

**Lutheran Services Florida
Pinellas Head Start**

Serving Pinellas County, Fl
2210 Tall Pines Drive, Suite 200, Largo, Fl 33771
(727)547-5900 phone * (727)535-6304 fax

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding ("MOU") is between Lutheran Services Florida Pinellas Head Start program (herein "Head Start or Head Start program") and School District of Pinellas County, (herein "LEA") for the period of August 19, 2013 to August 17, 2015, and may be terminated prior to that date in accordance with section IX herein.

PURPOSE STATEMENT

The purpose of this MOU is to establish working procedures in the provision of services to preschool children, three to five years of age, suspected of a disability or eligible for special education or related services in compliance with the Federal and State laws and regulations. The agencies involved are mandated to serve children with disabilities; the shared mandate provides an opportunity for the formation of partnerships. Working together, the agencies seek to streamline the system that identifies children and provides services to eligible children. The partners will maximize the use of resources and increased opportunities for contacts that facilitate communication and coordination of planning and service delivery. In addition to specifying the roles and responsibilities of the two agencies, this MOU provides guidance for the implementation and a framework for the enhancement of collaborative agreements.

PROGRAM MANDATES

A. Responsibility of Local Education Agency (LEA):

1. Locate and identify preschool children with disabilities through a Child Find effort which includes a screening process.
2. Provide free and appropriate public education (FAPE) mandated by IDEA Section 619, to preschool age children with disabilities, as identified through eligibility determination and the development and implementation of an Individualized Education Plan (IEP).
3. Provide specialized instruction to preschool children with disabilities in the least restrictive environment by supporting opportunities to interact and learn with non-disabled peers, to the maximum extent appropriate.
4. Work with appropriate community agencies to provide services to preschool children with disabilities.
5. Maintain and submit census and attendance data on eligible preschool children with disabilities for funding entitlement and budget preparations.

B. Responsibility of Head Start Program

1. Recruit, enroll, and serve eligible children age's three to five No less than 10 percent of the total number of enrollment opportunities in Head Start programs shall be available for children with disabilities who are eligible to participate. (45 CFR Part 1308)
2. Screen all enrolled children within 45 days for concerns in the areas of health and development. (45 CFR1304.20)
3. Refer children determined at risk to appropriate professionals for diagnostic evaluation.(45 CFR 1308 4)
4. Collaborate with other community agencies to provide services to children with disabilities (45 CFR1308.4)

III SERVICE IMPLEMENTATION

1. Screening

LEA will:

- a. Provide staff to support hearing and speech screenings for Head Start children.
- b. Provide Head Start with screening results.
- c. Provide staff to support the developmental and behavioral screenings within 45 days of enrollment.

Head Start will:

- a. Conduct vision, developmental and behavioral screenings on Head Start children within 45 days of enrollment
- b. Review screening results and refer accordingly.
- c. Enter screening results in ChildPlus.net.
- d. Develop specific screenings dates and times for each center and coordinate screening activities between Head Start and LEA staff.

2. Referral for Evaluation

LEA will:

- a. Coordinate intakes and referrals to Child Find, Speech Language Pathologists, and evaluation team.
- b. Ensure all program documentation is in place to meet local state and federal requirements.

c. Verify hearing and vision clearance.

d. Hold meeting with family of referred child to review screening results and request consent to evaluate.

Head Start will:

a. Coordinate intakes and referrals with Disabilities Liaison identified by LEA.

b. Ensure all program documentation is in place to meet local state and federal requirements.

c. Provide access to Child Plus data to ensure appropriate referrals

3. Comprehensive Evaluation

LEA will:

a. Perform a multidisciplinary evaluation on all referred Head Start children

b. Share results of evaluations and/or determinations of eligibility of Head Start children with Disabilities Services for tracking and monitoring.

c. Schedule a meeting with families to review the results of the evaluations, hold eligibility determination and IEP development for children who qualify for special education and related services.

Head Start will:

a. Receive results of evaluations for entry into the ChildPlus.net tracking system.

b. Assist Head Start families to participate in the referral, in-take, eligibility and IEP process.

4. Individualized Education Program Development

LEA will:

a. Contact Head Start to determine availability of space for placement of children with disabilities who are not currently receiving Head Start services

b. Request a Head Start representative(s) to attend the IEP meetings of currently enrolled children and children who are being considered for enrollment in Head Start to explain Head Start services.

c. Develop an IEP for each child determined eligible at a staffing which includes the child's parents or legal guardian, Pinellas County School staff, Head Start staff and other appropriate service providers.

Head Start will:

a. Communicate space availability for child placements in Head Start.

- b. Participate in IEP meetings.
- c. Provide parents with information on Head Start inclusion and comprehensive services.

5. Placement

LEA will.

- a. Consider Head Start as one possible appropriate educational placement for children with disabilities receiving services in a general education environment, as outlined in the student's IEP.

Head Start will:

- a. Provide inclusive classroom environments that meet Head Start and Pinellas Licensing Board requirements.
- b. Coordinate OT and/or PT services as deemed necessary by student's IEP.

