

MEMORANDUM OF UNDERSTANDING
BETWEEN
MAMMOTH-SAN MANUEL SCHOOL DISTRICT
AND

PINAL-GILA COMMUNITY CHILD SERVICES, INC. / HEAD START PROGRAM

This Agreement is between Mammoth - San Manuel School District and Pinal Gila Community Child Services, Inc. / Head Start / Early Head Start for the period of August 13, 2013 to August 12, 2014.

I. Purpose Statement:

The purpose of this Agreement is to establish working procedures between Mammoth-San Manuel School and PGCCS Head Start in the provision of services of preschool children eligible for special education in compliance with Federal and Arizona State laws and regulations.

This agreement also incorporates the coordination plans that address the ten subject areas described in the Improving Head Start for School Readiness Act of 2007 and 1308 of the Performance Standards.

It is the intent of this Agreement to:

1. Define service that will be provided by each Agency.
2. Ensure that children eligible for preschool special education services receive a free and appropriate public education, as required by law, in the least restrictive environment (LRE).
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 Mammoth\San Manuel School District and PGCCS Head Start are developed, implemented, and preserved.

The Eligibility Criteria includes:

- Preschool children with disabilities ages two year and nine months to non-kindergarten eligible five year olds in accordance with local District policy,
- Preschool children eligible for publically funded preschool services, and
- Preschool children eligible for Head Start services.

II. Program Mandates:

Responsibility of School District:

For Children with Disabilities:

1. To locate and identify preschool children with disabilities through a Child Find effort, which includes a process for screening.
2. To assure that services to preschool children with disabilities are provided according to the Individuals With Disabilities Act [IDEA], 2004, and to assure that services provided to children with disabilities by other agencies meet appropriate standards.
3. To assure that preschool children with disabilities are provided a free and appropriate public education (FAPE) including the development and implementation of an Individualized Education Plan (IEP), Procedural Safeguards, and the provision of related services.
4. To place preschool children with disabilities in the least restrictive environment with an opportunity to interact with non-disabled peers as appropriate.

For all Children:

1. To recognize that each child progresses at a unique rate and has an individual learning style.
2. To realize that children learn best when their health and nutritional needs are met.
3. To encourage children to develop a sense of empowerment by having many opportunities to make choices.

Responsibility of Head Start Program:

1. Recruit, enroll, and serve eligible children ages 3-5. No less than 10 percent of the total number of enrollment opportunities in Head Start programs shall be available for children with disabilities of all levels of severity who are eligible to participate (P.L. 92-424).
2. To assist the local education agency in the development and implementation of an IEP for children with disabilities (with parent participation) based on diagnostic information.

For all Children:

1. To screen all enrolled children for potential problems in the areas of health and development.
2. To refer children found to be at-risk to appropriate professionals for diagnostic evaluation.
3. To work with other community agencies to provide services to preschool children.

4. To increase competency in social / emotional development.
5. To provide individualized activities to meet the developmental needs of each child.
6. To complete an on-going assessment for each child.
7. To promote school readiness skills.

III. Program Description & Service Area:

Mammoth-San Manuel School District provides services to children who reside in the Mammoth-San Manuel School District.

For Children with Disabilities:

- Screening and assessment to preschool special needs children.
- Services to identified preschool children with disabilities.

For Publicly Funded Preschool Children:

- Developmental screening to preschool children.
- Services to typically developing children.

The District's preschool program is located at the following site:

Mammoth Elementary School
111 West Duncan Drive
Mammoth, AZ 85618

PGCCS Head Start Program operates a Head Start program in the town of Mammoth.

For Children with Disabilities:

- Inclusive services for children with documented special needs.

For Head Start Enrolled Children:

- Comprehensive services to children whose families are at or below federal poverty guidelines.
- Give priority status to children with disabilities, children who are homeless, children with written referrals from community partners and families with special circumstances.

The Head Start Program is also located at the Mammoth Elementary School.

IV. Service Implementation

A. Child Find/Screening for All Preschool Children

Mammoth-San Manuel School District will:

1. Notify Head Start of dates, places, and times for screening of community children.
2. Include Head Start staff in the planning and implementation of community screenings.
3. Include Head Start staff in early intervention transition meetings to be considered as a possible placement option at the parent's request.

Head Start will:

1. Screen all eligible Head Start children for potential developmental concerns.
2. With parental approval, the child will be referred to Mammoth-San Manuel School District for further evaluation. Pertinent screening information concerning the child will be shared with appropriate district staff.

B. Referral for Evaluation for Preschool Children with Suspected Delay

Mammoth-San Manuel School District will:

1. Contact parents upon receiving the referral packet to schedule an appointment for screening/evaluation.
2. Inform Head Start of the date and time of the screening/evaluation appointment.
3. Notify Head Start of the status of the referral within 30 days of completion.

