

Collaboration Agreement Temple Independent School District and Central Texas 4C, Inc. Head Start Program 2025-2026

This Memorandum of Understanding ("MOU") is entered into by and between the Temple Independent School District and Central Texas 4C, Inc. to provide services to qualifying children.

I. Purpose

Temple Independent School District (TISD) agrees to work collaboratively with the Central Texas 4C, Inc. (4C) Head Start Program regarding students who meet Head Start eligibility requirements. TISD also agrees to work collaboratively with the Central Texas 4C, Inc. Head Start Program and the children in the Temple area regarding services for students who meet eligibility criteria as children with disabilities and to provide resources as prescribed in each student's Individual Education Plan (IEP) document.

II. Agreement for General Education Head Start Services

The TEXAS SCHOOL READY PROJECT (TSR) is integrated with Head Start/ISD prekindergarten classrooms serving children ages 3 and 4yr. old children who meet eligibility regulations for prekindergarten enrollment of the Texas Education Agency and the enrollment guidelines for Head Start Programs. The children will be served on campuses in Head Start classrooms, and enrollment will include a maximum of no more than 16 students per classroom. The Head Start Center locations in Temple are:

- Avenue J Head Start located at 510 East Avenue J.
- Dickson Head Start located at 1100 S. 33rd St.
- Hal Rose Head Start located at 610 W. Barton.
- Saulsbury-Jean Wilson Children's Center located at 206 S 24th St.

Full-day services will be provided to enrolled students. Curriculum in the prekindergarten and Head Start Classrooms will be aligned to the Texas Prekindergarten Guidelines, activities, and objectives for children participating in the program and will be supplemented by Head Start curriculum resources, which are also aligned with Texas Pre-K Guidelines.

A. The Temple Independent School District (TISD) provisions:

- TISD will recruit, enroll, and serve eligible preschool children for the integrated classrooms, according to state and local prekindergarten regulations AND Head Start eligibility guidelines.

Children enrolled should meet the criteria of both programs. Serving these children will include the provision of state and local prekindergarten curriculum materials and components normally occurring in the public prekindergarten programs of TISD while honoring Head Start curriculum and regulations. Children in integrated classrooms who leave the program must be replaced by Head Start within 30 calendar days. Head Start children will be allowed to remain in the same educational setting for the duration of the school year.

- Proof of residency is required at the time of enrollment by use of cell phone bills, utility bills, etc. Children not meeting TISD residency requirements must complete a TISD transfer request.
- Immunization records and food allergies are due at the time of enrollment for all students.
- TISD will provide classroom resources for the integrated classrooms as appropriate. Any equipment provided will be maintained and managed by TISD. Equipment may be secured and stored at the off-site location.
- TISD teachers will follow the TISD calendar and will provide instruction per Section 3.2 of the Texas Education Code.
- TISD will provide assessment and screening, and collaborative program evaluation deemed necessary to fulfill school district requirements. Analysis of the evaluation will be shared by both agencies as may be pertinent.
- TISD will assist in the delivery of collaborative staff development for TISD and Head Start staff involved in the collaborative project.
- Participate and support the requirements of the TEXAS SCHOOL READY Project to the extent feasible.

B. The Central Texas 4C Inc. (4C) provisions:

- a. 4C must recruit, enroll, and serve eligible preschool children for the integrated classrooms, according to state and local prekindergarten regulations and Head Start eligibility guidelines.

Children enrolled should meet the criteria of both programs when applicable. Serving these children will include the provision of curriculum materials, school readiness, and other components normally occurring in Head Start Classrooms in Bell County. Children enrolled in a Head Start classroom will remain in that classroom for the full school year. Children who leave the Head Start program must be replaced within 30 calendar days.

- b. Immunization records and food allergies are due at the time of enrollment for all students, and 4C staff will ask for residency proof. Records received will be shared with TISD.
- c. At no time will fewer than two adults supervise each group of children, even if that "group" is one child.
- d. 4C will submit all assessment and screening information to the TISD pre-kindergarten principal at Meridith-Dunbar Early Childhood School annually for distribution to all TISD kindergarten campuses when applicable.
- e. 4C is responsible for keeping classroom space clean and well-maintained and following the school procedures for keeping the building safe and orderly. This includes but is not limited to hours of usage and cleaning, and maintenance of common shared spaces such as the cafeteria, office space, computer lab, library, lounge, and workroom.
- f. 4C will support and implement the existing state, district, and federal medical policies, including the policy of head lice, which will follow Head Start's more stringent policy.
- g. CT4C will provide ongoing assessments and screening deemed necessary to fulfill Head Start requirements. Both TISD and Head Start will share child assessment outcomes and data analyses. Head Start's ongoing assessment requirement will be accomplished through the web-based assessment system, Teaching Strategies Gold, and results shared three times a year with TISD.
- h. CT4C provides annual requirements for vision and hearing reports to the state for Head Start students.

