

SSAISD BOARD AGENDA - ITEM SUMMARY

MEETING DATE:	May 21, 2014
MEETING TYPE:	<input checked="" type="checkbox"/> REGULAR <input type="checkbox"/> SPECIAL
ITEM TITLE:	Head Start Consortium Memorandum of Understanding
PURPOSE:	<input type="checkbox"/> RECOGNITION <input type="checkbox"/> REPORT ONLY <input type="checkbox"/> DISCUSSION <input checked="" type="checkbox"/> ACTION
PRESENTER(S):	Veronica Bacigalupo, Director
REQUESTED BY:	Veronica Bacigalupo and Gloria Valle

I. DESCRIPTION OF ITEM TO INCLUDE YOUR SPECIFIC REQUEST:

SSAISD Head Start (SHS) seeks permission from the SSAISD School Board to approve the Memorandum of Understanding (MOU) drafted by the Head Start Consortium of San Antonio.

II. BACKGROUND INFORMATION (DOCUMENTATION):

For the past year, SSAISD has participated in the Head Start Consortium of San Antonio, TX. Members include all Head Start grantees (Avance-San Antonio, Inc., the City of San Antonio, Parent/Child Incorporated, Education Service Center-Region 20, Family Service Associates of San Antonio, and SSAISD). The purpose of the consortium is for grantees to build strong collaboration among all Head Start grantees throughout the San Antonio area.

III. ALTERNATIVES CONSIDERED (IF APPLICABLE):

Participation in the Head Start Consortium does not affect program status.

IV. RECOMMENDATION AND IMPACT:

By approving the MOU, SSAISD has the opportunity to collaborate with Head Start grantees on best practices as they relate to programs, families, and children—including such areas as pre-service, data sharing, and professional development.

V. DISTRICT GOAL AND CORRESPONDING DEPARTMENTAL INITIATIVE:

Goal 5: South San Antonio ISD will involve all stakeholders in building and sustaining home, school and community partnerships which promote student success always.

The children and families impacted are in need of educational and social services that all Head Start programs offer. Head Start grantees can offer each other learning opportunities that benefit direct staff serving families and children. In addition, Head Start grantees can work together to ensure that Head Start services continue to the best extent possible during family transitions.

5.2: Increase advisory committees and outreach activities to strengthen partnerships and academics;

5.3: Ensure consistency and equity in parent and community services; 5.4: Establish consistent two-way communication channels which promote district operations and relationships with partners.

VI. FUNDING SOURCE-PROGRAM AND/OR BUDGET CODE:

Program: SSAISD Head Start – no additional cost

**Memorandum of Agreement
Between the City of San Antonio,
AVANCE – San Antonio, Inc., Education Service Center – Region 20,
Family Service Association of San Antonio, Inc.,
Parent/Child, Inc., and South San Antonio Independent School District**

I. Parties to the Agreement

- A. City of San Antonio, a Texas Municipal Corporation.
- B. AVANCE- San Antonio, Inc. (AVANCE)
- C. Education Service Center-Region 20
- D. Family Service Association of San Antonio, Inc. (Family Service)
- E. Parent/Child, Inc. (PCI)
- F. South San Antonio Independent School District

The parties listed in A – F above shall collaborate together as described herein, and shall collectively be referred to as the "San Antonio and Bexar County Head Start Consortium," or the "Consortium."

II. Purpose of Agreement

- A. To improve availability and the quality of Head Start services for City of San Antonio and Bexar County's children, age three through age five, and their families
- B. To support children's optimal development and readiness for school entry and success
- C. To address the unique strengths and needs of the local population, such as homeless, migrant, or non-English speaking families
- D. To promote collaboration regarding provision of professional development to Consortium Head Start staff members in the San Antonio and Bexar County service area
- E. To collaborate on child transitions and transfers across all Head Start Service Providers to reduce duplication, enhance efficiency of services, and provide seamless services to children and families to the extent possible

- F. To define the roles and responsibilities of the named parties for the purpose of coordination and greater collaboration, enhance linkages and relationships, and exchange information on the provision of educational and non-educational services

III. Program Descriptions

- A. Head Start is a nation-wide Federal grant program funded through the U.S. Department of Health and Human Services. It is a comprehensive child development program, focusing in the areas of education, social services, health, and family engagement for families with young children. Head Start preschool programs are for children from 3 to 5 years of age and their families.
- B. The City of San Antonio, as a Head Start Program Grantee, shall contract with San Antonio Independent School District (SAISD) and Edgewood Independent School District (EISD) to provide education services to children in the SAISD and EISD service area.
- C. AVANCE – San Antonio, Inc. as a Head Start Program Grantee, shall provide services to children in the Harlandale Independent School District service area.
- D. Education Service Center- Region 20, as a Head Start Program Grantee, shall provide services to children in the following Independent School District service areas: Alamo Heights, East Central, Somerset, Southside, and Southwest.
- E. Family Service Association, as a Head Start Program Grantee, shall provide services to children in the following Independent School District Service Areas: Northside, North East, and Judson.
- G. Parent/Child, Inc., as a Head Start Program Grantee, shall provide services to children in the San Antonio and Bexar County area.
- H. South San Antonio Independent School District, as a Head Start Program Grantee, shall provide services to children in the South San Antonio ISD.

