



DISTRICT SCHOOL BOARD OF PASCO COUNTY

Kurt S. Browning, Superintendent of Schools

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

Purchasing Services

Michael J. Woodall, CPPO, Purchasing Agent

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MEMORANDUM

DATE: June 18, 2013

TO: Honorable School Board Members

FROM: Michael J. Woodall, CPPO, Purchasing Agent *MJW/m*

SUBJECT: Part B Partnership Agreement

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

We are requesting approval of the 2013-14 Part B Partnership Agreement in order to satisfy program requirements pertaining to screening, assessment, further evaluation, and placement of children in special programs.

Should you have any questions please contact Ms. Angela Porterfield, Director of Early Childhood Programs or me at your earliest convenience.

MJW/cla

Attachments

Date/Time: June 12, 2013 09:12:00



DISTRICT SCHOOL BOARD OF PASCO COUNTY

Kurt S. Browning, Superintendent of Schools

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

Memo # PRK-049-12/13
Contact: Angela Porterfield *jaf*
Ext. # 42432

DATE: June 18, 2013
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

Introduction:

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

Description:

The 2013-14 Part B Partnership Agreement has been reviewed by all parties and approved by the Policy Council on May 15, 2013.

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 2013-14 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 2013-14 Part B Partnership Agreement.



**District School Board of Pasco County
Head Start/Early Head Start
Part B Partnership Agreement
2013-2014**

Purpose

The purpose of this Agreement is to establish working procedures among the District School Board of Pasco County, ~~Prekindergarten Services Department, Exceptional Student Education (ESE) Department~~ 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 ~~arrangements~~ procedures between ~~Prekindergarten Services Department, the Exceptional Student Education Department and Student Services Department of the District School Board of Pasco County~~ the programs are developed, implemented, documented and evaluated

Participants

This agreement is among the ~~Prekindergarten Services Department~~ Division of Exceptional Student Education (ESE) 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.

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- ~~Prekindergarten Services~~ Inform OSSPS of recruitment, application, and enrollment activities
- ~~Prekindergarten Services will~~ Include representatives of OSSPS to participate on the Recruitment, Selection and Enrollment Committee
- ~~Prekindergarten Services will~~ 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
- Participate with the 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
- When recommended by the HS/EHS student based intervention team, an entry Battelle Developmental Inventory-2 (BDI-2) will be administered to preschool children enrolled in Head Start by the HS/EHS evaluation 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.
- Data from the BDI-2 will be submitted 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

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- Include the ESE Case Manager in HS/EHS planning conferences, progress review and intervention planning for children with IEPs
- Participate in meetings for children transitioning from ESE settings into HS/EHS classrooms. The meetings will include the ESE Case Manager, student 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
- ~~Ensure that procedural safeguards are being provided to parents at Consent for Evaluation meetings and IEP meetings~~
- Collaborate with the HS/EHS student based intervention team to consider, plan, schedule and complete evaluations for children with suspected disabilities
- Invite HS/EHS student based intervention team and teacher to IEP meetings through the ESE Case Manager
- Invite appropriate members of HS/EHS student 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

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- Collaborate with HS/EHS on administration of entry BDI-2 to children enrolled in HS/EHS
- 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.

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MSW/mz
6/6/13

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

5/13/13
Date

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

5/10/13
Date

Jamie Blaine
Jamie Blaine, Chairperson
Head Start/Early Head Start Policy Council

5/15/13
Date

Cynthia Armstrong
Cynthia Armstrong, Chairman
District School Board of Pasco County

Date

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AND APPROVED:
MSW/rz
6/6/13