

**IASC EARLY CHILDHOOD ADMINISTRATIVE SUPPORT SERVICE AGREEMENT**

(IASC Selling Early Childhood Administrative Support Services to Northland Community Schools)

THIS AGREEMENT entered into between **INDEPENDENT SCHOOL DISTRICT NO. 6070, ITASCA AREA SCHOOLS COLLABORATIVE**, hereinafter referred to as "**ISD 6070**", and **INDEPENDENT SCHOOL DISTRICTS NO. 118 - NORTHLAND COMMUNITY SCHOOLS**, hereinafter referred to as "**DISTRICT**".

**RECITALS**

The parties hereto recite and declare:

- A. **ISD 6070** is a public educational entity operating under the laws of the State of Minnesota.
- B. **DISTRICT** is a public educational entity operating under the laws of the State of Minnesota.
- C. **DISTRICT** desires and agrees to purchase and obtain Early Childhood Administrative Support services from **ISD 6070**. **ISD 6070** desires and agrees to provide the Early Childhood Administrative Support services to **DISTRICT**, as set forth herein.

**FOR THE REASONS SET FORTH ABOVE, AND IN CONSIDERATION OF THE MUTUAL PROMISES OF THE PARTIES HERETO, THE PARTIES COVENANT AND AGREE AS FOLLOWS:**

**DURATION OF AGREEMENT.** The initial term of this Agreement shall commence on the 1<sup>st</sup> day of July, 2025 and shall continue in full force and effect until the 30<sup>th</sup> day of June, 2028 unless terminated, extended, or modified by mutual agreement.

**TERMINATION.** Any party to this agreement may withdraw from it by giving an advance one-year written notice of the party's intent to withdraw. One year notice is defined as an entire fiscal year, thus July 1 through June 30.

**EARLY CHILDHOOD ADMINISTRATIVE SUPPORT SERVICES PROVIDED.** **ISD 6070** shall provide **DISTRICT** with the Early Childhood Administrative Support services based on the information outlined in the Proposal for Early Childhood Administrative Support Services (attached).

**PERSONNEL PERFORMING SERVICES.**

- A. **ISD 6070** agrees and represents that it shall have subjected any personnel assigned to perform services under this contract to both a criminal history and background check, and shall not assign anyone to perform services under this contract who has any record or history which would have a negative bearing on that individual's ability to properly and safely perform services under this contract or who might pose even the slightest risk to employees or students with whom he/she may come into contact.
- B. **ISD 6070** agrees and represents that all employees performing services as part of this agreement possess the credentials required by the State of Minnesota to provide said services.
- C. **ISD 6070** assumes full responsibility for its employee/personnel providing services hereunder, and will make all deductions required of employers by state, federal and

local laws, including deductions for social security and withholding taxes; and shall maintain workers' compensation and liability insurance coverage for each.

**CONSIDERATION FOR PROVIDING SERVICES.** In consideration for providing the services, **DISTRICT** shall compensate **ISD 6070** \$18,000 for FY26, \$15,000 for FY27 and \$15,300 for FY28 for Early Childhood Administrative Support services. **DISTRICT** will be billed quarterly for Early Childhood Administrative Support services provided by **ISD 6070**.

**RELATIONSHIP OF THE PARTIES.**

- D. The overall conduct and control of the services performed under this agreement will lie with **ISD 6070**. However, **ISD 6070** agrees and represents that its employees/personnel shall perform said services in accordance with approved methods and procedures for such services and in conformity to federal and state law, rule and policy.
- E. Employees of **ISD 6070** are not to be considered as employees of **DISTRICT** for any purpose, and **ISD 6070** personnel/employees will not be entitled to any rights or benefits from **DISTRICT**.

**COMPLIANCE WITH POLICIES AND PROCEDURES.**

- F. **ISD 6070** agrees that its personnel/employees assigned to perform services under this contract shall fully comply with all policies and procedures of **DISTRICT**. Any deficiency, failure, or refusal on the part of any employee/personnel of **ISD 6070** with regard to compliance with the policies and procedures of **DISTRICT** shall be brought to the attention of **ISD 6070** both orally and in written form.
- G. **ISD 6070** agrees that its personnel/employees assigned to perform services under this contract shall conform to, and comply with, all federal and state laws dealing with the release and dissemination of data.
- H. **ISD 6070** agrees and represents that its employees will not perform any of the services contemplated and intended by this agreement after having used or consumed any alcoholic beverages, illegal drugs, or after misusing prescription drugs.
- I. The parties agree that any violation or non-compliance by personnel assigned by **ISD 6070** to perform services under this agreement shall be dealt with by **ISD 6070**. However, **DISTRICT** shall have the right to request removal of any such personnel/employee from performing services under this contract, and reassignment of services shall be determined by the Superintendents of **DISTRICT** and **ISD 6070** leadership.
- J. All written information, data, student records, personnel records and other data compiled or kept in conjunction with the services performed under this contract, or related thereto, will be subject to state and federal data practice laws and rules to the extent that each party to this contract complies with and safeguards its own data. Each party shall be responsible for its own wrongful acts with regard to the inappropriate or unlawful release of protected data, but shall be allowed and authorized to have access to each other's data to the extent necessary to perform services under this agreement.

**LIABILITIES AND INDEMNIFICATION.**

- A. **ISD 6070** shall be solely liable for the actions, conduct, and/or wrongdoing, whether by omission or commission, of any of its personnel/employees assigned to perform services

under this agreement and arising directly or indirectly from the performance of those services.

