

**MEMORANDUM OF UNDERSTANDING  
BETWEEN  
ECTOR COUNTY INDEPENDENT SCHOOL DISTRICT  
AND  
GO, Inc.-PROJECT HEAD START**

This agreement is between Ector County Independent School District and GO, Inc.-Project Head Start. This agreement will be in effect from September 2009 and will be reviewed on May 2010.

**Purpose:** The intent of this agreement is to define the framework and provide guidance for effective collaboration of services to benefit young children with disabilities and their families. It is the commitment of these agencies to work together to assure coordination and continuum of services to children with disabilities from the ages of three to five years. In this collaboration effort, it is the purpose of GO, Inc.-Project Head Start and Ector County ISD, to document the plans for shared working procedure, coordination to identify, evaluate, assess and assist children and families with disabilities. It is the overall goal that the special needs of children with disabilities are identified as early as possible and that they receive the necessary services to have a positive impact on the family. All services will be provided in compliance with Federal mandates.

GO, Inc.-Project Head Start and Ector County ISD agree to develop collaboration and cooperation with one another to maximize benefits of services to children with disabilities and their families through utilization of consultation and ongoing exchange of materials and resources across agencies. This is an ongoing process of new ways to share resources, eliminate duplication and barriers. This agreement documents the plans for shared working procedure.

# RECRUITMENT AND IDENTIFICATION

**Objective:** Identify potential children with disabilities to assure early intervention.

## **Go, Inc.-Project Head Start Responsibilities:**

- Recruit, enroll and serve eligible children ages 3-5 years.
- Provide 10% enrollment opportunities for children with disabilities.
- Provide the community and community agencies with information (flyers, brochures) describing the program.
- Actively recruit via public displays and presentations at community functions and seek referrals from the community and its agencies serving families and children with disabilities.

## **Ector County ISD Responsibilities**

- Identify potential children with disabilities ages 3 to 5 in compliance with the Individuals with Disabilities Education Act (IDEA).
- Provide information to parents of children with disabilities regarding specific services for their children and family.
- Provide referrals to GO project Head Start for children with suspected or verified disabilities.

# SCREENING AND REFERRAL

**Objective:** Provide all children with comprehensive screenings in all areas of functioning to determine if further assessment is warranted.

## **GO, Inc. - Project Head Start Responsibilities:**

- Coordinate screening of all Head Start children according to Performance Standards and Program Policy and Procedures.
- Provide screening of all enrolled children addressing visual/motor; body awareness; hearing and dental, by use of Health, Brigrance Screening, and the Speech and Language Screening.
- Share with parent/guardian the screening information and screening results.
- Notify the parents of any screenings that suggest a need for further evaluation.
- Make referrals to Ector County ISD in a timely manner.

## **Ector County ISD Responsibilities:**

- Review all screening information when receiving referrals from Head Start.
- Provide a pre-screening for the children referred.
- Notify Disabilities Specialist in a timely manner of any screenings that suggest a need for further evaluation.
  - Based on screening results, recommendations are submitted for further follow up.
  - Three (3) month follow ups will be scheduled as needed.

## **EVALUATION**

**Objective:** Determine eligibility for services utilizing available resources.

### **GO, Inc.-Project Head Start Responsibilities:**

- Obtain parental consent and explain parental rights through a parent conference scheduled by Disabilities Specialist.
- Ensure that follow-through of referral packet is completed and submitted to the Ector County ISD Special Education Department.
- Participate in the evaluation process by providing supporting information from home visit, teacher information and teacher observation reports.

### **Ector County ISD Responsibilities:**

- Notify Head Staff staff on the status and outcome of the evaluation by multi-progress reports and results of testing and assessments provided by Ector County ISD.
- Ensure that the multi-disciplinary team prepares a written report of the results or the evaluation and verifies that the child's disability meets all the requirements of the Individuals with Disabilities Education Act (IDEA).

## INDIVIDUAL EDUCATION PLAN

**Objective:** Determine the most appropriate Individual Education Program (IEP).

### **GO, Inc Project Head Start Responsibilities:**

- Participate in the IEP process for children enrolled in the Head Start Program.
- Implement IEP goals and objectives into the Head Start Lesson Plan.
- Disabilities Specialist will communicate with parents and appropriate Head Start staff regarding ARD meeting dates and participation.

### **Ector County ISD Responsibilities:**

- Facilitate the development and review of IEP.
- Notify Disabilities Specialist of ARD meeting for each enrolled child with verified disabilities.
- Provide a copy of the IEP and evaluation report to Head Start staff.
- ARD committee will meet at least once a year to review the child's IEP.

## SERVICES

**Objective:** Provide appropriate services in the least restrictive environment.

### **GO, Inc. - Project Head Start Responsibilities:**

- Assure that teaching staff have appropriate training.
- Access and share resources of other community agencies for children with disabilities as determined in the IEP.

### **Ector County ISD Responsibilities:**

- Provide special education and related services based on the IEP in the least restrictive environment.
- Access and share resources of other community agencies for children with disabilities as determined in the IEP.
- Provide services as outlined in the Individuals with Disabilities Education Act (IDEA).

## **TRANSITION**

**Objective:** Ensure a system exists between Head Start and Ector County ISD to transfer information about children who will transition from Head Start to Ector County ISD.

### **Go, Inc.-Project Head Start Responsibilities:**

- Arrange meeting between Head Start staff and Ector County ISD staff.
- The Disabilities Specialist will notify school of child's planned enrollment prior to date of enrollment so that services will continue as soon as possible.
- Meet with Ector County ISD special education staff and Early Childhood Intervention (ECI) staff to ensure transition of children with disabilities beginning six months prior to the transition into Head Start.
- Transfer transition packets with any pertinent records that would facilitate the transition.
- Transport children to Kindergarten for a visit.

## **Ector County ISD Responsibilities:**

- Meet with Head Start staff and Early Childhood Intervention (ECI) staff to ensure transition of children with disabilities beginning six months prior to the transition into Head Start.
- Provide transition training and continued collaboration.

## **TRAINING AND RESOURCES**

**Objective:** Ensure maximum benefits for services to children and families are reached through utilization of existing resources and training.

## **GO, Inc.-Project Head Start Responsibilities:**

- Invite Ector County ISD staff to participate in agency in-service training when applicable.
- Share resources and equipment as need arises as documented in the IEP.
- Invite Ector County ISD for visits to Head Start Program Sites.

## **Ector County ISD Responsibilities:**

- Invite Head Start staff to participate in agency in-service training when applicable.
- Share resources and equipment as need arises as documented in the IEP.

## PROGRAM DESCRIPTION

GO, Inc.-Project Head Start  
Executive Head Start Director

Mrs. Betty J. Carter  
206 W. 5<sup>th</sup>  
Odessa, Texas 79760  
432-337-1352

Contact Person:

Ms. Melba Dominguez  
Disabilities Specialist

Ector County ISD  
Interim Executive  
Director of Special Education

Mrs. Elaine Smith  
P.O. Box 3912  
Odessa, Texas 79760  
432- 344-7112

Contact Person:

Pam kwiatkowski  
Special Educ. Supervisor



This Memorandum of Understanding will be reviewed and revised on an as needed basis or at least once annually. This agreement may be terminated by either party upon (30) thirty days written notice.

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Ector County ISD	Date
SUPERINTENDENT	

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GO, Inc. Project Head Start	Date
EXCUTIVE DIRECTOR	

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SPECIAL EDUCATION DIRECTOR Date

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GO, Inc. Project Head Start	Date
ASSISTANT DIRECTOR	