



May 6, 2025

RE: Working agreements

Enclosed are two original agreements for the 2025-2026 contract period.

Please review and, if they are acceptable, please sign, date, and return both originals to Lakes and Pines using the enclosed reply envelope. When all signatures have been obtained, an original will be returned to you for your records.

If you have any questions, please contact me at (320) 679-1800 x 138.

We look forward to working with you this year. Thank you for your commitment to Head Start and the families in your community.

Sincerely,

A handwritten signature in black ink that reads "Tammy Arend". The signature is written in a cursive, flowing style.

Tammy Arend, Department Director
Early Childhood and Family Development Department

Agreement Between
Aitkin Public School District #1
and
Lakes and Pines Head Start Program
August 1, 2025 - July 31, 2026

Purpose Statement

The purpose of the Agreement is to define the working relationship between Aitkin Public School District #1 and the Lakes and Pines Head Start Program for the provision of services to Early Childhood children eligible for Special Education and Head Start. For the Purpose of this Agreement, Early Childhood is defined as birth to kindergarten services.

The intent of this Agreement is to:

1. Define which services will be provided by each agency.
2. Ensure that Early Childhood children eligible for Special Education services receive a Free and Appropriate Public Education, in the Least Restrictive Environment.
3. Ensure that each agency cooperatively maintains communication for consistent and coordinated services for families.

Lakes and Pines Head Start agrees to:

1. Secure data privacy consents to release information (Authorization to Release Information) from child's parent/legal guardian in accordance with HIPAA (Health Insurance Portability and Accountability Act).
2. Refer all children with a referable score on their ASQ and/or ASQ-SE screening through the Help Me Grow referral hub. All referrals will be made by the Special Services Coordinator.
3. Include pertinent information regarding the child's performance with the referral, as well as an Authorization to Release Information form. This will be written by the Special Services Coordinator and sent to the Local Education Agency.
4. Inform the Local Education Agency when a child with a disability is enrolled in Head Start.
5. Provide staff representation at Individual Education Plan (IEP)/Individual Family Service Plan (IFSP) meetings for Head Start children receiving Special Education services.
6. Notify local Early Childhood Family Education (ECFE)/Early Childhood Special Education (ECSE) personnel of training being offered through Head Start which may be applicable to their position.
7. Designate a contact person, who will be Carrie Moffet: carriem@lakesandpines.org, the Special Services Coordinator and, in her absence, Keri Cook: keric@lakesandpines.org, the Head Start Program Manager.
8. Engage in ongoing communication with LEA service providers regarding individual children's goals and progress.

Local Education Agency Agrees to:

1. Secure all consents to release information in accordance with IDEA (Individuals with Disabilities Education Act), HIPAA (Health Insurance Portability and Accountability Act), FERPA (Family Education Rights and Privacy Act) and /or MGPDA (Minnesota Government Data Practices Act).
2. Refer children to Head Start.
3. Assess, evaluate, and provide a program (as necessary) for children referred by Head Start.
4. Participate in on-going communications between ECSE and Head Start direct service staff for dually-served children.

5. Notify Head Start Special Services Coordinator and Head Start direct service staff of child's Individual Education Plan/ Individual Family Service Plan meetings, reviews, and transition planning meetings.
6. Provide the Head Start Special Services Coordinator with copies of the child's Individual Education Plan/ Individual Family Service Plan.
7. When a Head Start child referred to the Local Education Agency is determined not to meet the criteria to receive Special Education Services, documentation/evaluation report stating this will be provided to the Head Start Special Services Coordinator for the child's file.
8. Transportation of dually-enrolled children will be the responsibility of the LEA special education services are not delivered at the Head Start site.
9. Special Education services for children enrolled in Head Start will be provided in the Head Start environment unless the LRE (Least Restrictive Environment) is determined to be a location other than the Head Start Classroom. LRE will be determined by the IEP team.
10. Provide attendance information of Head Start enrollees receiving direct services/learning services for the purpose of documenting In-Kind donation.
11. Designate a contact person, who will be _____, _____.
NAME DATE

This agreement will be reviewed and revised by the School District and Lakes and Pines Head Start Program on an as needed basis or at least once annually. This agreement may be terminated by either party upon thirty (30) days written notice. It is not meant to be inclusive but outlines the major areas of collaboration.

Tammy Arend, Department Director
Early Childhood and Family Development
Lakes and Pines C.A.C. Inc.

Date

Dan Stifter, Superintendent
Aitkin Public School District #1

Date

Jennifer Johnson, Director of Special Education
Paul Bunyan Education Cooperative

Date