



# DISTRICT SCHOOL BOARD OF PASCO COUNTY

Kurt S. Browning, Superintendent of Schools

7227 Land O' Lakes Boulevard • Land O' Lakes, Florida 34638

## Purchasing Services

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June 3, 2014

## MEMORANDUM

TO: Honorable School Board Members

FROM: Nicole Westmoreland, MBA, Purchasing Agent *nw*

SUBJECT: Early Childhood Programs and Student Support Programs and Services  
Part B Partnership Agreement Contract #2014001814

Attached is an agreement between the Early Childhood Programs and the Student Support Programs and Services for Part B Partnership to provide services to children with disabilities during the 2014-2015 school year. There are no associated costs with this agreement to the District. Please reference the attached memo from Angela Porterfield, Director, Early Childhood Programs. The agreement was approved by the District School Board's Attorney, Ms. Nancy Alfonso, on June 21, 2012.

Should you have any questions regarding this matter, please contact Angela Porterfield or Debra Reaves, Purchasing Services, at your earliest convenience.

NW/dr

Attachments

Date/Time: Msay 28, 2014 11:31:00



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Memo # ECP-040-13/14

Contact: Angela Porterfield *cap*

Ext. # 42730

DATE: June 3, 2014

TO: HONORABLE SCHOOL BOARD MEMBERS

FROM: Kurt S. Browning, Superintendent of Schools  
Amelia Van Name Larson, Assistant Superintendent for Student Achievement

SUBJECT: Part B Partnership Agreement

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### **Introduction:**

Head Start and Early Head Start Programs must enter into an agreement with the Office for Student Support Programs and Services that defines services to be provided each year to children with disabilities. The agreement helps ensure that state and federal grant requirements are met.

### **Description:**

The 2014-15 Part B Partnership Agreement has been reviewed by all parties and approved by the Policy Council on May 14, 2014.

*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 2014-15 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.

### **Recommendation:**

The staff respectfully requests the approval of the 2014-15 Part B Partnership Agreement.

*2014001814*



Contract 2014001814

**District School Board of Pasco County  
Head Start/Early Head Start  
Part B Partnership Agreement  
2014-15**

**Purpose**

The purpose of this Agreement is to establish working procedures among the District School Board of Pasco County, the Office for Student Support Programs and Services (OSSPS) and the department of Early Childhood Programs (ECP). All procedures will maintain compliance with Federal, State and local laws and regulations as well as School Board Policy. Federal law requires that to the maximum extent appropriate early intervention services must be provided in the natural environment, including the home and community setting in which children without disabilities participate. Head Start and Early Head Start (HS/EHS), under the District School Board of Pasco County are considered natural learning environments. Federal regulations require HS/EHS programs to screen and refer students suspected of a disability to the Local Education Agency (LEA).

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 (ESE) services receive those services
- Ensure that each program cooperatively maintains communication and shares leadership responsibility at the local level to maximize efficiency of available resources
- Ensure that cooperative procedures between the programs are developed, implemented, documented and evaluated

**Participants**

This agreement is among the division of Students with Disabilities (SWD) within the OSSPS and the (HS/EHS) Programs. Both of these entities are within ECP.

**Activities and Responsibilities**

**Head Start/Early 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 HS/EHS programs shall be available and maintained for children with disabilities.
- Inform OSSPS of recruitment, application, and enrollment activities
- Include representatives of OSSPS to participate on the Recruitment, Selection and Enrollment Committee



