



**Bemidji Regional Interdistrict Council (BRIC) and
KOOTASCA Head Start & Early Head Start
July 1, 2022 - June 30, 2023**

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**KOOTASCA Community
Action, Inc. is an Equal
Opportunity/Affirmative
Action Employer,
Contractor and Provider.**

I. Purpose Statement

The purpose of this agreement is to define the working relationship of these two agencies in order to provide collaborative services to families with children eligible for Early Childhood Special Education Services and Head Start in compliance with Part B and C of IDEA of the Federal and State laws and regulations.

The intent of this agreement is to:

- I. Define which services will be provided by each agency.
2. Ensure that early childhood children eligible for any special education services receive a free and appropriate public education, in a typical early childhood environment.
3. Work with appropriate community agencies to provide services to early childhood children with disabilities and their families.

II. Program Mandates

AK KOOTASCA HEAD START RESPONSIBILITIES

- I. To recruit, enroll and serve eligible children ages birth to 5 with no less than 10% of the total number of enrollment opportunities in Head Start available for children with disabilities.
2. To provide health and developmental screening information, if needed, and to share information.
3. To refer children to the early childhood special education staff for diagnostic evaluation after completing pre-referral interventions.
4. To participate with parents and ECSE to provide services to eligible children in a collaborative manner.
 - i. To provide information of parental rights and inclusion to parents/legal Guardian
 - ii. Reporting to parents/legal Guardians informally and formally throughout the program year
5. To work with ECSE to provide services in a collaborative manner to ensure that special needs are met in the Least Restrictive Environment.

1. Implementation of the IFSP/IEP services within two weeks after parental consent.
6. To provide training to Head Start and Early Head Start staff on working with children with special needs and inclusion.
7. To develop an individualized transition plan with parents/ legal Guardian and early childhood special education staff Into /from Infant and Toddler programs, preschool programs and into kindergarten that are:
 - a. Appropriate and provide continuous services
 - b. Transfer records and exchange information
 - c. Offer parent participation in all aspects of the transition
 - d. IFSP - transition plan in place 6 months prior to transition
 - e. IEP - transition plan in place 90 days prior to transition.
8. To provide time for preschool staff meetings and curriculum planning.

ID. BRIC ECSE Responsibilities

1. To provide diagnostic testing when necessary.
2. To invite KOOTASCA Head Start staff to meetings involving Northome pre-school enrolled child.
3. To facilitate IEP/IFSP meetings, periodic, and annual reviews.
4. To initiate written notice and /or verbal notice to arrange IFSP/IEP meetings with parent/legal guardians, Head Start staff, and other person (s) involved with evaluations and assessments based on the convenience and accessibility of parent/legal guardian.
5. To work with parents and KOOTASCA Head Start to provide collaborative services for children with special needs.
6. To provide KOOTASCA Head Start with copies of Evaluation Report and IFSP/IEP documents upon receipts of signed Release of Information.
 - i. Evaluations completed according to due process timelines.
 - 1i. IFSP/IEP meeting held within 30 days of completed evaluation or within reasonable period of time.
7. To provide consultation to Head Start staff working with children with special needs.
8. To develop an individualized transition plan with parents/ legal guardian,

ECSE and KOOTASCA Head Start staff Info/from Infant Toddler programs, Preschool programs, and into kindergarten that are:

- a. Appropriate and provide continuous **services** for eligible students.
- b. Transfer records and exchange information
- c. Offer parent participation in all aspects of the transition
- d. IFSP - transition plan addressed between ages of 2 years 3 months and 2 years 9 months.
- e. IEP - service minutes address transition to the new Setting

BRIC will monitor their own staff vaccine and exemption status and will be made available upon request from Head Start.

ISD#363 Superintendent
Jeremy Tammi

Director of Special Education Cooperative
Brenda Story

_____ Date _____

_____ Date _____

KOOTASCA Community Action
Director of Education
Mike Hager

_____ Date _____