



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

Issue Paper

DATE:

8/26/24

AGENDA ITEM (ACTION ITEM):

Consider/Approve the Certificate of Head Start Full Utilization Certification and the Local Head Start Memorandum of Agreement to ensure full utilization of Head Start programming and coordination between Kenton County School District and Head Start for the 2024-25 school year.

APPLICABLE BOARD POLICY:

01.1 Legal Status of the Board

HISTORY/BACKGROUND:

The Certificate of Head Start Full Utilization Certification and the Local Head Start Memorandum of Agreement are required by KDE to ensure collaboration between districts and the local Head Start. The Certificate of Head Start Full Utilization Certification confirms we are “fully utilized” based on our 1989-1990 set number of four year olds. The Local Head Start 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 on the budget.

RECOMMENDATION:

Approval of the Certificate of Head Start Full Utilization Certification and the Local Head Start Memorandum of Agreement to ensure full utilization of Head Start programming and coordination between Kenton County School District and Head Start for the 2024-25 school year.

CONTACT PERSON:

Ellen Zimmer

Principal/Administrator

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.

Local Head Start Memorandum of Agreement

This agreement is between the NKCA C Head Start Grantee Program (“Head Start”) and the KCS D School District (“School District”) to coordinate services to eligible children through federal Head Start and state Preschool programs.

I. Purpose of Agreement

This 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.

II. Authority

Whereas, Head Start must enter into an agreement with the School District in order to support coordination between Head Start and publicly funded preschool programs (642 (e) (3) of the Head Start Act and 45 CFR, Part 1302.53); and

Head Start must work to develop an interagency agreement with the School District to improve service delivery to children eligible for services under the Individuals with Disabilities Education Act (IDEA), including the referral and evaluation process, service coordination, promotion of service provision in the least restrictive environment, and transition services as children move from services provided under Part C of IDEA to services provided under Part B of IDEA and from preschool to kindergarten (45 CFR, Part 1302.63); and

School District must work with Head Start to avoid duplication of programs and services, avoid supplanting federal funds, and maximize Head Start funds in order to serve as many four-year-old children as possible (KRS 157.3175); and

School District must achieve certification with Head Start director that the Head Start program is fully utilized (KRS 157.3175);

Now, therefore, it is mutually agreed by Head Start and School District to enter into this MOA.

III. Program Descriptions

Head Start is a comprehensive child development program, funded by the U.S. Department of Health and Human Services, serving at-risk families with young children pursuant to 42 USC 9831, *et seq.* Services include education, health, mental health and family and community partnerships to eligible three- and four-year-old children.

State-Funded Preschool is a program designed to meet the comprehensive needs of children through developmentally appropriate teaching and learning practices, as well as collaboration with medical, health, mental health and social service agencies. Services are provided to eligible children pursuant to KRS 157.3175 and 704 KAR 3:410.

- i. Head Start and School District agree to coordinate to provide community/public information dissemination and resource development to support and improve school readiness.
 - ii. Head Start and School District agree to engage in ongoing communication between Head Start staff and School District staff, such as teachers, social workers, McKinney-Vento coordinators, Family Resource Youth Service Coordinators, other federal program coordinators, and health staff that facilitate program coordination.
- c. Selection priorities for eligible children to be served by programs
 - i. Head Start and School District agree to coordinate and engage in child selection, enrollment, and notification practices that will ensure all eligible children will be served by the program.
 - 1. Both parties will meet annually to review eligibility requirements, selection criteria and recruitment lists to establish a system for determining the best placement based on characteristics and need for enrolling families.
 - 2. This process will be coordinated, transparent and seamless for children and families served. A written document will be mutually developed outlining how this process will work.
 - 3. Both parties will ensure 0 (number) four-year-olds will enroll in Head Start on September 1 based on the 1989-90 number of four year olds served, or a mutually-agreed upon target that maximizes federal Head Start funds in order to serve as many at-risk four-year-olds in the district as possible. It is mutually understood by both parties that full enrollment for Head Start must be met on the first day of instruction.
 - 4. Both parties will confirm the number of four-year-olds enrolled in Head Start on September 1 or the first day of instruction whichever is later, with the Kentucky Department of Education by September 15.
 - ii. Coordination and collaboration between Head Start and School District will target the participation of underserved populations of eligible children.
 - iii. Enrollment priorities will include homeless and foster care children as well as limited English proficient children and informing their parents of instructional services to help children acquire English proficiency.
 - iv. Coordination and collaboration with other programs, as applicable, such as First Steps, Family Resource Centers, Subsidized Child Care Providers, and other early childhood providers will be a priority for both parties.
- d. Definition of service area
 - i. Child recruitment and referral practices will ensure all children will be served by the appropriate program in the service area.
 - ii. Collaboration will occur to reduce duplication and enhance service efficiency in the service area.

