

**Memorandum of Understanding  
Between  
Permian Basin Early Childhood Intervention and  
Ector County Independent School District**

The purpose of this Memorandum of Understanding is to define roles and responsibilities between Ector County Independent School District Department of Special Education (hereinafter referred to as ISD) and Permian Basin Childhood Intervention Program (hereinafter referred to as ECI) within the respective federal and state mandates relating to children with disabilities. This agreement is designed to enhance interagency collaboration and relationships; and coordinate an effective system of activities, policies and procedures between the ISD and ECI. This Agreement will be automatically renewed annually except with thirty (30) days advance written notice of termination by either party in accordance with this agreement. This agreement should ensure collaboration and cooperation to benefit children and families who reside in the ISD. The intent of this collaborative agreement is to provide the most appropriate program in the least restrictive environment for children with disabilities.

Permian Basin Early Childhood Intervention (ECI) and Ector County Independent School District (ECISD) agree to collaboratively:

1. Pursue Child Find activities in the Odessa community as per the IDEA Part C and Part B.
2. Pursue when appropriate, training activities that benefit both Permian Basin ECI and preschool personnel in Ector County ISD.

**Permian Basin ECI agrees to:**

- A. With parent permission, begin transition process with family for clients 27 to 33 months of age. Service coordinator provides parent an overview of transition concepts and activities.
- B. Arrange, with parent permission, transition activities with Ector County ISD 3 to 9 months before the client's third birthday.
- C. Refer, with parent consent, clients to Ector County ISD 90 days, or earlier if possible, before their third birthday. ECI staff will provide referral information including assessments, testing results, and relevant medical records, with parental consent, Individualized Family Service Plan (IFSP) and client status report in referral packet, as required by the ISD. ECI will provide Procedural Safeguards to the parents and obtain consent for the exchange of information,
- D. Include current testing, Individualized Family Service Plan (IFSP) and client status report in referral packet. Indicate whether the parent is interested in ECISD, Head Start, Home Campus Therapy, or not interested at all.
- E. Share, with parent consent, any evaluation information with Ector County ISD that would be pertinent to the client's entry into a school program.
- F. ECI staff will notify ISD Special Education Department when a child is identified with a vision impairment (VI) or auditory impairment (AI) with parental consent. (See attached MOU from TEA for AI/VI)

**Ector County ISD agrees to:**

- A. Attend transition meetings with parents and ECI staff. The meeting will be arranged between 3 and 9 months prior to the child's third birthday and will allow parents to make an informed decision regarding the placement of their child on his/her third birthday.
- B. Complete a referral packet for a Full and Individual Evaluation following a mutual decision for an evaluation. The evaluation will be completed within 60 calendar days. To be eligible to receive special education and related services the child must be a "child with a disability" and demonstrate educational need. The eligibility categories for Special Education are: autism; deaf-blindness; auditory

impairment; emotional disturbance; mental retardation; multiple disabilities; orthopedic impairment; other health impairment; specific learning disability; speech impairment; traumatic brain injury; visual impairment; and non-categorical early childhood.

- C. Upon eligibility for special education, the Admission, Review and Dismissal (ARD) Committee will develop an Individualized Education Program (IEP) for each child. Placement in the least restrictive environment requires an individual decision, based on each child's IEP, and based on the intent of IDEA that children with disabilities be educated in general classes with appropriate supports and services. The full continuum of alternative placements, including integrated placement options, such as community-based settings with typically developing age peers, must be available to preschool children with disabilities.
  
- D. ECISD will provide direct services and program support to all eligible VI and AI children from birth through age two. All ISD employees will adhere to the approved school calendar, including but not limited to half-days, in-service training, staff development, weather days, and approved holidays.

**CONFIDENTIALITY:**

Both ECI and EISD acknowledge confidentiality requirements that each agency must follow regarding the sharing and release of information, with the consent of families, of personally identifiable information regarding children and families. Each agency will protect the rights of young children with respect to records and reports created, mainlined, and used by the public agencies. It is the intent of this Agreement to ensure that parents have rights of access and rights of privacy with respect to such reports and records, and that applicable State and Federal laws for exercise of these rights be strictly followed. Both agencies will adhere to the Family Educational Rights and Privacy Act (FERPA) and will ensure that agency policies and procedures are followed to safeguard the confidentiality of parents and children. In addition, both agencies will obtain written consent from parents before releasing any information.

This agreement shall be honored by both Permian Basin ECI and Ector County Independent School District Special Education Department. The Agreement will become effective immediately after being signed and dated by all parties. By signing the Agreement each agency agrees to the terms.

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Hector Mendez  
Superintendent of Schools  
Ector County ISD

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Date

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Elaine W. Smith  
Executive Director of Special Education  
Ector County ISD

\_\_\_\_\_  
Date

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Larry Carroll  
Executive Director  
Permian Basin Community Center

\_\_\_\_\_  
Date