- i. The food allergy form and health history are due at the time of enrollment for all students. Immunization records are required within 45 days of enrollment. Requested health and allergy information will be submitted to TISD health professional staff upon return of TISD staff from summer break and thereafter within one business day of receipt.
- j. CT4C will provide or make available to participating children and their families support services that are required for eligible students in a Head Start Center, including mental health services, dental and health services, and disability services not addressed through TISD's criteria.
- k. CT4C will be responsible for fulfilling all grant requirements with cooperation and support as necessary from the TISD.

III. Agreement for Special Education Head Start Services

A. The Temple Independent School District (TISD) provisions:

- a. TISD will refer students for special education and related services in accordance with the Individuals with Disabilities Education Act (IDEA), all State and Federal guidelines, and the Head Start Performance Standards which require that once TISD decides to pursue a request for special education and related services and receives parental consent for an evaluation, a full individual evaluation (FIE) must be completed within 45 days from the date of signed consent from the parent and an Admission Review and Dismissal (ARD) meeting must be held within 30 calendar days after completion of the FIE.
- b. TISD will notify the Head Start Disability Coordinator and/or staff as to the ARD date, time, and place if the parent consents to Head Start's participation in ARD meetings.
- c. For students who are dually enrolled in Head Start and TISD, TISD will share resources and licensed professionals as designated in the ARD.
- d. TISD will send progress notes to the parents as required by the student's IEP.

- e. TISD may invite Head Start personnel to workshops appropriately identified that benefit the education of TISD students.
- f. TISD will train or consult with parents and teachers to meet the unique needs of their child with a disability as required by the student's IEP.
- g. TISD staff will participate in the Head Start transition to Kindergarten meeting with the parents. TISD will provide information to the parents regarding enrollment for Kindergarten or any other information that may be pertinent to the education of the student. Any such information will be shared with Head Start staff so that both programs are aware of communications with parents and are not duplicative.
- h. TISD will refer students who do not qualify for specialized services from TISD to Head Start as appropriate.

B. The Central Texas 4C, Inc. provisions:

Head Start Family and Community Advocate (FCA) will provide a Response to Intervention Plan (Rtl) to include:

- a. An *Ages and Stages* Developmental Screening within the first 45 calendar days of the child's enrollment.
- b. If *Ages and Stages* results indicate the child is below his/her age developmental norm, teachers will incorporate the skills missed in daily learning activities using the Readiness strategies.
- c. If student skills regress or do not improve, even with Rtl support, Head Start staff will obtain the parents' consent for TISD staff to screen the student and share the outcome with the Head Start FCA of the Center. If the results indicate a need for further assessment, the FCA will contact the parent and Disability Coordinator for a date to discuss a possible referral for evaluation.
- d. According to the US Department of Education memo #OSEP I 1-07, both TISD and Central Texas 4C, Inc. will abide by the directive that "A Response to Intervention (RTI) Process Cannot Be Used to Delay-Deny an Evaluation for Eligibility under the Individuals with Disabilities Education Act (IDEA)".

- e. Professional and Parent-Initiated Referrals: When a child is referred by a professional, the FCA will document in writing the referral date and suspected disability or any other pertinent information and then contact the parent and the Head Start Disability Coordinator to discuss the referral procedure. If the parent consents to a screening before an evaluation for special education, the TISD Speech Pathologist who serves the Center will screen the child and make further recommendations. Screening results will be shared with the parent and the FCA and/or Disability Coordinator. If an evaluation for special education is needed, TISD will follow Federal and State guidelines. If a parent does not provide consent for an evaluation and/or screening, Head Start will continue to monitor progress and provide Rtl. When a parent requests an evaluation for special education from the school district, the referral process will be shared with the parent. If the parent agrees to a screening before an evaluation for special education, the FCA will contact the TISD Speech Pathologist to screen the child. If the screening indicates a need for a special education evaluation, the Disability Coordinator will assist the parent in filling out the referral forms.
- f. Upon receiving a signed consent from the parent to evaluate, the Coordinator will take the full referral packet and all other relevant information to the TISD Special Education Office within 2 days of the parent's signature. If the referred child does not meet the criteria for services of TISD, Head Start will follow up with other providers for the required services for that child.
- g. The Head Start FCA will assist the parent with transportation to the evaluation or Admission Review Dismissal (ARD) meetings as needed.
- h. The Head Start FCA will provide support for the educational program as an integral part of the student's educational planning.
- i. The Head Start FCA will make every effort to notify the Speech Pathologist if a child is absent on the day of services.
- j. The Head Start FCA will send a list of classroom sites, locations, and contact information annually to the Director of Special Education.

- k. The Head Start Disability Coordinator and teacher will participate with the parent and TISD in the planning and implementation of the child's IEP goals and objectives in the Head Start program.
- l. Head Start may invite TISD personnel to workshops appropriately identified to benefit the education of our students.
- m. Head Start and TISD will both engage in Child Find activities.
- n. Head Start will accept and provide services to children referred to Head Start by TISD, provided that children meet the Head Start eligibility criteria and space is available.
- o. The Head Start Center Director will ensure that all Federal Head Start Program guidelines are adhered to and provide certification that the Head Start Program is a childcare facility licensed by the State of Texas, and provide TISD with a copy of its current license. Head Start agrees to notify TISD immediately of any change in its license status.
- p. The Head Start Center Director will provide a storage area for TISD supplies and materials needed in accordance with a child's IEP.

