and provide documentation to the Head Start program. <i>Assistant teacher qualification requirements.</i> The district must ensure the assistant teachers, at a minimum, have a CDA credential or a state-awarded certificate that meets or exceeds the requirements for a CDA credential, are enrolled in a program that will lead to an associate or baccalaureate degree or, are enrolled in a CDA credential program to be completed within two years of the time of hire and provide documentation to the Head Start program.	section 648A(a)(3)(B) of the Head Start Act. <i>Assistant teacher qualification requirements.</i> The Head Start program must ensure the assistant teachers, at a minimum, have a CDA credential or a state-awarded certificate that meets or exceeds the requirements for a CDA credential, are enrolled in a program that will lead to an associate or baccalaureate degree or, are enrolled in a CDA credential program to be completed within one year of the time of hire. The Head Start program will make available the CDA consultant to orient and provide guidance to the district and Head Start staff enrolled in a CDA program.
8.3 CHILD AND FAMILY SERVICES	8.3 CHILD AND FAMILY SERVICES
Provide all disability services for all Preschool/Head Start children with disabilities as determined by the IEP developed by the Admissions & Release Committee. Such services may include speech, occupational and physical therapy, and psychological services.	Audubon shall employ the family advocate/program assistant to coordinate and provide medical, dental and family support services to all Head Start and Head Start Enhanced KERA children/families in accordance with the Head Start Performance Standards. For KERA only children/families, Audubon shall insure that health and social services are provided in accordance with the requirements specified in 704 KAR 3:410. For KERA only children, services to KERA only children/families shall be limited to completing applications and, if requested, initial collection and recording in ChildPlus of information on enrollment, required screenings and exams specified in 704 KAR 3:410. Audubon shall not be responsible for coordination of obtaining screenings or social services for KERA only children unless time and resources permit.
Reimburse Audubon for the My Teaching Strategies subscription cost annually for KERA only children (see 8.13).	Provide subscription agreement for Teaching Strategies, Inc. online services for My Teaching Strategies for all Head Start and KERA children including the cost of all Head Start and Head Start Enhanced KERA.
8.4 TRANSPORTATION SERVICES	8.4 TRANSPORTATION SERVICES
Provide transportation for all Head Start/KERA preschool children in the blended Preschool/Head Start Program in compliance with both state regulations and federal regulations for the transportation of Head Start children (45 CFR Part 1310).	Audubon will lease to the Board one 52 passenger bus under a separate lease for \$1.00 a year to support the transportation system. The Head Start Program agrees to reimburse the Board for up to \$260.00 per child for 20 children at a maximum of \$5,200.00. The Head Start Program will provide a vehicle for use by local area manager, family advocates and program assistants in the transporting of children for medical and dental services and the transporting of staff for training and other such activities.
8.5 USDA FOOD SERVICES	8.5 USDA FOOD SERVICES
Provide food services to all Head Start preschool children in accordance with a separate food services agreement.	Reimburse district for cost of meals in accordance with separate food services agreement.

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8.6 SUPPLIES, MATERIALS, EQUIPMENT	8.6 SUPPLIES, MATERIALS, EQUIPMENT
The district shall be responsible for the appropriate furniture, materials and equipment for classroom at North Livingston.	The Head Start Program shall be responsible for the furniture, materials and equipment for the two classrooms at South Livingston. The Head Start Program will provide office furniture for the family advocates/program assistants at offices at South Livingston and North Livingston.
The district shall be responsible for cost of maintenance and paper for copiers used by the preschool staff.	The Head Start Program will provide computer and provision of ChildPlus web-based software for operation of the computerized tracking system for all Head Start and Head Start Enhanced children in Livingston County including a computer for each teacher (for ChildPlus and My Teaching Strategies). The Head Start Program will provide a copier for use by local area manager and family advocates/program assistants including all maintenance and paper.
The district will provide office-type consumable supplies for all classroom teachers.	The Head Start Program will provide discretionary funds for children's classroom consumable supplies for all classrooms in accordance with budget provided to local area manager.
8.7 OCCUPANCY	8.7 OCCUPANCY
The district will provide classroom and office space at North Livingston and South Livingston including major and day-to-day maintenance and utilities (water and electric) for all classrooms.	The Head Start Program will provide for telephone, answering machine and fax machine at South and North Livingston sites.