Head Start will:

1. Review and complete necessary paperwork for referral with parents. Provide copies of the following PGCCS forms:

Permission for Follow Up Assessment
Permission to Release or Obtain Confidential Information
Vision and Hearing results if available
Developmental Screening results
Social Emotional Screening results

The referral packet shall be sent to Mammoth-San Manuel Special Education Office. Head Start's Follow Up Assessment Checklist (DS-03) will be attached to the top of the referral packet as a cover sheet. This will help alert Mammoth-San Manuel School District that the referral is from Head Start. Parents' name, address and phone number will be included for contact purposes. Head Start staff will share any previous screening results completed by staff with Mammoth-San Manuel School District staff.

2. Provide parents with information concerning their rights, FERPA and get appropriate signatures on consent forms.
3. With parent permission (DS-01), share pertinent information concerning developmental and health history along with anecdotal information.

C. Comprehensive Evaluation for Preschool Children with Suspected Delay

Mammoth-San Manuel School District will:

1. Conduct or arrange for appropriate special education evaluation in the child's primary language. If the child has been determined to be limited English proficient Mammoth-San Manuel will use one or more of the following procedures:
 - a. Use an evaluator fluent in the language in which the child is proficient and in English.
 - b. Use an interpreter knowledgeable in special education comprehensive evaluation/placement procedures to assist with language and testing.
 - c. Use test instruments that do not stress spoken language and which are considered valid on reliable components measures of functioning.
2. Determine if the child qualifies for services as specified in the amended ARS 15-761.
3. Contact Head Start to coordinate a meeting time and place to discuss the results of the evaluation (Multidisciplinary Evaluation Team - MET).
4. Send out a written conference request to all parties involved prior to the multidisciplinary evaluation team meeting - MET.
5. Send a copy of the evaluation(s) to Head Start.
6. Conduct the MET meeting.

Head Start will:

1. Participate as part of the multidisciplinary team.
2. Coordinate meeting dates and times with Mammoth-San Manuel School District
3. Assist the family in attending the meeting to review the results of the evaluation.

D. Individualized Program Development

Mammoth-San Manuel School District will:

Individualized Education Plan for Children with Disabilities:

1. Coordinate IEP meetings with Head Start Site Manager/staff.
2. Provide IEP forms with appropriate information areas completed, record agreements during the meeting, obtain signatures of persons in attendance and disperse copies of the IEP.

3. Provide proposed goals and objectives, strengths and needs and related services. All IEP team members will discuss proposed information and agree on set goals, placement and related services.
4. Specify any special transportation requirements including:
 - Special pick-up and drop-off requirements;
 - Special seating requirements;
 - Special Equipment needs;
 - Any special assistance that may be required; and
 - Any special training for bus drivers and monitors.

Individualization for Typically Developing Children:

1. Plan and implement strategies based on best practice and research that have been proven to support children's school success, and
2. Incorporate Arizona Early Learning standards.

Head Start will:

Individual Education Plan for Children with Disabilities:

1. Coordinate IEP meeting with Mammoth-San Manuel School District.
2. Attend the meeting and participate as a team member.
3. Assist in proposing and discussing the children's strengths and needs, goals, program options, related services.

Individualization For all Enrolled Children:

Implement a research-based early childhood curriculum that is aligned with Head Start Child Outcomes Framework.

E. Placement for Children with Disabilities

Mammoth-San Manuel School District will:

1. With parental input, determine the most appropriate placement for the child.
2. Consider Head Start as placement option, especially for children already enrolled in Head Start.

Head Start will:

1. Provide two (2) slots per classroom for Mammoth-San Manuel School District Preschool placement option. These slots must be identified by August 16th or be forfeited. Head Start will be as flexible as possible to be a placement option for Mammoth-San Manuel School District; however, Head Start must maintain a high daily attendance and open slots cannot be allowed. The Special Education Director/Preschool Teacher will keep current contact with Head Start Site

Manager so that placements throughout the year may be possible if enrollment allows.

2. Mammoth has one (1) classroom therefore; two (2) slots will be saved.

F. Specific Program Service Delivery and Plans to Coordinate Educational Activities

Mammoth-San Manuel School District will:

1. Provide services/related services to eligible preschool age children as identified on child's IEP.
2. Establish on-going communication with Head Start staff to discuss progress and implementation of program.
3. Provide developmentally appropriate special education staff for services, therapies and/or consultation as needed.
4. Provide technical assistance as needed to Head Start staff.
5. Provide Preschool Registration packets to Head Start staff to review with parents.
6. Provide Head Start staff access to portfolios in Teaching Strategies GOLD through Team Central for children dually enrolled in the home base option with an IEP.

Head Start will:

1. Provide an inclusive setting during the Head Start daily schedule.
2. Supplement implementing goals and objectives as listed on IEP.
3. Document each child's progress.
4. Request technical assistance as needed.
5. With written permission from the parent, provide Continuity Records to Mammoth-San Manuel at the end of the school year to document child's overall progress.
6. Incorporate developmentally appropriate school readiness activities into the Head Start preschool program.
7. Provide Mammoth-San Manuel special education staff access to portfolios in Teaching Strategies GOLD through Team Central for children enrolled in the center base option that have an IEP.

