

### **Interagency Agreement**

West Orange-Cove Consolidated ISD 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 student involved in the Head Start Program.

The 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 expectations of each party.

As the grantee agency, the benefits and expectations provide North Early Learning Center Head Start program with:

- 33% of teacher salaries for 14 Head Start teachers
- 50% of bus monitor salaries for 7 Head Start bus monitors
- Use of the building and grounds located at 801 Cordrey St, Orange, TX 77630
- Maintenance of said building and grounds
- Collaborative services of the West Orange-Cove Consolidated ISD Food Service Director, Human Resources Executive Director, Special Services Director, Technology Director, Public Relations Director, Speech and Language Pathologist, Instructional Services and Staff Development Executive Director, Executive Director of Finance as Fiscal Officer, Diagnostician, and Transportation Director
- Maintain a shared list of community resources
- Transportation services for in-district three and four-year-old students
- 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 Head Start program
- A written impasse policy statement to resolve possible differences between the Grantee Agency and Policy Council to help reach consensus between the two parties
- Include Head Start program in annual audit
- Responsible for maintaining student insurance

As the North Early Learning Center Head Start program, the benefits and expectations provide the grantee agency with:

- 67% of teacher salaries for 14 Head Start teachers
- 50% of bus monitor salaries for 7 Head Start bus monitors
- 100% of instructional assistant salaries for 14 instructional assistants
- Write and manage the Head Start program base funding grant, as well as supplemental grants when applicable

- Daily maintenance and operation of the Head Start program in accordance with Head Start Performance Standards and West Orange-Cove Consolidated ISD policies and procedures
- Communicate Head Start policies, procedures, and standards to the grantee agency
- Implement a quality, comprehensive, program of services for low-income families
- Collaborative services with Health Coordinator (RN)
- Form community collaborative to extend federal, state, and local funds and services
- Maintain a shared list of community resources
- Provide a clean, safe, environment that is conducive for learning
- Transition services
- Report directly to the Executive Director / Superintendent
- Develop a written plan for the operation of the Head Start program
- Collaborate with the Executive Director of Finance to ensure that Head Start funds are expended appropriately
- Provide parenting classes and educational opportunities for families
- Collaborate with Director of Human Resources to ensure that Head Start policies of hiring/firing are being followed
- Maintain an efficient and effective system of record-keeping and reporting
- Recruitment and public awareness campaigns limited to budget
- Monitor and apprise curriculum delivery
- Ensure compliance with all federal, state, and local laws
- Be proactive in increasing the visibility of Head Start in the community
- Responsible for \$1,500 of vehicle insurance premium
- Responsible for \$1,500 of annual audit fees

### **Interagency Agreement Party Signatures**

---

Superintendent of School / Executive Director

---

Date

---

Board of Trustees President

---

Date

---

Policy Council President

---

Date

---

Head Start Director / Principal

---

Date

---

Executive Director of Finance

---

Date

---

Head Start Financial Specialist

---

Date