



District School Board of Pasco County

20430 Gator Lane • Land O' Lakes, Florida 34638 • 813/ 794-2221

Heather Fiorentino, Superintendent

www.pasco.k12.fl.us

Department of Purchasing

Kendra Goodman, CPPO, CPPB, Purchasing Agent

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June 19, 2012

MEMORANDUM

TO: Honorable School Board Members

FROM: Kendra Goodman, CPPO, CPPB, Purchasing Agent 

RE: Exceptional Student Education, Prekindergarten Services and Student Services
Intra-Agency Partnership Agreement

The attached intra-agency agreement is for Exceptional Student Education, Prekindergarten Services and Student Services to establish working procedures for children enrolled in the Early Head Start and Head Start programs eligible for early intervention and/or Exceptional Student Education services. All procedures will maintain compliance with Federal and State laws and regulations and help ensure that state and federal grant requirements are met. Approval of the agreement is needed in order to satisfy program requirements pertaining to screening assessment, further evaluation and placement of children in special programs during the 2012-2013 school years. This agreement has been previously reviewed and approved by Nancy Alfonso, School Board Attorney. There will be no cost to the District for this agreement.

At this time, we respectfully request your approval to enter into the attached intra-agency agreement. Should you have any questions regarding this matter, please contact Beth Rawls, Director of Prekindergarten Services. If you should have any Purchasing-related questions, please contact me at your earliest convenience.

KDG/sb

Attachments

Date/Time: June 13, 2012 09:19:00



District School Board of Pasco County

7227 Land O' Lakes Boulevard • Land O' Lakes, Florida 34638 • 813/794-2000

Heather Fiorentino, Superintendent

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Memo # PRK-066-11/12

Contact: Beth E. Rawls *BER*

Ext.# 42732

DATE: June 19, 2012

TO: HONORABLE SCHOOL BOARD MEMBERS

FROM: Heather Fiorentino, Superintendent
Ruth B. Reilly, Assistant Superintendent for Curriculum and Instructional Services

SUBJECT: **Part B Partnership Agreement-2012-13 School Year**

History

Prekindergarten Services must enter into an agreement with the Exceptional Student Education and Student Services Departments that defines services to be provided each year. The agreement helps ensure that state and federal grant requirements are met.

Description or Problem

The 2012-13 Part B Partnership Agreement has been reviewed by all parties and approved by the Policy Council on May 16, 2012.

Strategic Focus: Engage Families, Communities, and Business

Strategic Goal: The district and schools will communicate with and engage all stakeholders in the educational process.

Action Requested

Approval of the 2012-13 Part B Partnership Agreement is needed in order to satisfy program requirements pertaining to screening, assessment, further evaluation, and placement of children in special programs.

Conclusion

The staff respectfully requests the approval of the 2012-13 Part B Partnership Agreement.



RECEIVED

5/23/12 *dm*

District School Board of Pasco County

Head Start/Early Head Start
Part B Partnership Agreement
2012-2013

Purpose

The purpose of this Agreement is to establish working procedures between the District School Board of Pasco County Prekindergarten Services Department, Exceptional Student Education (ESE) Department, and Student Services Department to children enrolled in the Early Head Start and Head Start programs eligible for early intervention and/or Exceptional Student Education services. All procedures will maintain compliance with Federal and State laws and regulations. Federal law requires that to the maximum extent appropriate to the need of the child, early intervention services must be provided in the natural environment, including the home and community setting in which children without disabilities participate. Early Head Start and Head Start under the District School Board of Pasco County are considered natural learning environments.

It is the intent of this Agreement to:

- Define services to be provided by each program.
- Ensure that children eligible for early intervention and/or Exceptional Student Education services receive those services.
- Ensure that each program cooperatively maintains communication and shares leadership responsibility at the local level to utilize available resources in the most effective manner.
- Ensure that cooperative arrangements between Prekindergarten Services Department, the Exceptional Student Education Department and Student Services Department of the District School Board of Pasco County are developed, implemented, documented, and evaluated.

Participants

This agreement is among the Prekindergarten Services, Exceptional Student Education Department, and Student Services Department of the District School Board of Pasco County.