IV. Authority

- A. The City of San Antonio is authorized pursuant to Ordinance No. 2013-10-17-0718 and approved on October 17, 2013 to enter into this Memorandum of Agreement.
- B. AVANCE – San Antonio, Inc., Family Service Association of San Antonio, Inc., Education Service Center – Region 20, Parent/Child, Inc., and South San Antonio Independent School District are each authorized pursuant to the signature of their authorized agent below.
- C. Head Start programs must take an active role in community planning to foster communication, cooperation, and the sharing of information among agencies and their community partners (45 CFR 1304.41(a)(I)).

V. Role of Consortium Members

- A. Consortium members agree to hold quarterly meetings to facilitate coordination and communication.
- B. Consortium members will share school readiness data derived from each agency's data management system and agree to aggregate this data to the extent possible in order to analyze the information for the City and Bexar County and utilize it in the development or enhancement of school readiness goals.
- C. Consortium members will work, to the extent possible and reasonable, with school districts towards common parameters to address the Consortium's approach to the Response to Intervention (RtI) model as it applies to school readiness.
- D. Consortium members will share best practices; actively seek opportunities for joint professional development, and facilitate child transitions and transfers.
- E. Consortium members will coordinate and incorporate Local Education Agencies in their service area into program planning and service provision to jointly serve families, pool resources, and coordinate transitions into kindergarten.

VI. Guiding Principles

The Parties to this Memorandum of Agreement agree that these are the guiding principles for this collaboration:

- A. Create and maintain a meaningful partnership to promote school readiness so that children from low-income families in Head Start programs, or who are preschool age, may receive comprehensive, quality services to prepare them for elementary school and to address any potential "achievement gap".
- B. Plan and implement strategies based on best practices and research that have proven to support children's school readiness by individualizing for each child based on their strengths, needs, individual characteristics and learning styles.
- C. Respect the uniqueness of each locality's needs and resources.
- D. Promote the involvement of members of the early care and education communities.
- E. Share commitment, cooperation, and collaboration for a coordinated service delivery system to the greatest extent possible.

VII. Joint Roles in System Review, Coordination, Collaboration, Alignment, and Implementation

The Parties to this Memorandum of Agreement agree that each, both individually and collectively with the others in the Consortium, share responsibility within their appropriate boundaries and responsibilities as determined by their governing board decisions for the following:

- A. Public information dissemination about Head Start and community support services.
- B. Participation in Consortium meetings and partnerships to coordinate Head Start services to children and families in the community, to the extent possible and reasonable.
- C. Staff training, including opportunities for joint staff training on topics such as developmentally appropriate practices, early learning standards, instructional methods, curricula, and social and emotional development, to the extent possible and reasonable.
- D. Pooling program training and technical assistance resources to coordinate professional development opportunities, to the extent possible and reasonable.
- E. Other roles as agreed to by the Parties.

VIII. Confidentiality

All Parties to this Agreement acknowledge the existence of confidentiality requirements by which each Party must abide regarding the sharing and release, with the consent of families, of personally identifiable information regarding children and families. Each Party will protect the rights of young children with respect to records and reports created, maintained, and used by the entities. It is the intent of the Parties and this Agreement to ensure that parents have rights of access and rights of privacy with respect to such reports and records, and that applicable state and federal laws for exercise of these rights be strictly followed. The Parties also agree to abide by Family Educational Rights and Privacy Act (FERPA). (See also 34 CFR 303.460.)

IX. Cooperative Resolution

The Parties will collaborate to establish a system to resolve any disagreements among themselves and to solve problems. The system should include:

- a. Timelines for regular meetings to review local agreements, plan collaborative activities, and resolve issues; and
- b. The identification of a liaison from each Party with which to communicate.

X. Term; Amendment; Review of Agreement

This Agreement is effective as of the date set herein and shall be in full force and effect for a period of two years from the effective date set forth below. Any modifications to the terms hereof shall be by amendment in writing and executed by all Parties. The Parties intend to renew the agreement at the completion of the term, reviewing and modifying as necessary to reflect the agreement of the parties and the requirements of applicable laws and regulations.

XI. Effect of Agreement

Each Consortium member acknowledges that this collaborative agreement is based upon a collective desire to best address the Head Start service needs of the San Antonio and Bexar County area.

By signing the Agreement, each party agrees to its terms. The signed Agreement and amendments hereto will be binding on all successors and assigns of Parties to the Agreement for the duration of this Agreement.

XII. Signatures

In witness of which this Memorandum of Agreement has been executed, to be effective upon February 1, 2014. This agreement may be executed in multiple counterparts, each of which is an original whether or not all parties sign the same document. Regardless of the number of counterparts, they constitute only one agreement.

City of San Antonio, a Texas Municipal Corporation

Head Start Administrator

Date

Melody Woosley, Director of the
Department of Human Services

Date

AVANCE – San Antonio, Inc.

Head Start Director

Date

Executive Director

Date

Education – Service Center, Region 20

Carol Morgan
Head Start Director

4/2/14
Date

J. Beard
Executive Director

4-3-14
Date

Family Service Association of San Antonio, Inc.

Director: Early Childhood & Head Start Services

Date

Nancy L. Hard
President/Chief Executive Officer

Date

Parent/Child, Inc.

Dr. Sharon M. Small
Chief Executive Officer

Date

South San Antonio Independent School District

Superintendent

Date