

2026-2027 MOU between ECI Childteam and Temple ISD

<i>Event</i>	<i>ECI Responsibilities</i>	<i>School District Responsibilities</i>
LEA Notification of Potentially Eligible Children	1. ECI Childteam (ECI) service coordinator will inform ECI families of the purpose, content, timelines and opt out option related to the Notification of Potential Eligibility. The notification includes basic identifying information such as name, address, date of birth, phone number, parent name, primary language and service coordinator. The notification will be sent to the LEA before the day the child reaches 33 months of age. The notification will be sent to the TISD special education coordinator via email or fax no later than 90 days before the child's third birthday. Parental consent is not required to send the Notification of Potential Eligibility to the LEA. TAC 108.1211(a)(b)(c)(1). 2. If this notification of potential eligibility is made less than 90 days before the child's 3rd birthday the reason for the late referral will be documented on the LEA Notification of Potential Eligibility form, TAC 108.1215. 3. ECI will keep a copy of all notifications sent to the LEA.	1. The LEA shall confirm receipt via email to the referring service coordinator of notification information from ECI. If the LEA does not confirm within two days of receipt, ECI will re-send the notification. 2. The LEA will provide procedural safeguards to the family of a child determined potentially eligible for Part B services.
Transition Conference	1. ECI service coordinator will begin planning the transition conference with the family at least 120 days before the child's third birthday. If the parent is considering special education services, then with parental consent, the ECI service coordinator will call or e-mail the TISD special education contact to schedule the transition conference so that it occurs at least 90 days before the child's third birthday.	1. The TISD special education contact will attend the transition conference with the ECI Service Coordinator, if ECI contacts the TISD special education contact by e-mail or telephone. TISD representative(s) will meet with the family at the mutually agreed upon location for the transition conference. 2. During the transition conference, the family will receive information about preschool special education and related

	TAC 108.1217 (B)(2)(3). ECI shall contact the LEA at least 14 school days prior to the suggested date for the transition conference. The transition conference will be scheduled at a time and location that is convenient for all parties and conducted in the parent's primary language. The ECI Service Coordinator will confirm with the parents the meeting place and time. - For children who are referred to ECI fewer than 45 days before the child's third birthday, ECI will, with parental consent, sent the notification of potential eligibility to the LEA. If no parental consent then ECI will provide the family with information on how to access an evaluation for Part B services. - If TISD staff is unable to attend the transition conference, the ECI service coordinator will conduct the meeting as scheduled and provide the family with information about preschool special education and related services, including a description of the Part B eligibility definitions, timelines, the process for consenting to an evaluation and eligibility determination and extended school year services. TAC3108.1217(c)(1-4). The family will also be given the contact information for the TISD special education representative for any needed follow up. - If the child has an auditory or visual impairment, ECI Service Coordinator will notify TISD of these conditions and with parent permission invite the appropriate service providers to the transition conference, including Auditory Impairment ("AI") certified teachers, Visual Impairment ("VI") certified teachers, Orientation and Mobility (OM) specialist and the Department of Assistive and Rehabilitative Services ("DARS") Division for Blind Services specialist. ECI will continue providing services until the child's third birthday.	services, including a description of the Part B eligibility definitions, timelines, the process for consenting to an evaluation and eligibility determination and extended school year services. Corresponding documents will be completed with copies provided to all attendees. - If only a mild speech delay is suspected, the child may go through a formal speech screening, with parental consent, prior to a referral for special education services being made. - For children who are referred to ECI fewer than 45 days before the child's third birthday, the LEA will, upon receipt of the notification of potential eligibility, arrange a meeting with the parents concerning a referral for special education, possible eligibility, and/or temporary placement for special education services. - For children receiving VI services, TISD will ensure that an Orientation and Mobility evaluation is completed commensurate with the Functional Vision Report.
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Referral for Evaluation	1. With parental consent, the ECI Service Coordinator will provide TISD with the following information to assist with determining the child's eligibility for special education. TAC108.1211(d). a. The request for evaluation form b. A copy of the release of information form c. A copy of the ECI assessment summary d. A copy of the most current IFSP e. A copy of professional reports f. Copies of pertinent medical reports, including hearing and vision assessments. g. Copies of the BDI2 skills report, if completed within 6 months of the referral to TISD. h. If progress notes are requested by TISD and they are in Spanish, the ECI service coordinator will provide a summary to TISD in English. 2. If receiving VI services and an OM evaluation has not been completed, an OM evaluation will be requested as part of the FIE.	1. The TISD special education contact will attend the referral meeting. A referral packet from the ECI service coordinator will be sent via mail or fax or will be hand-delivered at the transition conference to provide the parent with: a. An explanation of their rights and procedural safeguards. b. Notice and Consent for Full and Individual Evaluation, if applicable. c. Consents for release of needed information as applicable. d. An opportunity to complete information on their child's background and development. 2. TISD service provider will contact ECI service coordinator if they need additional information about the child, such as recent progress notes or test protocols, etc. 3. TISD will evaluate children under the IDEA only if there is reason to suspect that the child has a disability and needs special education and related services. If the LEA determines that it will not conduct an evaluation it will provide the parent with Prior Written Notice and a copy of the Notice of Procedural Safeguards.
Evaluation and ARD Meeting	1. ECI staff will attend evaluation if written consent is provided by family and ECI is notified of date, time and location. 2. ECI staff will attend the initial Admission Review Dismissal ("ARD") meeting if written consent is	1. TISD service provider will schedule the full and individual evaluation ("FIE") for the child with the parent. The FIE will include an OM evaluation if needed. 2. The evaluation and report will be completed within 45 school days of the parent's signing the consent for