Activities and Responsibilities

Prekindergarten Services, including Early Head Start and Head Start will:

- Recruit, enroll and serve eligible infants, toddlers, and preschool children, ages birth to five years. At least 10% of the total number of enrollment opportunities in Early Head Start and Head Start Programs shall be available and maintained for children with disabilities.
- Prekindergarten Services will inform ESE of recruitment, application, and enrollment activities.
- Prekindergarten Services will include representatives of ESE to participate on the Recruitment, Selection and Enrollment Committee.



- Prekindergarten Services will include representatives of ESE on the Selection Committee.
- Ensure access to screenings for each child within 45 days of enrollment in the Early Head Start and Head Start Program. Screening will address the following areas:
 - Vision and Hearing
 - Motor Development
 - Communication/Language
 - Cognitive
 - Social-Emotional/Behavior
- When recommended by a team, provide intervention, screening, progress monitoring, and evaluation services.
- Collaborate with District School Board of Pasco County departments and community agencies in order to provide comprehensive services to children and their families and to build on pre-existing plans.
- Collaborate with ESE on administration of entry Battelle Developmental Inventory (BDI)-2 assessment to preschool children enrolled in Head Start. The scores on the entry BDI-2 will be considered in the determination of eligibility for Part B/Pre-K ESE services. For children who are eligible, the scores will be used to report child outcomes by ESE staff.
- When recommended by the Prekindergarten Services School Based Intervention Team (SBIT), an entry BDI-2 will be administered to preschool children enrolled in Head Start by the Prekindergarten Services evaluation team. The scores on the entry BDI-2 will be considered in the determination of eligibility for Part B/Pre-K ESE services. For children who are eligible for ESE services, the scores will be used to report Childhood Outcomes Measures by ESE staff.
- The original protocol and scoring sheets for the BDI-2 will be submitted to the Pre-K ESE Department for the purpose of record-keeping and maintaining the Data Manager system.
- ~~Prekindergarten Services Psychologists will complete the “BDI-2 Tracking Sheet” form. When the evaluation has been completed and the file is being reviewed to determine eligibility for ESE services, a copy of this form is returned to the Supervisor of ESE and a copy will be kept in the SBIT file.~~ KAB
- Provide dual enrollment services as determined by program guidelines, availability of openings and Individual Family Support Plan (IFSP)/Individual Education Plan (IEP) recommendations.

CONTRACT REVIEWED
 AND APPROVED:
KAB 5/24/12

- ~~Prekindergarten Services will~~ Notify ESE if a child with an active IEP enrolls/transfers into the Head Start program from another state or county.
- Provide individualized services to all children.
- Ensure that children with disabilities receive the full complement of services and that those services meet or exceed the Early Head Start and Head Start Program Performance Standards.
- Provide training/staff development opportunities and consultation as needed.
- Plan for transition by collaborating with the Local Education Agency (LEA) to participate in the articulation process.
- When appropriate, participate in the IFSP or IEP, including the re-evaluation process.
- Designated Prekindergarten SBIT members will communicate with school-based Guidance Secretaries to determine if any children enrolled in Head Start have been staffed eligible for ESE services.
- LEA and Prekindergarten Services staff will work collaboratively to establish a system for obtaining a copy of the IEP, IEP revisions, parent consent for evaluation, and staffing checklist.

Exceptional Student Education Program will:

- Follow District School Board of Pasco County policies and procedures as required by Federal Guidelines.
- Provide personnel to oversee and conduct ESE Part B eligibility staffing and re-evaluation meetings.
- Ensure that procedural safeguards are being provided.
- Provide any appropriate educational services decided upon by the IFSP/IEP team.
- Provide consultation and technical assistance to guide in the provision of appropriate educational planning and services.
- Complete the articulation process.
- When deemed appropriate, provide additional resources when there is a concern regarding a child's vision, hearing and speech/language needs.



