

MEMORANDUM OF UNDERSTANDING
BETWEEN
ANW SPECIAL EDUCATION INTERLOCAL
AND
UNIFIED SCHOOL DISTRICT 413

This understanding is made and entered on this 4th day of June 2025 by and between ANW Special Education Interlocal whose address is 710 Bridge Street, Humboldt Kansas 66758, hereinafter referred to as “ANW” and Unified School District 413 whose address is 321 E. Main, Chanute Kansas 66720, hereinafter referred to as “USD413”. This Agreement will be effective beginning August 1st, 2025.

This Memorandum of Understanding (MOU), establishes a collaborative agreement and outlines both parties' responsibilities, expectations, and guidelines to build a comprehensive integrated preschool program together. The preschool teachers will be USD 413 employees who will be assigned duties requiring them to provide special education services as deemed appropriate by USD 413 and the ANW. Para support services will also be provided by employees of USD 413. USD 413 will invoice ANW \$267,723 for 2025-2026 with an annual increase of 3% for subsequent years.

1. Administrative responsibilities

A. All preschool teachers hired will have an Early Childhood Unified License or Master level Early Childhood Special Education License to teach both early childhood special education and early childhood general education, or be working toward certification for both general and special education.

B. All teachers will be considered 413 employees and will be placed in the appropriate step/column for 413 based on license and experience

i. Previous teachers with ANW will not lose acquired/accumulated sick leave days.

ii. Teachers will receive the 413 benefit package

C. All PRK Paraeducators will be considered 413 classified staff

i. All PRK paraeducators will receive the same benefits package as all other 413 classified staff

ii. All PRK paraeducators will receive the same number of sick days as all other 413 classified staff

D. USD 413 will invoice ANW annually and payment will be due by June 15 for that fiscal year.

- E. ANW and USD 413 will both receive a copy of transcripts and licensure before hiring.
- F. For ALL employee absences, USD 413 will be responsible for substitute compensation.
 - i. 413 will determine when a substitute is necessary
- G. Extra duty approved by USD 413 administration will be the sole responsibility of USD 413 for payment. No billing will be sent to ANW for extra duty payments
- H. ANW will receive all categorical aid associated with the PRK positions
- I. ANW will provide all Related services per the Interlocal Agreement i. This includes all specialized equipment necessary as required by the student's IEP
- J. ANW will provide the full continuum of services beyond the shared classroom teachers and paraeducators
- K. Teachers and paraeducators will be evaluated using the 413 instrument
 - i. 413 Administration will work in collaboration with the ANW Administration to complete teacher and para evaluations
- L. Any payments owed herein will be submitted in writing at regular intervals with sufficient detail of the services provided and will be paid to the other party within 30 days of receipt.

2. Preschool Teachers

- A. Preschool teachers will work the preschool calendar plus 2 days to attend ANW preservice training. Preschool teachers will also attend the district preservice and do the mandatory training videos with USD 413. The number of days cannot exceed the USD 413 negotiated amount of days (185).
- B. All preschool teachers will participate in scheduled screenings. Follow-up from screenings will be completed to disperse students as appropriate in preschool classrooms.
- C. Each preschool teacher is responsible for progress monitoring, evaluating, and writing IEPs. A stipend of \$150 per IEP will be paid to PRK teachers. To qualify, the teacher must be the primary contact, write the IEP, complete all progress reports, and schedule and facilitate the annual IEP meeting. This

stipend will be paid by USD 413 in one lump sum payment in June following the school year.

D. Para support in all preschool classrooms will be based on the individual needs of the students.

E. Class size will meet Early Childhood grant requirements and be based on ratio requirements outlined in the Categorical Aide Reimbursement guidelines.

3. Professional Development

A. USD 413 will provide a mentor for new teachers and monthly training addressing Special Education requirements and service delivery.

B. Preschool teachers will participate in ANW New Teacher Training for the Webkidss IEP system.

4. Records management

A. ANW will be responsible for all Special Education Early Childhood indicators and compliance documentation

B. ANW will house the IEP documentation.

C. USD 413 will house all staff evaluation data

D. PRK teachers will use the IEP platform (Webkids) provided by ANW

This Memorandum of Understanding will be effective for the 2025-2026 school year and will be automatically renewed each year. Either party may ask for a revision of this agreement by providing the other party written notice on or before May 1st of the current school year.

The parties whose signatures appear below agree to this memorandum of understanding in principle. It is recognized by all parties that the terms of this agreement are binding, and may be reviewed annually.

USD 413 Superintendent

Date

USD 413 Board President

Date

ANW Interlocal Director

Date

ANW Interlocal Board President

Date