G. Procedures for Review/Monitoring Child's Progress and Plans to Exchange Instructional Methods

Mammoth-San Manuel School District will:

1. Communicate concerns and questions, as they arise, to the appropriate Head Start staff.
2. Provide feedback on observations to classroom staff.

3. Coordinate IEP review meeting.
4. Provide parents and Head Start staff progress reports.

Head Start will:

1. Communicate concerns and questions, as they arise, to the appropriate Mammoth-San Manuel School District staff.
2. Meet with Mammoth-San Manuel School District staff for feedback and additional planning for daily instruction.
3. Participate in IEP review meetings.
4. Provide Creative Curriculum Video for loan upon request.

V. Confidentiality:

Mammoth-San Manuel School District and Pinal-Gila Community Child Services, Inc./Head Start shall obtain written consent of the parent(s) before disclosing personally identifiable information from the education records of the child. The written consent must be signed and dated by the parent(s) giving consent and shall include the following:

1. Specification of the records to be disclosed,
2. Purpose of disclosure, and
3. Party or parties to whom the disclosure may be made.

VI. System for Exchanging Training and Technical Assistance:

Mammoth-San Manuel School District and Head Start may coordinate training and technical assistance by:

1. Developing a system for staff needs assessment.
2. Coordinating training calendars and plan joint training activities.
3. Exchanging regulations of each Agency and Program philosophy.
4. Meeting as needed to clarify terminology, feedback and implementation of services.

VII. Parent Involvement Activities:

Mammoth-San Manuel School District and Head Start may coordinate efforts by:

1. Communicating regularly regarding parent contacts and participation.
2. Involving parents in training and activities as offered by both agencies.

3. Encouraging participation on council/committees in both agencies.
4. Explaining the process of IEP to parents in more detail.
5. Plan parent involvement activities to include working parents.
6. Coordinate services with local child care providers.
7. Provide information on Public School Parent – Teacher organizations.

VIII. Counting and Reporting Children with Disabilities:

Mammoth-San Manuel School District will:

Submit census reports to Arizona State Department of Education.

Head Start will:

1. Provide Mammoth-San Manuel School District with any changes or updated information on attendance, address, phone numbers, etc.
2. Provide attendance reports to Mammoth-San Manuel School District.

IX. Transition Activities:

Mammoth-San Manuel School District and Head Start will:

1. Develop timelines for beginning transition activities.
2. Incorporate transition activities throughout the program year.
3. Develop process for transition that may include parents and children visiting the receiving school and meeting potential kindergarten teachers/staff.
4. Participate in transition meetings involving personnel from both agencies.
5. Participate in an Annual Transition Planning meeting.
6. Adhere to an established system of transferring child records that meets confidentiality guidelines as identified in Section IV.

X. Facility Use

Mammoth-San Manuel Unified School District facilities are available for community events through Community School, contact Larry Ramirez.

Head Start facilities are available for community events with approval from the local Site Manager.

XI. Transportation Resources

Mammoth-San Manuel Unified School District does have transportation resources available for children enrolled in Mammoth-San Manuel public school.

Head Start does not have transportation resources for children. Head Start may be able to secure incidental transportation for parents to attend local parent training and/or individual educational meetings.

XII. Child Care Services to Meet the Needs of Working Parents

This community doesn't have Community Child Care Centers.
This community does have Family Child Care Homes.
This community does have Community Recreation Program.
This community doesn't have Kith & Kin Providers.

XIII. Dispute Resolution:

In the event that misunderstandings or difference of opinion occur with regard to policies and procedures necessary to accomplish these objectives, the staff and appropriate supervisor from the respective Agencies will meet to resolve the issue. If resolution is not reached through this means, the parties agree to use arbitration to the extent required by ARS Section 12-1518.

XIV. Applicable Law

This Agreement shall be governed by the laws of the State of Arizona and by applicable federal law

XV. Entire Agreement

This Agreement states the entire agreement between the parties concerning its subject matter and supersedes all related prior oral and written negotiations and understandings.

XVI. Termination/Review:

This memorandum of Understanding will be reviewed and revised by Mammoth-San Manuel Unified School District and Pinal-Gila Community Child Services, Inc./Head Start on an as needed basis or at least once annually.

This Agreement may not be amended except by mutual written agreement of the parties. Either party upon thirty (30) days written notice may terminate this Agreement.

XVII. Homeless Liaison

Contact Information of School District Homeless Services Liaison:

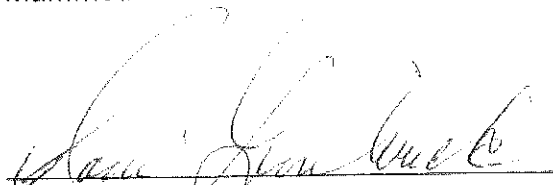
Name: Mark Wiseley

Phone Number: 520-2337 ext 115

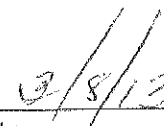
Email Address: wiselem1@sanmanuel.org

John Ryan
Superintendent
Mammoth-San Manuel School District

Date



Toni Limbrick
Disability Services Coordinator, PGCCS



Date



Early Head Start Representative, PGCCS



Date