6. Specific Program Service Delivery

LEA will:

- a. Provide speech language pathologists and inclusion teachers at Head Start centers and their contracted sites to provide services as outlined in IEP goals.
- b. Model appropriate practices by providing services in the Head Start classrooms.
- c. Share results as services are provided with Head Start staff.
- d. Share strategies for classroom implementation with Head Start Disabilities Services.

Head Start will:

- a. Provide a developmentally appropriate preschool experience in an inclusive environment for enrolled children.

7. Procedure for Hiring and Supervising Staff Providing Special Services

LEA will:

- a. Hire and supervise the Disabilities Liaison.
- b. Hire and supervise the Speech Language Pathologists and Inclusion Teachers

Head Start will:

- a. Hire and supervise the Disabilities Services and the education staff.

b. Pay to LEA up to \$25,000 for LEA to use to fund the position of Disabilities Liaison. Head Start shall make monthly payments beginning August 1, 2013 and continuing monthly on the 1st of each month in the amount of \$2,500 (two thousand five hundred dollars).

Payments will be sent to:

School Board of Pinellas County, Florida
301 4th Street SW, Largo, FL 33779.

8. Procedures for Review/Monitoring of Child's Progress

LEA will:

- a. Provide weekly progress information to classroom teacher, parent and Head Start Disabilities Coordinator on goals and any other pertinent information.
- b. Progress monitor using Teaching Strategies GOLD, 3 times a year.
- c. Progress monitor IEP goals and update goals, as necessary.
- d. Collaborate with families to support their desired outcomes for their child.
- e. LEA staff will utilize a Head Start form at each visit that will document the visit and the services provided that will be kept in the child's file.

Head Start will:

- a. Provide child outcomes/assessment information on each child triennially.
- b. Monitor the lesson plans of IEP children to ensure individual goals are met.
- c. Complete parent/teacher conference biannually.

IV. CONFIDENTIALITY

LEA and Head Start shall follow the requirements outlined in the Family Education Right to Privacy Act (FERPA), including obtaining parental consent as needed.

V. TRAINING AND TECHNICAL ASSISTANCE

LEA will.

- a. Facilitate training for Head Start staff on disabilities.
- b. Invite Head Start staff to attend ESE training events.
- c. Facilitate training for parents on disabilities.

Head Start will:

a. Train disability support services staff who will be providing services in Head Start centers on the Head Start program policies and procedures, invite disabilities support services staff, who will be providing services in Head Start centers, to training events.

b. Provide assistance with the implementation for training parents.

The grantee Lutheran Services Florida Pinellas Head Start and its delegate agency R' Club in addition to the School District of Pinellas County will ensure that respective agency staff is trained biannually on this MOU and their roles and responsibilities.

VI. PARENT INVOLVEMENT ACTIVITIES

LEA will:

a. Provide transition/registration materials in English and Spanish.

b. Invite parents to "Meet the Teacher" day orientation by providing a list of each school and the date/time to Head Start.

c. Host "Kindergarten excursion" events for Head Start children.

Head Start will:

a. Provide reminders of school activities to families (i.e. mailings, phone calls, etc.).

b. Provide space for parent activities.

c. Provide information on disability support services at Parent Committee Meetings.

VII. COUNTING & REPORTING CHILDREN WITH DISABILITIES

LEA will:

a. Provide up to date information regarding the number of children found eligible for services.

Head Start will:

a. Provide information on the numbers of children with disabilities served in Head Start to Pinellas County Schools.

VII. TRANSITION ACTIVITIES

LEA will:

a. Continue to facilitate transition opportunities for staff, children and families.

b. Provide a list of assigned schools school for transitioning students.

c. Provide transition/registration materials in English and Spanish.

Head Start will:

- a. Provide health and other records to families transitioning to Pinellas County Schools.
- b. Package and label all educational records for each center and forward records to child's assigned school.
- c. Maintain and store records of children without a school assignment and forward said records upon request.

IX. TERMINATION REVIEW

This MOU will be reviewed and revised on an annual basis. This agreement may be terminated without cause by any party upon thirty (30) days written notice.

Upon such termination Head Start shall not be responsible for any future payments for which services have not yet been provided under this MOU, including payments described in Section III (7) above. Payments due for services provided prior to termination will remain due and payable.

Lutheran Services Florida Pinellas Head Start

 Louis A. Finney, Jr., MPA, MPM
 Vice President of Head Start/ Early Head Start Date
 2210 Tall Pines Drive Suite 200, Largo, Florida 33771

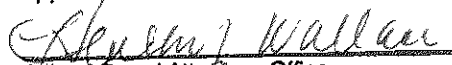
 Kathleen Winters, M.S., LPN
 Head Start/ Early Head Start Director Date
 2210 Tall Pines Drive Suite 200, Largo, Florida 33771

Pinellas County School District LEA Representative

 Name/Title

 Date

Approved As To Form:


 School Board Attorneys Office