

Cooperative Agreement
Between
St. Croix Tribal Head Start
And
School District of Unity
Pre-K
2013-2016

This agreement is binding on the staff member of both agencies. Either agency may revoke this agreement with a notice of at least 30 days.

The purpose of this agreement is to establish working procedures between **Unity Pre-K Program** and **St. Croix Tribal Head Start** in the provision of services to preschool children, in compliance with federal and state laws and regulations.

It is the intent of this agreement to:

1. Define which services will be provided by each agency.
2. Ensure that children who are eligible for preschool services such services as required by federal and state laws and regulations that will improve their readiness for school.
3. Ensure that each agency cooperatively maintains communication and share leadership responsibilities at the local level to ensure that available resources are utilized in the most effective manner.
4. Ensure that cooperative arrangements between **Unity Pre-K program** and **St. Croix Tribal Head Start** are developed, implemented, and maintained.

This agreement applies only to preschool children three-years-old to kindergarten eligible, inclusive, who are eligible for preschool services.

I. Purpose

To provide collaboration and coordination activities for eligible children.

II. Duration

This agreement shall cover the period of **August 2013** through **July 2016**

III. General Provisions of the Agreement

All parties agree:

Preschool children are best served in environments that provide instruction in their home language and culture.

IV. Agency Responsibilities

St. Croix Tribal Head Start agrees to:

1. Collaborate and coordinate with **Unity Pre-K program** to improve the availability and quality of services to Head Start children and families.
2. Participate in outreach efforts to identify eligible children.
 - a) Receive parent permission to share information about such children.
 - b) Collaborate with **Unity Pre-K program** teacher regarding professional development and instruction strategies.
 - c) Ensure a smooth transition to school for eligible children
3. Coordinate activities with **Unity Pre-K program** including
 - a) Collaboration on shared use of transportation and facilities, in appropriate cases.
 - b) Collaboration to reduce duplication of services.

- c) Collaboration to enhance the efficiency of services and increase program participation of underserved populations of eligible children.
- d) Exchange information on the provision of non-educational services to such children.
- 4. Plan, coordinate and biennially review each of the following activities:
 - a. Educational activities, curricular objectives, and instruction.
 - b. Public information dissemination and access to programs for families contacting and of the preschool programs.
 - c. Selection priorities for eligible children to be served by the preschool programs.
 - d. Service areas.
 - e. Staff training, including opportunities for joint staff training on topics such as academic content standards, instructional methods, curricula, and social and emotional development.
 - f. Program technical assistance.
 - g. Provision of additional services to meet the needs of working parents, as applicable.
 - h. Communications and parent outreach for smooth transitions to kindergarten.
 - i. Provision and use of facilities, transportation, and other program elements.
 - j. Other elements mutually agreed to by the parties to the memorandum.

Unity Pre-K program agrees to:

- 1. Collaborate and coordinate with **St. Croix Tribal Head Start** to improve the availability and quality of services to Head Start children and families.
- 2. Participate in outreach efforts to identify eligible children.
 - a. Collaborate with **St. Croix Tribal Head Start** teaching staff regarding professional development and instructional strategies.
 - b. Collaborate on shared use of transportation and facilities, in appropriate cases.
 - c. Collaborate to reduce duplication of services
 - d. Collaborate to enhance the efficiency of services and increase program participation of underserved populations of eligible children.
 - e. Exchange information on the provision of non-educational services to such children.
- 3. Participate biennially in coordination and review of each of the following activities:
 - a. Educational activities, curricular objectives, and instruction.
 - b. Public information dissemination and access to programs for families contacting any of the preschool programs.
 - c. Selection priorities for eligible children to be served by the preschool programs.
 - d. Service areas,
 - e. Staff training, including opportunities for joint staff training on topics such as academic content standards, instructional methods, curricula, and social and emotional development.
 - f. Program technical assistance.
 - g. Provision of additional services to meet the needs of working parents, as applicable.
 - h. Communications and parent outreach for smooth transitions to kindergarten.
 - i. Provision and use of facilities, transportation, and other program elements.
 - j. Other elements mutually agreed to by the parties to the memorandum.

V. Funding and Financial Responsibility

It is specifically agreed that neither party shall be responsible for costs or expenditures incurred by the other, other than those expenses defined in any separate agreements in writing that may be between the parties cooperating in this program.

VI. Modification of the Agreement

Modification of the agreement shall be made by mutual consent of all parties. Written notification of changes to this document must be present to all parties 30 days prior to any changes, and all parties must agree to the modification. Termination of the agreement may occur by any party upon a 60-day written notification.

It is agreed that the **St. Croix Tribal Head Start** and the **Unity Pre-K program** understand and intend to abide by the terms outlined in this agreement. This agreement shall become effective when signed.

St. Croix Tribal Head Start Director

Date

Unity Pre-K program

Date