

INTERAGENCY MEMORANDUM OF UNDERSTANDING FOR PRESCHOOL SERVICES

This agreement is between North Kitsap School District and PGST ECEP for the period of September 2016 to August 2018. This agreement is binding on the staff members of both agencies, and will be reviewed at least annually. Either agency may revoke this agreement with a notice of at least 30 days.

The purpose of this agreement is to establish working procedures between North Kitsap School District and PGST ECEP in the provision of services to preschool children, in compliance with federal and Washington state laws and regulations.

It is the intent of this agreement to:

1. Define which services will be provided by each agency.
2. Ensure that children who are eligible for preschool services receive such services as required by federal and Washington state laws and regulations that will improve their readiness for school.
3. Ensure that each agency cooperatively maintains communication and shares leadership responsibilities at the local level to ensure that available resources are utilized in the most effective manner.
4. Ensure that cooperative arrangements between North Kitsap School District and PGST ECEP are developed, implemented, and maintained.

This agreement applies only to preschool children three-years-old to kindergarten eligible, inclusive, who are eligible for preschool services.

I. PURPOSE

To provide collaborative and coordinated activities for eligible children.

II. DURATION

This agreement shall cover the period from September 2016 through August 2018.

III. GENERAL PROVISIONS OF THE AGREEMENT

All parties agree:

Preschool children are best served in environments that reflect their language and culture.

IV. AGENCY RESPONSIBILITIES

PGST ECEP agrees to:

1. Collaborate and coordinate with North Kitsap Public Schools to improve the availability and quality of services to Head Start children and families.
2. Participate in outreach efforts to identify eligible children.
 - a. Receive parental permission to share information about such children.
 - b. Collaborate with North Kitsap Public Schools teachers regarding professional development and instructional strategies.
 - c. Ensure a smooth transition to school for eligible children.
3. Coordinate activities with North Kitsap Public Schools including:

- a. Collaboration on shared use of transportation and facilities, in appropriate cases.
 - b. Collaboration to reduce duplication of services.
 - c. Collaboration to enhance the efficiency of services and increase program participation of underserved populations of eligible children.
 - d. Exchange information on the provision of non-educational services to such children.
4. Plan, coordinate and biennially review each of the following activities:
- a. Educational activities, curricular objectives, and instruction.
 - b. Public information dissemination and access to programs for families contacting any of the preschool programs.
 - c. Selection priorities for eligible children to be served by the preschool programs.
 - d. Service areas.
 - e. Staff training, including opportunities for joint staff training on topics such as academic content standards, instructional methods, curricula, and social and emotional development.
 - f. Program technical assistance.
 - g. Provision of additional services to meet the needs of working parents, as applicable.
 - h. Communications and parent outreach for smooth transitions to kindergarten.
 - i. Provision and use of facilities, transportation, and other program elements.
 - j. Other elements mutually agreed to by the parties to the memorandum.

North Kitsap School District agrees to:

1. Collaborate and coordinate with PGST ECEP to improve the availability and quality of services to Head Start children and families.
2. Participate in outreach efforts to identify eligible children.
 - a. Collaborate with PGST ECEP teaching staff regarding professional development and instructional strategies.
 - b. Collaborate on shared use of transportation and facilities, in appropriate cases.
 - c. Collaborate to reduce duplication of services.
 - d. Collaborate to enhance the efficiency of services and increase program participation of underserved populations of eligible children.
 - e. Exchange information on the provision of non-educational services to such children.
3. Participate biennially in coordination and review of each of the following activities:
 - a. Educational activities, curricular objectives, and instruction.
 - b. Public information dissemination and access to programs for families contacting any of the preschool programs.
 - c. Selection priorities for eligible children to be served by the preschool programs.
 - d. Service areas.
 - e. Staff training, including opportunities for joint staff training on topics such as academic content standards, instructional methods, curricula, and social and emotional development.
 - f. Program technical assistance.
 - g. Provision of additional services to meet the needs of working parents, as applicable.
 - h. Communications and parent outreach for smooth transitions to kindergarten.

- i. Provision and use of facilities, transportation, and other program elements.
- j. Other elements mutually agreed to by the parties to the memorandum.

V. Funding and Financial Responsibility

It is specifically agreed that neither party shall be responsible for costs or expenditures incurred by the other, other than those expenses defined in any separate agreements in writing that may be between the parties cooperating in this program.

VI. Modification of the Agreement

Modification of the agreement shall be made by mutual consent of all parties. Written notification of changes to this document must be presented to both parties 30 days prior to any changes, and all parties must agree to the modification. Termination of the agreement may occur by any party upon a 60-day written notification.

It is agreed that the PGST ECEP and the North Kitsap School District understand and intend to abide by the terms outlined in this agreement. This agreement shall become effective when signed.

PGST ECEP Director

Date

North Kitsap School District
Early Childhood Coordinator

Date

Executive Director , PGST

Date

North Kitsap School District

Date
