

## **WEST ORANGE-COVE CISD AND THE HEAD START PROGRAM**

### **Interagency Agreement**

West Orange-Cove CISD and North Early Learning Center Head Start Program have maintained a long and successful Grantee/Federal Program relationship. The benefits of this effective collaborative have helped provide comprehensive, quality, professional and human services to the personnel, parents and students involved in the Head Start Program.

The new federal mandates, which focus on effective management systems as well as quality services, require that the Grantee and Head Start Program enter into a written agreement outlining the provisions and expectation of each party.

As the Grantee Agency the benefits and expectation provided the Head Start Program include:

- Pay 33% of teachers' salaries for 13 teachers
- Pay 50% of salaries for 7 bus aides
- Use of building and grounds located at 801 Cordrey St
- Maintenance of said building and grounds
- Collaborative services of the WOCCISD Food Services Director, Human Resources Executive Director, Special Services Director, Technology Director, Public Relations Director, Health Services Coordinator, Speech and Language Pathologist, Instructional Services and Staff Development Executive Director, Business Manager as Fiscal Officer, Diagnostician, and Transportation Director
- Transportation services for in district three- and four-year-olds
- In-service training and technical assistance as needed
- State and local curriculum materials and resources
- Approval of Policy Council and Parent Committee officers and By-Laws
- Shared decision-making between Policy Council and Grantee Agency on the operation, governance and maintenance of the Program
- A written impasse policy statement to resolve possible differences between the Governing Body (Grantee) and the Policy Council, and help reach consensus

As the Head Start Program the benefits and expectations provided the Grantee Agency include:

- Pay 67% of 13 teachers' salaries and 100% of 1 teacher and 14 teaching paraprofessionals' salaries
  - Pay 50% of salaries for 7 bus aides
  - Write and manage the Head Start Program Grant
  - Daily maintenance and operation of the Program in accordance with Head Start Performance standards and WOCCISD policy
  - Adhere to District policies and procedures
  - Communicate Head Start policies, procedures and standards to the Grantee Agency
  - Implement a quality, comprehensive, program of services for low-income children and families
  - Provide a clean, safe, environment that is conducive for learning
  - Form community collaboratives to extend federal, state, and local funds and services
  - Report directly to the Executive Director/Superintendent
  - Develop a written plan for the operation of the Head Start Program
  - Collaborate with the fiscal manager to insure that Head Start funds are expended appropriately
  - Provide relevant training for early childhood staff
  - Provide parenting classes and educational opportunities
  - Manage human resources
  - Maintain an efficient and effective system of record-keeping and reporting
  - Monitor and appraise curriculum delivery
  - Insure compliance with all federal, state and local laws
  - Insure effective Program planning and maintain program accountability
  - Be proactive in increasing the visibility of Head Start in the community
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**Interagency Agreement Signature Page**

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**Superintendent of Schools**

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**Date**

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**School Board President**

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**Date**

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**Head Start Policy Council President**

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**Date**

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**Head Start Director**

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**Date**

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**District Business Manager**

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**Date**

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**Head Start Fiscal Manager**

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**Date**