



Kenton County School District | *It's about ALL kids.*

**THE KENTON COUNTY BOARD OF  
EDUCATION**

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*Dr. Henry Webb, Superintendent of Schools*

**KCSD ISSUE PAPER**

**DATE:**

8/20/19

**AGENDA ITEM (ACTION ITEM):**

**Consider/Approve** the Local Head Start Full Utilization Certification and the Full Utilization Agreement to ensure full utilization of Head Start programming and coordination between Kenton County School District and Head Start for the 2019-2020 school year.

**APPLICABLE BOARD POLICY:**

**01.1 Legal Status of the Board**

**HISTORY/BACKGROUND:**

The Full Utilization Certification and the Full Utilization Agreement are required by KDE to ensure collaboration between districts and the local Head Start. The Full Utilization Certificate confirms we are "fully utilized" based on or 1989-1990 set number of four year olds. The Memorandum of Agreement ("MOA") sets out the terms by which the Head Start program and School District will ensure full utilization of Head Start funds by meeting the following objectives: (1) to avoid duplication of programs and services; (2) to avoid supplanting of federal funds; and (3) to maximize the use of Head Start funds to serve as many four-year-old children as possible. This MOA also provides for coordination between Head Start and School District as required by 45 CFR 1302.53 and 45 CFR 1302.63..

**FISCAL/BUDGETARY IMPACT:**

**This is a collaboration between Head Start and the Kenton County School District. There is no impact to the budget.**

**RECOMMENDATION:**

Approval of the Local Head Start Full Utilization Certification and the Full Utilization Agreement to ensure full utilization of Head Start programming and coordination between Kenton County School District and Head Start for the 2019-2020 school year.

**CONTACT PERSON:**

Ellen Zimmer

\_\_\_\_\_  
**Principal**

  
**District Administrator**

  
**Superintendent**

*Use this form to submit your request to the Superintendent for items to be added to the Board Meeting Agenda.*

*Principal –complete, print, sign and send to your Director. Director –if approved, sign and put in the Superintendent's mailbox.*

**Kenton County Board of Education**

Board Members: Carl Wicklund, Chairperson Karen L. Collins, Vice Chairperson Carla Egan Shannon Herold Jessica Jehn  
"The Kenton County Board of Education provides *Equal Education & Employment Opportunities.*"

# Certificate of Head Start Full Utilization

Due to the Kentucky Department of Education by **September 15, 2019**

**TO**

**Bill Buchanan, Program Consultant II**

Kentucky Department of Education

300 Sower Boulevard, 5<sup>th</sup> Floor, Frankfort KY 40601

## Purpose

KRS 157.3175 requires local school districts to collaborate with Head Start and other existing preschool programs “to avoid duplication of services and supplanting of federal funds to maximize the use of Head Start funds to serve as many four year old children as possible.” The statute also requires that School District proposals contain certification by the Head Start director that the Head Start program is “fully utilized.”

In general, the Head Start program is considered “fully utilized” if the 1989-90 number of four-year-olds, or a mutually agreed upon target number from the local agreement, is met or exceeded (*i.e., the number of at-risk four-year-olds identified in Section V(c)(i)(3) of the new local agreement*). If the target number is not met, an explanation shall be provided, such as a description of population or economic changes that effect the number of four year olds in the District or a change in Head Start capacity.

## Submission Instructions

The District and Head Start must complete a Local Memorandum of Agreement annually. In addition, a certificate of Full Utilization form (attached), verifying the number of at-risk four-year-olds enrolled with Head Start and confirming that Head Start is fully utilized on September 1, 2019, must be signed by both the District and the appropriate Head Start director. This form MUST be submitted to the Kentucky Department of Education no later than September 15, 2019.

This certification applies to all school districts, including school district grantees or delegate agencies, districts where Head Start serves the county but not the districts’ catchment area in the county, and districts where Head Start serves all children eligible for at-risk preschool services.

It is recommended that both the District and Head Start maintain a copy of the form in their files. The District should contact the Head Start program to assure that the certification is completed on September 1, 2019 and submitted to the Kentucky Department of Education by September 15, 2019.

## Certificate of Head Start Full Utilization

Due to the Kentucky Department of Education by **September 15, 2019**

**TO**

**Bill Buchanan, Program Consultant II**

Kentucky Department of Education

300 Sower Boulevard, 5<sup>th</sup> Floor, Frankfort KY 40601

Head Start \_\_\_\_\_

School District \_\_\_\_\_

Check or fill in the appropriate circles.

☒ ***Head Start and School District Are Fully Utilized***

As of September 1, 2019, I certify that the above Head Start program and School District achieved full utilization by:

- ☐ Avoiding duplication of preschool programs and services
- ☐ Avoiding supplanting of federal Head Start funds
- ☐ Maximizing the use of Head Start funds to serve as many four-year-old children as possible, ensuring \_\_\_\_\_ (number) four-year-olds were enrolled in Head Start on September 1 based on the 1989-90 number of four-year-olds served or a mutually-agreed upon target number.

☐ ***Head Start and School District Are Not Fully Utilized***

As of September 1, 2019, I certify that the above Head Start program and School District are not fully utilized for the following reason(s):

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**Certificate of Head Start Full Utilization: Signature Page**

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*Head Start Director Signature*

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*Date*

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*School District Representative Signature*

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*Date*

☐ School District Agrees with Certification

☐ School District Disagrees with Certification \*

\* *The Commissioner of the Department of Education shall resolve disputes*