	provided by family and ECI is notified of date, time and location.	evaluation. The IEP will be completed within 30 days of completion of the evaluation report, unless the 30th day falls during the summer and school is not in session, in which case the IEP committee will have until the first day of classes in the fall to finalize decisions regarding initial eligibility, Individual Education Plan ("IEP") and placement (unless the FIE indicates that Extended School Year ("ESY") services will be required). 3. TISD service provider will notify the ECI service coordinator if they have difficulty contacting the family to schedule the evaluation or the IEP meeting. The ECI coordinator agrees to work collaboratively with TISD in contacting the parents within legally required timelines. 4. TISD service provider will schedule the IEP meeting with the parent and other required committee members. The IEP committee will determine whether the child is eligible for special education and related services. 5. If a child turns 3 years old during the summer, the child's IEP committee will determine when services will begin for the child, assuming the child is eligible for special education and related services.
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Other Considerations

If a child is referred to ECI within 45 days of his/her 3rd birthday, the child's family will be referred to the LEA, TAC 108.1207(h). The special education process will begin on the child's 3rd birthday if ECI has not evaluated the referred child.

Special education services will begin on an eligible child's 3rd birthday or the first school day following the 3rd birthday. A child enrolled in ECI may continue to receive ECI services until the child's third birthday even if the IEP meeting has occurred. Once school services begin ECI may no longer provide the same service, TAC350.1219.

AI/VI Referrals and Services	1. ECI service coordinator, with parental consent, will refer any child with a documented hearing or vision impairment (via medical records, an audiological evaluation report (Part B) or the Texas Eye Report) to TISD special education contact to determine the need for AI/VI services. This referral will be provided to TISD within 5 days of receipt of this documentation, TAC 108.813/350.815, and will include: a. The referral form b. A copy of the consent for release of information. c. A copy of the reports documenting the hearing or vision impairment. 2. ECI service coordinator will work to ensure the completion of the required documents, Part A (otological report) and/or the Texas Eye Report and provide TISD copies of these reports when received. 3. ECI service coordinator will schedule a meeting with the parent and appropriate service providers to complete the necessary assessments to determine the need for AI and/or VI services. 4. ECI service coordinator will schedule and facilitate any IFSP meetings with the family and appropriate service providers to develop or modify the child's plan or services. 5. If the child is determined eligible for VI services, the ECI service coordinator will develop an outcome to access an OM evaluation as required	1. The TISD special education contact will receive the referral for AI/VI assessment. They will notify the appropriate special education provider of the need for assessment and provide the ECI service coordinator the name and contact information of the provider to facilitate the scheduling of the assessment meeting. If determined eligible for VI services, the VI teacher will refer the child to the TISD OM specialist for evaluation. 2. The AI/VI/OM providers will attend any IFSP meetings to develop or modify the child's plan or AI/VI/OM services. The AI/VI/OM providers will provide the ECI program with their assessment reports within 10 school days of the completion of the evaluation. 3. The AI/VI/OM providers will document all contacts with the ECI parent and child on progress notes that include the required elements. These contacts are to include child cancellations and no shows. The required elements include: child name, date of service, start time of service, duration of service and who was present at the appointment. The ECI program will provide forms for progress notes that meet these requirements upon request. All documentation needs to be completed in black ink. 4. The AI/VI/OM providers will deliver via email, postal mail or in person ALL documentation of services provided or cancelled to the ECI program no later than the 5th working day of the month following the month the services were provided. This
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	by TAC. The LEA's VI teacher will refer the child to the district's OM specialist for evaluation. 6. ECI coordinator will give the AI/VI/OM teachers a 10-day notice of any IFSP team meetings, unless waived by the provider. 7. ECI service coordinator will fax copies of all IFSP reviews and changes to TISD special education office to be maintained in the child's TISD file.	documentation should be addressed to the ECI Program Director. The ECI Program Director will contact TISD Special Education Director by the 10th working day of the month to follow up on any missing AI/VI/OM documentation. 5. AI/VI/OM services will be provided as planned on the IFSP 12 months of the year. If TISD does not have an appropriate provider for the needed service, as planned on the IFSP, and compensatory services are agreed to by the IFSP team, to include the parent, a review of progress will be completed by the IFSP team and a compensatory action plan will be decided on. The compensatory action plan will be specific to the needs of the child and will include amount, frequency, and deadlines of the compensatory services. TISD must also document efforts to provide the services on the IFSP. 6. The AI/VI/OM service providers will notify ECI service coordinator with any changes or concerns.
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Temple Independent School District Staff Information