- B. **DISTRICT** shall be solely liable for the actions, conduct, and/or wrongdoing, whether by omission or commission, of any of its personnel/employees.

**DISPUTE RESOLUTION.** The parties agree that any and all disputes arising out of this Agreement shall be subject to binding arbitration through the Minnesota Bureau of Mediation Services. The parties agree that an arbitrator shall be selected from a list provided by the Minnesota Bureau of Mediation Service, and shall be conducted in accordance with its procedures. Under no circumstances shall the arbitrator render a decision that is outside the parameters and the specific terms and provisions of this Agreement, and the scope of the arbitration shall be limited to the specific dispute presented.

**TERMS TO BE EXCLUSIVE.** The entire agreement between the parties with respect to the services provided hereunder is contained in this Agreement. The provisions of this Agreement are for the benefit of the parties hereto and not for the benefit of any other person or legal entity.

**WAIVER OR MODIFICATION OF TERMS.** No waiver, alteration or modification of any of the terms and provisions of this Agreement shall be binding unless in written form and signed and executed by the authorized representatives of the parties hereto.

**REPRESENTATION OF AUTHORITY TO SIGN.** Each party represents and warrants that the person(s) signing and executing this agreement on its behalf has been properly authorized to do so by the governing board of each entity, and that such action taken is consistent with its own by-laws, rules, procedures, and in accordance with the laws of the state of Minnesota.

**IASC NEXT Early Childhood Administrative Support PROGRAMMING AGREEMENT**  
**SIGNATURE PAGE**

***DISTRICT: 118 - Northland Community Schools***

By \_\_\_\_\_

By \_\_\_\_\_

Its \_\_\_\_\_

Its \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

**ISD #6070, Itasca Area Schools Collaborative:**

By \_\_\_\_\_

By \_\_\_\_\_

Its \_\_\_\_\_

Its \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_



# Itasca Area Schools Collaborative

## Proposal for Early Childhood Administrative Support Services

Submitted to: Northland Community Schools

Prepared by: Itasca Area Schools Collaborative (IASC) Early EDge Program

Commitment Period: 3 Years (July 1, 2025 - June 30, 2028)

### Overview

To support early childhood education programs in ISD 118 Northland Community Schools, the Itasca Area Schools Collaborative (IASC) proposes a plan for administrative support services. This plan focuses on data input and organization, funding management, data tracking, and program reporting. By providing support in these key areas, we aim to help the district run programs smoothly, stay in compliance with requirements, and make the most of available resources.

### 3 Year Commitment

#### Year 1: Set-Up and Implementation: \$18,000

- Put systems in place for administration, tracking, reporting, and managing resources.
- Train staff on key roles.
- Create clear processes for managing funds, collecting data, and ensuring compliance.

#### Year 2: Implementation: \$15,000

- Improve processes based on Year 1 analysis.
- Expand data collection and systems based on analysis.
- Work with the district to update current available funding resources and funding management systems.

#### Year 3: Sustained Implementation: \$15,300 (2% Increase)

- Improve processes based on Year 2 analysis.
- Expand data collection and systems based on analysis.
- Work with the district to update current available funding resources and funding management systems.



# Itasca Area Schools Collaborative

## Service Areas

The following support services are proposed to help meet the needs of early childhood programs:

### Funding Support for Families and Programs

#### A. Family Financial Assistance

- Assist families with applications for scholarships and other funding sources to ensure all families have access to resources available to them.

#### B. Funding Management

- Manage state funding sources and requirements, such as VPK, Pathways and ECFE, to ensure awards are allocated and resources are used effectively and meet program needs.

#### C. Compliance

- Ensure programs follow all rules and regulations, and programs are implemented as intended by funding.

#### D. Data Collection and Reporting

- Track and report on all funding, ensuring programs stay compliant and all understand how resources are being used.
- Collect and analyze program data to help the districts make informed decisions and keep stakeholders updated.

#### E. Revenue Planning

- Identify new funding opportunities, and work with the district to secure funding.

#### F. Audit and Record Keeping

- Collect and provide information needed for program and district audits accuracy, and compliance with funding requirements.





# Itasca Area Schools Collaborative

## MARSS Support

- A. MCCC for EC/ECSE/ECFE Courses
- B. Enrollment Support
- C. Technical Assistance for MARSS Coordinator
- D. Transportation Coding
- E. Screening Enrollment

## Current Services Included in IASC Special Education Services

### A. Special Education Tracking and Reporting

Ensure programs meet special education requirements by keeping track of services provided and submitting reports as needed. Membership Attendance and Service Support:

- Monthly ECSE Meeting (Full Day)
- ECSE Change of Enrollment Forms:
- COSF Reporting
- HMG Referral Management and Communication to ECSE Teachers
- 

*Current Model already has this additional cost billed out with IASC Special Education billing*

## Conclusion

This three-year plan will give Northland Community Schools the support they need to successfully run early childhood education programs. By improving organization, tracking funding, collecting data, and ensuring compliance, the Early EDge program can help these district programs thrive while meeting the needs of children, families, and the community.

We look forward to working together to build a strong and sustainable future for early childhood education.

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Prepared by:  
Itasca Area Schools Collaborative (IASC) Early EDge Program  
Jackie Skelly, Darla Rahne  
1/8/2025



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