between Head Start staff and their counterparts in school fosters the continuity of learning and development, and (3) Head Start and kindergarten teachers participate in joint training and professional development activities.

- j. Provision and use of facilities, transportation, and other program elements.
 - i. Head Start and School District will:
 - 1. Share facilities, as feasible and appropriate.
 - 2. Share transportation, as feasible and appropriate.
 - 3. Provide joint parent activities, education and involvement, as feasible and appropriate.
 - 4. Exchange information on children's service provision, as feasible and appropriate.
 - ii. School District may also provide additional financial and programmatic support to Head Start as appropriate and feasible. This support may be in the provision of free or reduced cost services. This provision is intended to support Head Start with meeting non-federal match requirements.

- k. Serving children with disabilities
 - i. Referrals and Evaluations.
 - 1. Head Start will refer children, as appropriate, to School District for evaluation to determine whether the child is eligible for services under the Individuals with Disabilities Education Act (IDEA) (20 U.S.C. 1400 *et seq.*).
 - 2. Head Start and School District will collaborate to the greatest extent possible to develop and implement an eligible child's IFSP or IEP, including but not limited to inviting a Head Start representative to Admission and Release Committee meetings as appropriate.
 - ii. Service Coordination.
 - 1. Head Start and School District will jointly recruit and enroll eligible children with disabilities.
 - 2. With parental consent, School District will provide a copy of the IEP to Head Start.
 - 3. Head Start and School District will collaborate to ensure that all services are provided in accordance with a child's IFSP or IEP, and that the child is working towards the goals of the IFSP or IEP.
 - 4. School District will review and revise, as appropriate, the IFSP or IEP for each child no less than annually.
 - iii. Least Restrictive Environment. School District and Head Start will collaborate to ensure that services are provided in a child's regular Head Start or preschool classroom to the greatest extent possible.
 - iv. Transition.
 - 1. School District and Head Start will plan and implement transition services for children with an IEP who are transitioning to kindergarten.

For the Head Start Grantee:

Head Start Director

Name

Title

Signature

Date

Head Start Grantee Executive Director/Authorized Representative

Name

Title

Signature

Date

For the School District:

Early Childhood Program Director

Name

Title

Signature

Date

Superintendent of Schools / Agency Executive Director

Name

Title

Signature

Date

Certificate of Head Start Full Utilization

Must be Submitted in the [Preschool Coordinator SharePoint Site](#) by September 15, 2024

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 affect the number of four-year-olds in the district or a change in Head Start capacity.

Completion Instructions

The school 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, 2024, must be signed by both the district and the appropriate Head Start director.

This form MUST be submitted to the Kentucky Department of Education (KDE) no later than September 15, 2024.

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 ensure that the certification is completed by September 1, 2024, and the completed form with signatures is submitted to the Kentucky Department of Education by **September 15, 2024**.

Submission Instructions

The district must submit a signed Certificate of Head Start Full Utilization through the Preschool Coordinator SharePoint site. Each district has a secure individual folder for submission.

This signed, completed form MUST be submitted to the KDE through the Preschool Coordinator SharePoint site no later than September 15, 2024.

Is there a dispute about full utilization? YES NO

If “yes” is checked, Head Start must notify the Commissioner of Education about the dispute by September 15, 2024, in writing via the preschool mailbox (kdestatef@education.ky.gov). All relevant information about the dispute must be included with the notification. The Commissioner of Education will determine whether the Head Start program is fully utilized within 30 days and may execute the certification on behalf of the Head Start director (KRS 157.3175(7)).

Certificate of Head Start Full Utilization Signatures

Head Start Director Signature

Date

School District Representative Signature

Date