IV. Administration

All TISD personnel providing services to students at Head Start will be under the supervision of a TISD supervisor and meet Texas Education Agency (TEA) certification requirements for the positions to which they are assigned. All personnel will adhere to the teacher schedules and other assignments established by the TISD supervisor. All Head Start staff are supervised by either the Head Start Director or CT4C's Nutrition Director.

All teachers assigned by TISD to provide specialized services at a Head Start Center will maintain appropriate school records as required by TISD, including required health and academic records, including progress reports and both TISD and Head Start assessment information. TISD teachers will observe all schedules on TISD's calendar.

The schedules for Head Start teacher days, in-service training, and holidays will correspond mostly to the official school calendar. However, Head Start begins a

week earlier and ends a week earlier than TISD because of the Head Start summer layoff.

V. Enrollment and Attendance Records

CT4C may review TISD enrollment data on current children and previously enrolled children to verify those students' participation in the collaborative program. Enrollment and attendance records shall be maintained according to the policies of TISD, TEA, and Head Start. Registration packets are to be completed within 3 days of admission and are required in order for the student to be counted in TISD's average daily attendance. Registration documents must be furnished, including: a birth certificate, immunization record, health history, food allergy history, social security card, and home language survey.

For the TISD PREP program, children of TISD graduates may remain in the Early Head Start as long as needed.

VI. Confidentiality

TISD and CT4C agree that they are subject to the requirements of the Family Educational Rights and Privacy Act (FERPA) and that all information regarding students shall be protected as education records as defined by FERPA. Such protected information includes, but is not limited to, medical records, personal information, and other documents that, by the information contained within them, could identify an individual student. The TISD may require CT4C to transfer a student record to another agency if the transfer is necessary to protect either the confidentiality of the record or the health or welfare of the student. Children's Head Start records remain with CT4C for seven years according to Federal regulations. Any portion of that record specific to TISD may be copied by the TISD staff with the permission of the parent. CT4C understands and agrees that no confidential information will be disclosed in any document intended for public disclosure. If either party terminates this Agreement, both parties agree to continue to abide by the requirements of FERPA and the Head Start regulations. Both parties agree that injunctive or other equitable relief, to the extent allowed by law, shall be available to enforce this covenant.

Programs shall be administered in adherence to the McKinney-Vento Homeless Education Act.

VII. Additional Terms and Conditions

This Agreement is effective for the 2025-2026 school year, with an option to renew at the mutual agreement of the parties. Either party may terminate this Agreement by sending written notice via facsimile or certified mail to the other party 60 days before termination.

This Agreement shall be construed and enforced in accordance with the laws of the State of Texas. Exclusive venue for any dispute arising out of this Agreement shall lie within the state courts of Bell County.

If any of the terms and provisions of this Agreement are found to be unenforceable, the remaining provisions of this Agreement will remain valid and enforceable, and this Agreement shall be construed as though the unenforceable terms and provisions were never included. The parties further agree that in the event such portion is an essential part of this agreement, they will immediately begin negotiations for a replacement.

Nothing herein shall be construed in any manner to create a cause of action for the benefit of any person not a party to this agreement, or to create any rights for the benefit of any person not a party to this agreement not otherwise existing at law.

Nothing in this Agreement will be construed to waive, modify, or amend any legal defense available to TISD or CT4C or any past or present trustee, officer, agent, or employee, including but not limited to governmental immunity from suit as provided by law.

The parties to this Agreement are independent contractors. Neither party will have any rights, power, or authority to act or create an obligation, express or implied, on behalf of another party except as specified in this Agreement.

All notices required or permitted under this agreement may be given to a party personally or by certified mail, addressed to such party at the address stated below or to such other address as one party may from time to time notify the other in writing.

The waiver by either party of any breach of this Agreement by the other party in a particular instance will not operate as a waiver of subsequent breaches of the same or different kind. The failure of either party to exercise any rights under this Agreement in a particular instance will not operate as a waiver of the party's right to exercise the same or different rights in subsequent instances.

This Agreement may not be assigned by either party without the prior written consent of the other party.

This Agreement contains the entire agreement between the parties and supersedes any prior agreements with respect to its subject matter. This Agreement may not be modified without a written agreement between the parties stating the modifications to be made.

Resolution of disputes concerning implementation of this MOU must first be attempted at the staff level by designated liaisons, and, if not resolved, in accordance with TISD policy GF(LOCAL).

All partnership TISD and Head Start facilities will attain NAEYC Certification and meet the ITERS and ECERS Standards.

Signed the

Dan Posey
Board President
Temple Independent School District

Bobby Ott, Ed.D.
Superintendent
Temple Independent School District





Sara Watson, Ed.D.
Exec. Director of Elementary Education
Temple Independent School District



Janell J. Frazier
Executive Director
Central Texas 4C, Inc.

