Memorandum of Understanding

Monroe County Community School Corporation and SCCAP Head Start

The purpose of this memorandum is to facilitate cooperative efforts between Monroe County Community School Corporation and SCCAP Head Start (herein known as MCCSC and H.S.) in providing Head Start services to preschool aged children ages 3 to 5 in classrooms at MCCSC Elementary Schools. The children will be eligible for this program in accordance with the Head Start Revised Performance Standards.

General Conditions

- Head Start will operate developmentally appropriate classrooms located in specified MCCSC Elementary Schools.

- At the current time, the locations are Broadview Learning Center, Lakeview Elementary, Summit, Templeton and Fairview.

- H.S. will consult with the MCCSC School principal or center Director in scheduling specific hours of operation at the various sites.

- Whenever possible, H.S. scheduling will align with the school system for holidays, weather, training etc. There may be some in-service days that do not correspond to those at MCCSC.

- H.S. will give preference in enrollment to families residing in the School districts of the specific classrooms and/or receiving services from the school/center.

- H.S. will maintain communication with school personnel and make Special Education referrals as needed, to gain appropriate services for these families.

- The elementary schools with the H.S. classrooms will refer appropriate families to H.S. for services.

- H.S provides transportation to half day and six hour per day classes. Families must reside within the transportation routes designated for the specific school to receive these transportation services.

- Head Start will provide documentation as needed by MCCSC to meet regulatory or management needs pertinent to H.S. occupancy in the building.

- MCCSC will assist H.S. in facilitating the licensing and federal compliance of the classrooms by allowing access to the building for regulatory and licensing visits and providing the documentation needed for licensing purposes (i.e. Fire Marshall Inspections of the building.)
Financial Considerations

- Unless noted below, MCCSC agrees to provide a classroom, utilities and janitorial care where agreed upon for these rooms at no cost to H.S.

- Any adaptations needed for the pre-school classroom to meet State licensure and/or Head Start standards will be negotiated on a site specific basis.

- H.S. will provide the furnishings, supplies, equipment and materials to meet the programming needs of H.S. Children.

- Head Start will request documentation of MCCSC’s gracious in-kind contribution on an annual basis. A form will be sent to the controller’s office.

Site Specific Considerations

Broadview Learning Center

- For the 2008-2009 school year, Head Start will schedule a morning and afternoon class during the MCCSC school year.
- Classes begin the day after Labor Day.
- The morning class shall operate Monday through Friday to correspond to the English as a Second Language class (ESL) for 3.5 hours per day, which is the Head Start minimum, from 8:45 a.m. to 12:15 p.m.
- The afternoon class shall operate Tuesday through Friday for 3.5 hours per day, from 12:15 p.m. to 3:45 p.m. Bus transportation will be provided for all the classes, within the established routes. Maximum allowable ride time is one hour.
- H.S. will give preference in enrollment to families enrolled in ESL/ABE/GED classes at Broadview.
- The H.S. classroom will be used in the evening by Broadview sponsored personnel in order to provide child care at the Monday & Wednesday ESL Family Literacy nights.

Lakeview Elementary

- This site will consist of a modular classroom on the Lakeview property adjacent to the front entrance.
- This site will be a 6-hour full day, school year program, operating from 9:00 a.m. to 3:00 p.m., Monday through Friday.
- Classes begin Monday, August 25, 2008 and finish at the end of the MCCSC school year.
- MCCSC rents this space to Head Start for the sum of $750 per month.
- Head Start pays all the utility costs.
- Lakeview allows H.S. to use the main playground with specific times coordinated between the H.S. teacher and Lakeview principal.
• MCCSC will perform ordinary and routine maintenance and repairs on the building.
• Head Start is responsible for the janitorial care of the classroom.

Summit Elementary

• Hours of operation will be Tuesday through Friday, 8 a.m. to 2 p.m.
• Bus transportation will be provided for the children who reside within the established Summit routes. Maximum allowable ride time is one hour.
• Classes begin the day after Labor Day and finish at the end of the MCCSC school year.

Fairview Elementary

• For the 2008-2009 school year, Head Start will schedule a morning and afternoon class during the MCCSC school year.
• The morning class shall operate Monday through Friday for 3.5 hours per day, which is the Head Start minimum, from 8:30 a.m. to 12:00 p.m.
• The afternoon class shall operate Monday through Friday for 3.5 hours per day, from 12:00 p.m. to 3:30 p.m.
• Bus transportation will be provided for all the classes, within the established routes. Maximum allowable ride time is one hour.
• Classes begin the day after Labor Day.

Templeton Elementary

• This site is a joint classroom for the provision of services for children determined eligible for special education in accordance with Public Law 101-476, Public Law 99-457, Indiana Code 20-1-6-14.1 and for H.S. eligible children.
• For the purposes of this document, Preschool Children will refer to children eligible for special education service according to Article 7.
• Children that meet the criteria for both Head Start and MCCSC Preschool are considered “dual-enrolled”. Not all children in the classroom will be dual-enrolled.
• The classroom will be for eight (8) preschool eligible children with special needs and fifteen (15) Head Start eligible children. A minimum of three (3) children will be dual-enrolled per year to ensure the classroom does not exceed 20 children.
• With parent approval, the full range of nutrition, health, safety and family services will be offered by Head Start to any child that is dual-enrolled.
• Preschool children with special needs are offered five (5), two and one-half (2 1/2) hour sessions per week by MCCSC.
• H.S. enrolled children will meet for four (4), three and one-half (3 1/2) hour sessions per week as per H.S. requirements.
• H. S. will provide transportation Tuesday through Friday. This will include dual-enrolled children who reside within the H.S. route for that classroom site.
• MCCSC will transport preschool children on Monday and all dual-enrolled children outside the H.S. route Tuesday through Friday.
• MCCSC agrees to provide one (1) state-certified preschool teacher and one (1) instructional assistant to be responsible for meeting the requirements of the Individual Education Plan for each child with a disability and assist general classroom programming.
• H.S. agrees to provide one (1) lead teacher and one (1) teaching assistant/aide for the classroom who will collaborate with MCCSC staff to plan for general classroom programming and assist with meeting requirements of the IEP.
• MCCSC and H.S. teachers will meet a minimum of twice a week for classroom planning, problem solving, etc.
• Each entity retains the responsibility for supervising and evaluating their respective staff.
• H.S. and MCCSC agree to assist in working with their respective personnel to encourage cooperative and collaborative teaching in the classroom.
• H.S. teachers/staff will participate in annual case conferences/reviews for dual-enrolled children.
• MCCSC and H.S. agree to provide training to staff on related disabilities as requested or needed by their respective personnel.
• In order to meet H.S. requirements, all regular classroom staff will need to have an annual TB test. The test can be provided by the H.S. nurse if not available free to MCCSC personnel.
• H.S. agrees to provide supplies, materials and equipment to meet programming needs of H.S. enrolled children. MCCSC agrees to provide supplies, materials and equipment to meet programming needs of Preschool children. H.S. will provide general office materials and supplies for its staff.

Assurances

• H.S. and MCCSC do not discriminate or segregate on the basis of race, creed, ethnic origin, gender, disabling condition, age or any other grouping of a capricious or arbitrary nature in the operation of each respective program.

Terms of Agreement

The term of the Agreement is from [August 20, 2008] though [August 19, 2009].

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<tr>
<th>MCCSC School Board representative</th>
<th>Title</th>
<th>Date</th>
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<tr>
<td>Shirley S. Smopprov</td>
<td>Head Staff Director</td>
<td>8/6/08</td>
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South Central Community Action Program Title Date