

MEMORANDUM OF UNDERSTANDING

Between MAHUBE-OTWA Community Action Partnership, Inc. (MAHUBE-OTWA Head Start) and [Nevis Local Education Agency and PAWN Special Education] (LEA)

Duration: July 31, 2025-June 30, 2026, renewable annually upon mutual agreement.

1. Purpose

This MOU outlines the collaborative relationship between MAHUBE-OTWA Head Start and LEA for the coordination of early childhood services to children and families residing within the boundaries of the stated district(s).

2. Definition of Service Area

Services will be provided within the boundaries of MAHUBE-OTWA Head Start and LEA.

3. Curriculum and Assessment

MAHUBE-OTWA Head Start and LEA will:

- implement a research-based early childhood curriculum and assessment that is aligned with the Head Start Child Outcomes Framework, and Minnesota Early Learning Standards, and/or LEA standards.
- ensure preschool screening is completed on all enrolled children prior to kindergarten entry.
- share assessment and screening results as requested and with parental consent.

4. Data Sharing and Confidentiality

MAHUBE-OTWA Head Start and LEA will:

- agree to comply with FERPA, HIPAA, and applicable laws.
- use shared data solely for agreed program purposes.
- obtain signed consent for all personally identifiable information shared.

5. Professional Development

MAHUBE-OTWA Head Start and LEA will:

- work cooperatively to provide shared training, as appropriate, based on each program's training requirements and needs.

- work cooperatively to provide Special Education training on an as needed basis and for individual consultation

6. Special Education Services

MAHUBE-OTWA Head Start and LEA will:

- work collaboratively and share documentation on the referral and evaluation process for children with suspected delays.
- train staff on district and program policies while working with children onsite such as signing ICCPPs (individual child care program plans) and unsupervised log sheets.
- provide staff to attend IEP (individualized education plan)/IFSP (individualized family service plan) and related meetings in the classroom or childcare setting and/or in the home.
- provide adequate supplies, materials and training to meet the needs of children with special needs.

7. Selection and Recruitment for Programming

MAHUBE-OTWA Head Start and LEA will:

- increase participation of underserved populations of children by aligning early childhood opportunities that best meet the needs of each family including both private and non-private entities
- generate support and share resources to promote school readiness
- collaborate on local early childhood committees
- host family events and conduct outreach

8. Kindergarten Transition

MAHUBE-OTWA Head Start and LEA will:

- communicate and share requested records with parental consent.
- provide opportunities for teaching staff to network and collaborate on services for families.
- organize meetings or written documentation for staff to provide input on kindergarten placements as requested.
- collaborate on kindergarten transition activities and share information with enrolled families.
- educate families on school readiness and family engagement opportunities in school districts

9. Provision and Use of Facilities Other Program Elements

MAHUBE-OTWA Head Start and LEA will:

- Collaborate on the shared use of local resources as appropriate.
- Maintain a contract for space for a Head Start classroom(s)

10. Term of Agreement

The agreement will become effective immediately after being signed and dated by all parties and remains in effect through the program years indicated on page 1, unless changes are discussed and warranted. By signing the agreement each agency agrees to the terms.

Signatures

MAHUBE-OTWA Head Start

Name: Melissa Mack

Signature: 

Title: MH/Disability Manager

Date: 08/06/2025

Name: Robin Soyering

Signature: 

Title: Ed & Prof Dev Manager

Date: 08/07/2025

[Nevis Local Education Agency and PAWN Special Education]

Name: _____

Signature: 

Title: Superintendent

Date: 08/08/2025

Name: Brian Michaelson

Signature: 

Title: Principal

Date: 08/08/2025

Name: Eva M. Pohl

Signature: 

Title: PAWN Special Education Director

Date: 08/06/2025