The district shall be responsible for the maintenance and repair of the playground at North Livingston.	The Head Start Program shall be responsible for the maintenance and repair of the playground at South Livingston.
Provide child liability and building insurance for all KERA children and preschool classrooms.	Provide accident insurance for all Head Start and Head Start Enhanced children as required by federal performance standards. Audubon will also carry child liability insurance and insurance on classroom contents purchased by Audubon.
8.8 TRAINING/TECHNICAL ASSISTANCE	8.8 TRAINING/TECHNICAL ASSISTANCE
Both the preschool coordinator and the local area manager will jointly identify the professional development activities in which the respective employees of each agency will participate. Provide First Aide & CPR Training to all district preschool classroom staff.	Both the preschool coordinator and the local area manager will jointly identify the professional development activities in which the respective employees of each agency will participate.
Preschool coordinator will coordinate with Audubon resource teacher for CDA training.	Audubon will provide for CDA assessment fee for teacher associates employed by the district. Audubon staff will provide CDA training to district staff on-site upon request.
8.9 STATE/FEDERAL REGULATIONS	8.9 STATE/FEDERAL REGULATIONS
The blended Preschool/Head Start Program shall comply with the most stringent of both state and federal regulations applicable to the operation of the Preschool/Head Start Program.	The blended Preschool/Head Start Program shall comply with the most stringent of both state and federal regulations applicable to the operation of the Preschool/Head Start Program.

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In accordance with federal regulations (45 CFR Part 1306), the maximum class size for a double session with predominantly four-year-olds will be 17 children per session and with predominantly three-year-olds will be 15 children per session. The minimum length of each session for full day shall equal 1,020 planned instruction hours per school year and for double sessions shall be 3½ hours per session, 4 days a week. The minimum number of classroom days is 128 for double sessions.	In accordance with federal regulations (45 CFR Part 1306), the maximum class size for a double session with predominantly four-year-olds will be 17 children per session and with predominantly three-year-olds will be 15 children per session. The minimum length of each session for full day shall equal 1,020 planned instruction hours per school year and for double sessions shall be 3½ hours per session, 4 days a week. The minimum number of classroom days is 128 for double sessions.
In accordance with federal regulations (45 CFR Part 1305), Head Start shall have full funded enrollment on first full day of classes and shall fill all Head Start vacancies within 30 days until 60 days prior to the end of the school year.	In accordance with federal regulations (45 CFR Part 1305), Head Start shall have full funded enrollment on first full day of classes and shall fill all Head Start vacancies within 30 days until 60 days prior to the end of the school year.
8.10 PERSONNEL POLICIES HIRING/TERMINATIONS	8.10 PERSONNEL POLICIES HIRING/TERMINATIONS
Employees of the district serving in the preschool program shall be subject to the personnel policies and procedures of the district. If any conflict or disagreement should occur over the implementation of these policies, such conflict shall be jointly resolved by the Head Start Director and the Superintendent.	Employees of Audubon serving in the preschool program shall be subject to the personnel policies and procedures of Audubon. If any conflict or disagreement should occur over the implementation of these policies, such conflict shall be jointly resolved by the Head Start Director and the Superintendent.
The preschool coordinator will be invited to participate in the screening and interview process for the hiring of any new staff that will be working in the preschool program but will be employed by Audubon.	The local area manager will be invited to participate in the screening and interview process for the hiring of any new staff that will be working in the preschool program but will be employed by the school district.
8.11 PROGRAM MANAGEMENT	8.11 PROGRAM MANAGEMENT
The preschool coordinator and the local area manager will collaborate in the coordination of the Preschool/Head Start Program including supervision of staff and meeting together periodically as needed to review progress and address problems and issues.	The preschool coordinator and the local area manager will collaborate in the coordination of the Preschool/Head Start Program including supervision of staff and meeting together periodically as needed to review progress and address problems and issues.
No significant program decisions or actions with regard to the operation of the collaborative Head Start/Preschool blended program shall be implemented without prior communication and consensus between the local area manager and the preschool coordinator.	No significant program decisions or actions with regard to the operation of the collaborative Head Start/Preschool blended program shall be implemented without prior communication and consensus between the local area manager and the preschool coordinator.
