



Collaborative Agreement Between  
KOOTASCA Head Start &  
Northome School Readiness Program

This agreement outlines the contributions of each of the partners, KOOTASCA Head Start and the Northome School Readiness program for the 2023-25 school year.

1. KOOTASCA Head Start will serve 13 children through the Head Start program.
2. KOOTASCA Head Start will employ one full time teacher qualified staff person to serve as the lead in the classroom. The Head Start teacher will ensure that all Head Start performance standards are being met within the classroom.
3. KOOTASCA Head Start will provide 1 additional part time assistant teacher through Minnesota Pathway II funding for as long as the funding stream is available.
4. Northome School Readiness will provide a full-time classroom Assistant Teacher with qualification in accordance to MN Rule #3.
5. Head Start will ensure that the classroom is licensed in accordance to MN Rule #3 licensing standards and pay the yearly fee.
6. School Readiness will provide classroom space in compliance with MN Rule #3 with a maximum group size of 20 children. Head Start will pay the Northome School rent at a rate of \$225.00 per month for a total of \$2,025 for the program year.
7. Head Start will provide classroom supplies and equipment including paint, paper, glue, tooth brushes, tooth paste, etc. as needed for classroom activities. All other expenditures beyond what is needed for the day to day operations of the classroom will be agreed upon by the District and the HS program prior to purchase.
8. Head Start will provide snacks for all children and will bill the school monthly for the difference between actual cost and the reimbursement received from the USDA food program.

9. The Northome School will supply breakfast and lunch for all students and will bill Head Start monthly for the adult meals. In accordance with Head Start Performance Standards, no outside food will be allowed to be brought into the site.
  
10. Applications for Head Start will be processed from the main KOOTASCA Office in Grand Rapids. By August 1<sup>st</sup> whenever possible, Head Start will fill 13 slots using our approved selection criteria from current applications. All applications will remain at the Head Start office and names and contact information of children not enrolled in Head Start will be sent to the Principal or Superintendent to use to fill a maximum of 7 School Readiness slots. Northome School will send a list of children enrolled in the School Readiness program to Head Start and a waiting list will be created from any additional applications. Classroom staff will notify the Head Start office whenever there is a drop from either Head Start or School Readiness. If a Head Start child has dropped the slot will be filled by the family most in need from the waiting list. If a School Readiness family has dropped the Head Start office will notify the school and provide them with any names and contact information from the waiting list so that slot can be filled.
  
11. No Conflict of Interest: ISD #363 acknowledges that no prior or existing relationships exist which would prevent ISD #363 from entering into and fulfilling all obligations under this Agreement.
  
12. Confidential Information: ISD #363 shall disclose confidential information to KOOTASCA Community Action, Inc. directly or indirectly, with or without notice of its confidential nature. Accordingly, KOOTASCA Community Action, Inc. agrees to hold all information disclosed to KOOTASCA Community Action, Inc. by ISD #363 in confidence and neither disclose the same to others nor use the same for any purpose without the written permission of ISD #363.
  
13. Code of Conduct: ISD #363 will follow KOOTASCA Community Action, will mutually follow code of ethical and professional conduct. Failure to follow the code of professional ethics will result in immediate termination of the agreement and notification to appropriate sources as necessary.
  
14. ISD #363 and KOOTASCA must comply with B.O. 11246, "Equal Employment Opportunity" regulations.

Signature: \_\_\_\_\_  
Northome Superintendent

Date: \_\_\_\_\_

Signature: \_\_\_\_\_  
KOOTASCA Director of Education

Date: \_\_\_\_\_