- Include representatives of OSSPS on the Selection Committee
- Ensure access to screenings for each child within 45 days of enrollment in the HS/EHS programs. Screening will address the following areas:
  - Vision and Hearing
  - Motor Development
  - Communication/Language
  - Cognitive
  - Social-Emotional/Behavior
- Provide intervention, screening, progress monitoring and evaluation services when recommended by the student based intervention team
- Collaborate with the Exceptional Student Education (ESE) Pre-K Assessment Team to consider, plan, schedule and complete evaluations for children suspected to have a disability, who have been referred by the student based intervention team
- Collaborate with the 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
- Administer an entry Battelle Developmental Inventory-2 (BDI-2) when recommended by the HS/EHS school-based intervention team. The scores on the entry BDI-2 may be considered in the determination of eligibility for ESE services. For children who are eligible for ESE services, the scores will be used to report Childhood Outcomes Measures by the ESE staff.
- Submit data from the BDI-2 to the OSSPS for the purpose of record keeping and maintaining the Data Manager system
- Provide dual enrollment services as determined by program guidelines, availability of openings and Individual Family Support Plan (IFSP)/Individual Education Plan (IEP) recommendations
- Notify OSSPS 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
- Include the ESE Case Manager in HS/EHS planning conferences, progress review and intervention planning for children with IEPs

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 AND APPROVED:  
 NW 5-21-14

- Participate in meetings for children transitioning from ESE settings into HS/EHS classrooms. The meetings will include the ESE Case Manager, school-based intervention team members, parent and Head Start teacher.
- Ensure that children with disabilities receive the full complement of services and that those services meet or exceed the HS/EHS Program Performance Standards
- Provide training/staff development opportunities and consultation to meet the needs of ESE students
- Collaborate with the LEA to plan for transition from Early Steps to the LEA
- Collaborate with the LEA to plan for articulation from Prekindergarten to Kindergarten
- Participate in the IFSP or IEP and the re-evaluation processes
- Collaborate with the LEA to establish a system for obtaining a copy of the IEP, IEP revisions, parent consent for evaluation, and staffing checklist

**Office for Student Support Programs and Services:**

- Will follow policies and procedures as required by Federal, State and local guidelines
- Collaborate with the HS/EHS school-based intervention team to consider, plan, schedule and complete evaluations for children with suspected disabilities
- Invite HS/EHS school-based intervention team and teacher to IEP meetings through the ESE Case Manager
- Invite appropriate members of HS/EHS school-based intervention team to participate in meetings for children transitioning from Early Steps to the LEA
- Provide appropriate educational services decided upon by the IEP team
- Provide consultation and technical assistance to guide in the provision of appropriate educational planning and services
- Include HS/EHS teacher in planning for articulation to Kindergarten
- Provide additional resources when there is a concern regarding a child's vision, hearing and/or development
- Provide staff development opportunities
- Collaborate with HS/EHS on administration of entry BDI-2 to children enrolled in HS/EHS

CONTRACT REVIEWED  
AND APPROVED:  
NW 5-21-14

- Administer an exit BDI-2 for all preschool children during the assessment window for children who have had an IEP for more than six months
- Collaborate with HS/EHS staff to establish a system for sharing IEPs for children who are dually enrolled
- Support the intervention and referral process by providing resources as needed
- When deemed appropriate, provide additional services when there is a need in the areas of health, mental health and social work services

### **Procedural Safeguards for Students with Disabilities**

It is each program's responsibility to comply with Procedural Safeguards for Students with Disabilities 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**

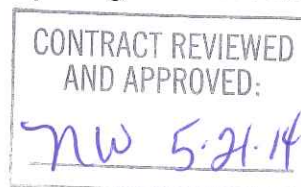
The parties shall maintain confidentiality of all data, files and recordings including client records related to the services provided pursuant to this agreement. All parties shall comply with applicable federal laws, state statutes, State Board of Education Rules and local School Board policy, including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

### **Monitoring and Evaluation**

HS/EHS and OSSPS 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 the 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 parties 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.

Angela Porterfield  
Angela Porterfield, Director  
Early Childhood Programs

4/18/14  
Date

Melissa Musselwhite  
Melissa Musselwhite, Director  
Office for Student Support Programs and Services

4/25/14  
Date

Princess Addisa Wainwright  
Princess Addisa Wainwright, Chairperson  
Head Start/Early Head Start Policy Council

5/14/14  
Date

\_\_\_\_\_  
Alison Crumbley, Chairman  
District School Board of Pasco County

\_\_\_\_\_  
Date

Nicole Westmoreland 5-21-14  
Signature Date

**Nicole Westmoreland, MBA, Purchasing Agent  
District School Board of Pasco County**