- Provide staff development opportunities.
- Collaborate with Prekindergarten Services on administration of entry BDI-2 to preschool children enrolled in Head Start if the child was screened and suspected of a significant developmental delay and/or in the process of being evaluated by the LEA. The scores on the entry BDI-2 may also be considered in the determination of eligibility for Part B/ Pre-K ESE Program. For children who are eligible, the scores will be used to report Childhood Outcomes Measures by ESE staff.
- Exceptional Student Education Department will upload BDI-2 Data Manager child information. ~~Prekindergarten Services designee will access School Board database at least twice a year to identify any dually enrolled children;~~ Prekindergarten Services will provide information to the data entry and designated ESE staff. KDJ
- Administer an exit BDI-2 for all preschool children who have an entry BDI-2, were determined eligible for special education, and have had an IEP for six months. The exit BDI-2 will be administered **no earlier than 90 calendar days or later than 30 calendar days** from the date of termination of services or May 31st in the year the child transitions to kindergarten.
- The original protocol and scoring sheets for the entry and exit BDI-2 will be submitted to the ESE Department. ESE will enter entry and exit BDI-2 scores into the Web-based BDI-2 Data Manager, as described in the BDI-2 Data Manager: Guide for the Florida Child Outcomes Measurement System (2010). All BDI-2 protocols and score sheets will be maintained in the ESE Department. A copy of the report will be sent to the Prekindergarten Services Psychologists.
- ~~The ESE Staffing or Staffing and Compliance Teachers will notify Supervisor of ESE when a preschool child has been staffed eligible for ESE services.~~ KDJ
- ESE and Prekindergarten Services staff will work collaboratively to establish a system for obtaining IEP revisions once a child is dually enrolled.

Student Services will:

- Support the intervention and referral process by providing resources as needed.
- When deemed appropriate, include the Prekindergarten staff in training.
- When deemed appropriate, provide additional resources when there is a concern regarding evaluation in the child's primary language.
- When deemed appropriate, provide additional services when there is a need in the areas of health, mental health, and social work services.



Procedural Safeguards

It is each program’s responsibility to comply with Procedural Safeguards related to informing families of their rights, securing parent/guardian consents prior to assessment and evaluation, and ensuring the confidential and appropriate release of information.

These procedural safeguards explain a series of rights outlined in State and Federal laws intended to protect the interests of eligible children with disabilities and their families. They cover such items as use of native language, confidentiality, consents, prior notice of meetings, initiation or termination of services, access to records and dispute resolution.

Confidentiality

The parties shall maintain confidentiality of all data, files, and recordings including client records related to the services provided pursuant to this agreement. All parties shall comply with applicable federal laws, state statutes, State Board of Education Rules and local School Board policy, including the Family and Educational Rights and Privacy Act (FERPA, 1974) and the Health Insurance Portability and Accountability Act (HIPPA, 1996).

Monitoring and Evaluation

Prekindergarten Services, Exceptional Student Education, and Student Services personnel will meet on a periodic basis to share information, develop procedures and evaluate the effectiveness of the current service delivery system for continuous quality improvement. These parties will make recommendations for continuation or change in this Agreement no less often than annually.

Dispute/Conflict Resolution

Every attempt shall be made to resolve any disagreement to the satisfaction of all parties.

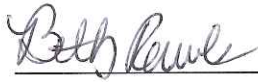
Duration


This agreement shall be reviewed on an annual basis and changes approved as necessary. The terms of this Agreement will be effective and may be terminated without cause by any of the departments upon thirty (30) days written notice.

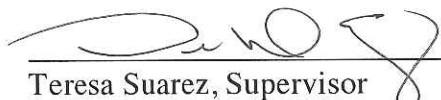


Authorizing Signatures


Each department, by the signature below of its authorized representative, hereby acknowledges that he/she has read this Agreement, understands it and agrees to be bound by its terms.

 4/18/12
Beth Rawls, Director Date
Prekindergarten Services

 4/19/12
Melissa Musselwhite, Director Date
Exceptional Student Education

 4/19/12
Teresa Suarez, Supervisor Date
Exceptional Student Education


Lizette Alexander, Director Date
Student Services

 5/16/12
Bailey McGoldrick Date
Head Start/Early Head Start Policy Council

Joanne Hurley, Chairman Date
District School Board of Pasco County

CONTRACT REVIEWED
AND APPROVED:
 5/24/12