Special Education Director	Angela Solis	254-215-6844	254-215-6842
Supervisor for RDSPD	Megan Havens	254-215-6430	254-230-2565
District Representative	Jenny Frei	254-215-6751	254-217-2674
CTVI Teacher	Nataly Parsley	254-215-6888	
Orientation & Mobility	LaTonya Richardson	254-716-3957	

Speech Pathologist:

Jenny Frei, Lead
Maureen Bennett
Erin Parrish
Cecilia Mackay
Linda Davis
Linda Velasquez
Julianna Steffek
Megan Sulton

TISD STAFF EMAILS FOLLOW THIS FORMAT:

firstname.lastname@tisd.org

Special Education Office
401 Santa Fe Way
Temple, TX 76501

Telephone: 254-215-6844

Fax: 254-215-6881

Special Education Secretary: Jana Copeland

AI Regional Day School

Temple, Belton, Academy, Holland, Troy, Rogers, Salado, HOT Coop (Moody, McGregor), Gatesville

ECI Childteam Staff Information

Director	Julie Fielder	254-913-1193
Regional Coordinator	Rebecca Wagner	254-780-6139
Training Coordinator	Susan Peters	254-444-8734
Service Coordinator	Jessica Collier	254-444-2662
Service Coordinator	Bridget Finch	254-563-3926
Service Coordinator	Kathryn Peters	254-444-2856
Service Coordinator	Rene Schoppe	254-239-7614

ECI Email Format: `firstname.lastname@childteam.org`

ECI Childteam
2170 North Main Street Suite E
PO Box 28
Belton, TX 76513
254-773-6787 Office 254-770-0516 Fax

Additional Terms and Conditions

1. This Agreement will be in effect for the 2025-2026 school year. This Agreement may be extended for additional terms upon mutual consent of the parties. Either party may terminate this agreement upon 60 days prior written notice via facsimile or certified mail.
2. TISD and ECI agree that they are subject to the requirements of the Family Educational Rights and Privacy Act (FERPA) and that all information regarding students shall be protected as education records as defined by FERPA. Such protected information includes, but is not limited to, medical records, personal information, and other documents that by the information contained within them could identify an individual student. If either party terminates this Agreement, both parties agree to continue to abide by the requirements of FERPA. Both parties agree that injunctive or other equitable relief, to the extent allowed by law, shall be available to enforce this covenant.
3. This Agreement shall be construed and enforced by the laws of the State of Texas. Exclusive venue for any dispute arising out of this Agreement shall lie within the state courts of Bell County.
4. If any of the terms and provisions of this Agreement are found to be unenforceable, the remaining provisions of this Agreement will remain valid and enforceable and this Agreement shall be construed as though the unenforceable terms and provisions were never included.
5. Resolution of disputes concerning implementation of this MOU must first be attempted at the staff level by designated liaisons, and, if not resolved, in accordance with TISD policy GF(LOCAL).
6. Nothing in this Agreement will be construed to waive, modify, or amend any legal defense available to TISD or any past or present trustee, officer, agent, or employee, including but not limited to governmental immunity from suit as provided by law.
7. The parties to this Agreement are independent contractors. Neither party will have any rights, power, or authority to act or create an obligation, express or implied, on behalf of another party except as specified in this Agreement.
8. This Agreement may not be assigned by either party without the prior written consent of the other party.
9. This Agreement contains the entire agreement between the parties and supersedes any prior agreements with respect to its subject matter. This Agreement may not be modified without a written agreement between the parties stating the modifications to be made.

ECI Representative	Rebecca Wagner	Date: 7-13-2026
Special Education Representative	Angela Solis	Date: 6/23/2026
District Representative		Date: