

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

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STUDENT  
SERVICES

*This agreement is between Horseheads Central School District and E.O.P. Child Development Head Start for the period from July 1, 2016 to June 30, 2017.*

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.

III Transition:

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

#### 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 entry date. The teacher will share screening information with the child's parent within 48 hours of completed screening when screening shows developmental concerns. 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 and process and rights are explained by the Head Start Family Advocates. Head Start will provide transportation by taxi when the parent has no transportation to the site for their child's evaluations to be completed. 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

Horseheads Central School District has designated evaluation teams that complete the evaluations.

The Head Start Disabilities Manager or the CPSE Chairperson may determine if other assessments or evaluations are needed. The Disabilities Manager will send written request to the chairperson for additional evaluations. Parents may request other evaluations if they see fit. The comprehensive evaluation must be completed within 60 calendar days from the referral.

##### 4. IEP Development

The Head Start Disabilities Manager, classroom teacher 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 Disabilities Manager, teacher and 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 Intake Facilitator is 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. 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 Supervisors and the Education Manager supervise 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. Teacher's send updated data and information and progress for children's with IEP's to the Head Start Disabilities Manager.

9. 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 Horseheads School District invites Head Start teacher and Disabilities Manager to the transition meetings.

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 Brodginiski, Program Director

\_\_\_\_\_  
Date

Theresa Woodworth  
Theresa Woodworth, CPSE Chair, Horseheads

6/20/16  
Date

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Dolores Twining, Disabilities Manager, Head Start

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Date