



STEPHENVILLE

INDEPENDENT SCHOOL DISTRICT



Developing the Potential of Every Student, Every Day

Administration

November 6, 2015

Clyde W. Steelman, Jr.
ESC Region 11
1451 S. Cherry Lane
White Settlement, Texas 76108

Dear Dr. Steelman:

On behalf of Stephenville ISD, I would like to express our support of ESC Region 11's grant application to provide Head Start and Early Head Start services to school districts in the North Texas area.

ESC Region 11 has consistently provided excellent professional development, technical assistance, and management of educational services to the 77 public school districts and 50+ charter schools in our 10-county area. Your proven track record – along with the extensive systems of support already established by the ESC – make it a natural fit for such a worthy program as Head Start.

The ESC's staff is committed to student success, and their commitment extends to all stake-holders, including children under 5 from low-income families. In addition, students served through a program administered by ESC Region 11 would benefit from a seamless transition from Early Head Start to grade school to graduation.

We wish you success in this endeavor and look forward to a continued partnership between our school district and the ESC. We are excited about this opportunity as it extends our current outreach in our community.

Sincerely,

Matt Underwood
Superintendent
Stephenville ISD

**Memorandum of Understanding
Between Region 11 Education Service Center
And**

The Region 11 Education Service Center will provide direct student services, family support services, technical assistance, and staff development opportunities to districts as described in this agreement. The delivery of these services as described is contingent upon sufficient funding from the Office of Head Start.

Direct student services will be provided to prekindergarten children who qualify for Head Start services. Direct student services are available through the Education/Family Literacy, Family Services, Health, Mental Wellness and Disabilities service areas.

Staff development and technical assistance will include: on-site technical assistance for Head Start teachers, instructional assistants, family services assistants and/or home visitors. Staff development and technical assistance are available through the Administrative, Education, Family Services, Health, Mental Wellness, and Disabilities service areas.

Roles and Responsibilities of the School District:

1. Identify through appropriate documentation eligible Head Start children and maintain full enrollment and an active waiting list at all times
2. Provide classroom space and maintenance of space for Head Start classes
3. Operate the Head Start program according to local program guidelines and Head Start Performance Standards and other pertinent Administration for Children and Families regulations, adhere to the Standards of Conduct, and ensure that two staff members are with the children at all times
4. Operate all classes for at least six (6) hours per day
5. Provide two meals and a snack for children during the school day
6. Provide certified teacher for the Head Start classroom to implement a scientifically based curriculum, including educational activities, curriculum objectives and instruction

7. Provide written documentation to Region 11 ESC as needed to fulfill fiscal and programmatic requirements, including in-kind non-federal share community match to the federal grant
8. Permit Region 11 Head Start program specialists to provide on-site technical assistance as needed
9. Provide release time for Head Start staff to attend staff development
10. Permit teachers to conduct at least two home visits with the Head Start families per year
11. Permit Head Start children and assigned classroom staff to eat together, sharing the same menu, to the extent possible
12. Invite Head Start Specialists to ARD meetings for Head Start and potential Head start children
13. Forward appropriate Special Education documentation for Head Start children to Head Start Specialists
14. Ensure that Head Start classes do not become a Special Education setting, but support an inclusion philosophy
15. Maintain evidence of automobile liability insurance for district Head Start staff
16. Provide substitutes for classroom staff to maintain the Head Start child/adult ratio at all times
17. Pay for substitutes for classroom staff when absent due to reasons other than approved Head Start requirements
18. Disseminate Head Start and Pre-K information to families and provide access to programs
19. Allow family services assistants to explore community resources for the provision of additional services to meet the needs of working parents as applicable
20. Communicate with parents to ensure smooth transitions to kindergarten or Pre-K

Roles and Responsibilities of the Education Service Center

1. Serve as fiscal agent for the Head Start program and ensure the compliance of all program requirements
2. Provide staff development for Head Start including opportunities for joint staff trainings

3. Establish appropriate policy council and advisory committees according to program requirements
4. Provide technical assistance
5. Purchase equipment and materials to fulfill program requirements
6. Assign staff to provide appropriate direct student services and family support services
7. Reimburse school districts for snacks provided to Head Start children
8. Provide accident insurance for Head Start children during school hours as part of a blanket policy for all Head Start children in the region
9. Reimburse the district for stall allocated on the annual Head Start salary budget form at the rates outlined on that form
10. Reimburse Head Start staff for transporting children for medical and dental appointments (Region 11 will not provide transportation to and from school)
11. Reimburse Head Start staff or the district (if a district vehicle is used) for work-related mileage
12. Reimburse school district for substitute pay when Head Start staff attends approved required trainings
13. Pay a stipend to Head Start staff for days worked outside of the ISD employment calendar to fulfill the Head Start Performance Standards with prior approval by a Head Start administrator
14. Determine selection priority for eligible children and service areas

ISD desires to participate in the Region 11 Education Service Center's Head Start program should it be funded by the Administration for Children and Families.





Signature of Superintendent

Date

Signature of ESC Executive Director

Date