

Encl. 10, 9  
Aug. 26, 2010

MEMORANDUM OF UNDERSTANDING  
BETWEEN  
HORSEHEADS CENTRAL SCHOOL DISTRICT  
AND  
E.O.P. CHILD DEVELOPMENT HEAD START

*This agreement is between Horseheads Central School District and E.O.P. Child Development Head Start for the period from July 1, 2010 to June 30, 2011.*

I Purpose Statement

The purpose of this agreement is to establish working procedures between the Horseheads Central School District and E.O.P. Child Development Head Start in the provision of services to preschool children eligible for special education in compliance with Federal and State laws and regulations.

It is the intent of this agreement to:

1. Define which service will be provided by each agency.
2. Ensure that children eligible for preschool education services receive a free appropriate public education, as required by law, in the least restrictive environment.
3. Ensure that each agency cooperatively maintain communication and share leadership responsibility at the local level to ensure that available resources are utilized in the most effective manner.
4. Ensure that cooperative arrangements between Horseheads Central School District and E.O.P. Child Development Head Start are developed, implemented, and preserved.

This agreement applied only to preschool children three years old to kindergarten who are eligible for special education services.

II Program Mandates

School District Responsibilities:

1. Locate and identify preschool children with disabilities through child-find effort that includes a process for screening.
2. Provide services to preschool children with disabilities on a mandatory basis.
3. Provide preschool children with disabilities a free and appropriate public education including the development and implementation of an Individualized Education Plan, which includes all the components of an IEP, procedural safeguards, and the provision of related services.
4. Place preschool children with disabilities in the least restrictive environment with an opportunity to interact with non-disabled peers to the maximum extent appropriate.
5. Work with appropriate community agencies to provide services to preschool children with disabilities.
6. Submit and maintain census and attendance data on eligible preschool children with disabilities for funding entitlement and budget preparations.
7. Provide transportation to students who qualify for CPSE services.

### III Transition to Kindergarten

The school district provides Kindergarten Screening. Head Start helps prepare parents for the student's transition. The district schedules evaluations prior to CSE review. The Head Start Transition Coordinator will work with the district staff on transitioning issues and timelines. A separate transition agreement specifies responsibilities.

### IV Head Start Program Responsibilities

1. Recruit, enroll, and serve eligible children ages 3-5. No less than 10 percent of the total number of enrollment opportunities in Head Start Programs shall be available for children with disabilities who are eligible to participate.
2. Screen all enrolled children within 45 days for potential problems in the areas of health and development.
3. Refer children found to be at risk to appropriate professionals for diagnostic evaluation.
4. Work closely with other community agencies in order to provide services to children with disabilities.
5. Assure that children with disabilities receive all services to which they are entitled according to Head Start Program Performance Standards for children with Disabilities.

### V Service Implementation

#### 1. Child Find/Screening

Head Start will provide development and sensory screenings within 45 calendar days of the enrollment date. The screening information is shared with Head Start upon a student's admission. The school district only receives screening information upon referral to special education with parental consent.

#### 2. Referral for Evaluation

A special education referral form with parental consent is filled out by the Head Start Disabilities Manager. Parental rights information and the CPSE process is given to parents by the school district and explained by the Head Start Disabilities Manager. In the event that the family needs transportation assistance for the evaluation, the Head Start Family Advocate will accompany the parents to the evaluation site. Horseheads Central School District will invite the Head Start Disabilities Manager and other staff who work with the child and family to the CPSE meeting. The CPSE team utilizes evaluations for decision-making and other assessment data with parental consent. The Head Start Family Advocate provides informed consent forms to the parents.

#### 3. Comprehensive Evaluation

Cerebral Palsy of Chemung County or BOCES or another designated evaluation team completes the evaluations. Parents and the Head Start staff are encouraged to participate. Social history is conducted by a social worker. The Head Start Disabilities Manager or the CPSE Chairperson may determine if other assessments or evaluations are needed. Parents may request other evaluations if they see fit. The comprehensive evaluation must be completed within 30 days from the referral.

4. IEP Development

The Head Start Disabilities Manager and other appropriate staff may participate as members of the CPSE Committee. Parents are encouraged to participate by both agencies. Transportation is provided to parents if needed. The CPSE Chairperson or designee sends the IEP to the Head Start Disabilities Manager; then it is copied and distributed to personnel working with a respective child. IEP's will be kept in Head Start classrooms provided with safeguards established to maintain security. Head Start staff will support IEP goals and participate at annual reviews and other meetings:

5. Placement

Head Start input is provided with consideration regarding placement decisions. Provision of services in a Head Start classroom may be chosen by the CPSE team as the least restrictive environment. The Head Start Family Advocate and Intake Coordinator are notified by the Head Start Disabilities Manager when the District's referral is received in writing. Considerations include: Head Start eligibility, proximity to child's home, transportation feasibility, and full-day or half-day needs. Completion of the application and enrollment process must be in place before a child attends the Head Start program. The Head Start Disabilities Manager notifies the CPSE Chairperson of the child's placement and starting date, and the IEP is amended and forwarded in a timely manner.

6. Specific Program Service Delivery

Special Education Itinerant Teachers (SEIT's) and other related services are implemented as stated in IEP's. The Head Start Disabilities Manager, SEIT's, and therapists speak as needed on issues and progress. The Head Start Disabilities Manager will request a CPSE meeting if the need arises. All staff members involved with the child will be involved in the planning instructional and evaluative processes.

7. Hiring/Supervising

The municipality does all approval and contracting for SEIT and related services. Each agency is responsible for hiring. The Head Start Education Coordinator supervises Head Start teachers. Each SEIT and related service provider is supervised by the supervisor of the individual agency. The CPSE Chairperson may provide input.

8. Progress

Progress reports are completed by the Head Start teacher and stored in the child's file. The Head Start Professional Team meets every month. The Disabilities Manager or Disabilities Facilitator participates on the team regularly. SEIT's and other related service providers are encouraged to attend these team meetings.

9. Training

Opportunities for joint staff training and parent involvement activities are encouraged.

10. Counting and Reporting

Information and enrollment counts of children with disabilities are collected and shared by the Local Early Intervention Coordinating Council.

11. Transition to Kindergarten

The school district provides Kindergarten Screening. Head Start helps prepare parents for the student's transition. The district schedules evaluations prior to CSE review. The Head Start Transition Coordinator will work with the district staff on transitioning issues and timelines. A separate transition agreement specifies responsibilities.

VI Confidentiality

Horseheads Central School District and E.O.P Child Development Head Start shall follow the requirements outlined in the Family Education Right to Privacy Act.

VII Termination/Review

This memorandum of understanding will be reviewed and revised by the Horseheads Central School District and E.O.P. Child Development Head Start on an as needed basis or at least once annually. This agreement may be terminated by any party upon thirty days written notice.

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President, Board of Education

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Date

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Andrea Ogunwumi, Executive Director, EOP

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Date

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Bill Brodgerski, Program Director

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Date

Theresa Woodworth  
Theresa Woodworth, CPSE Chair, Horseheads

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Date

7/6/10

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Dolores Twining, Disabilities Manager, Head Start

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Date