8.12 DATA COLLECTION/REPORTING	8.12 DATA COLLECTION/REPORTING
Both parties shall collect and maintain all required data and reports specified by state and federal regulations for the preschool program including but not limited to eligibility data, annual program evaluation data and financial reports.	Both parties shall collect and maintain all required data and reports specified by state and federal regulations for the preschool program including but not limited to eligibility data, annual program evaluation data and financial reports.
8.13 PAYMENTS/SCHEDULE	8.13 PAYMENTS/SCHEDULE
The district shall submit to Audubon an itemized invoice requesting reimbursement for costs as itemized in this agreement. The district shall submit to Audubon no less than two invoices annually. 1) Within 15 days of November 30, 2018 and 2) At the end of the school	Upon receipt of itemized invoice from the district, Audubon will reimburse the district for the following: Salaries/Fringe of 2 lead teachers, 2 instructional assistants, and 2 part-time meal monitors for a total of \$176,169.31.

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year but no later than June 30, 2019.	• Transportation Supplement – \$5,200. • Reimbursement for substitutes as required.
Upon receipt of itemized invoice, the district shall reimburse Audubon for the net adjusted subscription cost for online My Teaching Strategies for 59 KERA only children @ \$11.45 each.	Audubon shall submit to the Board an invoice for reimbursement for the My Teaching Strategies subscription for KERA only children.
8.14 AMENDMENT/TERMINATION CLAUSE	8.14 AMENDMENT/TERMINATION CLAUSE
In the event that federal or state laws or other regulations, including funding requirements, are amended or judicially interpreted so that the continued fulfillment of this Agreement, on the part of either party, is substantially unreasonable or impossible, or if the parties are unable to agree upon any amendment which would therefore be needed to enable the substantial continuation of the services contemplated by this Agreement, then the parties shall give a 60-day written notice before either party shall be discharged from any further obligations created under the terms of this Agreement, except for the equitable settlement of the respective accrued interest of obligations, incurred up to the date of termination.	In the event that federal or state laws or other regulations, including funding requirements, are amended or judicially interpreted so that the continued fulfillment of this Agreement, on the part of either party, is substantially unreasonable or impossible, or if the parties are unable to agree upon any amendment which would therefore be needed to enable the substantial continuation of the services contemplated by this Agreement, then the parties shall give a 60-day written notice before either party shall be discharged from any further obligations created under the terms of this Agreement, except for the equitable settlement of the respective accrued interest of obligations, incurred up to the date of termination.
8.15 TERMINATION FOR MATERIAL BREACH	
Without limiting either Party's ability to terminate in accordance with other provisions of this Agreement, in the event of either Party's material breach of this Agreement, which is not cured within thirty (30) business days following receipt of written notice of such breach, the non-breaching Party will have the right to terminate this Agreement in whole <i>or in part</i> by giving a notice of termination effective ten (10) business days following receipt of notice of termination.	
8.16 NON-DISCRIMINATION POLICY	
The district will not discriminate against any employee or applicant because of race, religion, color, sexual orientation or national origin, except where religion, sex, or national origin is a bona fide occupational qualification reasonably necessary to the normal operation of the district.	
8.17 RIGHT TO AUDIT CLAUSE	
The district shall, at all times during the term of this Agreement and for a period of three years after the completion of this Agreement, maintain such records, together with such supporting or underlying documents and materials relating to or pertaining to this Agreement kept by or under the control of the district, including, but not limited to those kept by the district, its employees, agents, assigns, successors, and subcontractors. The district shall at any time requested by the Head Start program, whether during or after completion of this Agreement, and at the district's own expense make such records available for inspection and audit (including copies and extracts of records as required) by the Head Start program. Such records shall be made available to the Head Start program during normal business hours at a mutually agreed upon location and subject to a three-day written notice.	
8.18 ACCEPTABLE USE OF AGENCY PROPERTY	
Use of the Head Start program's property, including computers and electronic systems, is for program and business activities related to the performance of this Agreement. These resources shall be used in an honest, ethical and legal manner that conforms to applicable license agreements, contracts and policies regarding their intended use. The copying or use of the program's intellectual property for personal use or benefit during or after the period of this Agreement is prohibited unless approved in advance by the Head Start director.	