

September 25, 2019

Dawn Mori, Director of Special Education  
Sylvan Union School District  
605 Sylvan Avenue,  
Modesto, CA 95350

Dear Dawn,

Enclosed please find two copies the Memorandum of Understanding (MOU) between Sylvan Union School District Special Education Department and the Stanislaus County Office of Education - Child & Family Services Head Start Program, which outlines the collaboration between our agencies.

Please sign each copy and return them both to my office in the enclosed self-addressed, pre-paid envelope. We will send you a copy of the fully executed MOU when complete.

Should you have any questions, please feel free to contact me at (209) 238-6300.

Sincerely,



Mary Radke  
Administrative Assistant I  
Child & Family Services

enclosures

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# **MEMORANDUM OF UNDERSTANDING**

**Between**

**Sylvan Union School District (SUSD-SE)**  
Special Education Department

and

**Stanislaus County Office of Education (SCOE-CFS)**  
Child & Family Services  
Head Start Grantee

**Initiated October 2018**

**Updated September 2019**

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This Memorandum of Understanding (MOU) is made by and between Sylvan Union School District Special Education Department, hereafter referred to as "SUSD-SE" and Stanislaus County Office of Education, Child & Family Services Head Start Program, hereafter referred to as "SCOECFS".

## **I. PURPOSE & SCOPE**

The purpose of the MOU is to clearly identify the relationship, collaborative roles, and responsibilities of each party as they may relate to special education services, the children with IEPs enrolled at SCOECFS Head Start sites, and the use of the SCOECFS classrooms and/or outdoor environments located at Coleman F. Brown and Sylvan Head Start Centers. Specifically, this MOU outlines the following:

- Dual enrollment is enrollment of a child with a disability who is enrolled in SUSD-SE Pre-Formal Special Day Class programs located at and Sylvan Elementary Schools and in SCOECFS CF Brown and Sylvan Head Start programs.
- Special education referrals/assessments and enrollment of children with a disability in SCOECFS Head Start programs.
- Integration of SUSD-SE Pre-Formal Special Day Class programs, located at CF Brown and Sylvan Elementary into SCOECFS activities at CF Brown and Sylvan Head Start in order to provide visitation opportunities in an inclusive setting which promotes high quality educational experiences for children and families.
- Collaboration for training opportunities for both SCOECFS and SUSD-SE personnel.
- Children attending both programs (SUSD-SE & SCOECFS) will have the opportunity to build interpersonal social-emotional skills with their peers in an experience based, social emotional and academic setting.

## **II. BACKGROUND**

SCOECFS and SUSD-SE both provide services to preschool aged children. SCOECFS has programs located on the Coleman F. Brown and Sylvan Elementary School campuses.

SCOECFS and SUSD-SE are entering into the agreement with the goal of providing inclusion opportunities for children with disabilities attending the Pre-Formal Severely Handicapped Special Day Class program located on the Coleman F. Brown Elementary School and Sylvan Elementary School campuses.

SCOECFS provides training and technical assistance in order to strengthen and promote the inclusion of children with disabilities enrolled in Head Start.



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SUSD-SE will work with SCOE-CFS to provide additional consultation or technical assistance to SCOE-CFS staff for children referred for special education services and/or those enrolled who have disabilities.

### **III. SUSD-SE & SCOE-CFS COLLABORATION**

#### **Facilities & Materials:**

##### **SCOE-CFS will:**

- Respond to identified facility maintenance concerns in order to ensure child and staff safety at the aforementioned school sites.
- Collaborate with SUSD-SE with the design of accessible learning environments for dually enrolled children.
- Consult with SUSD-SE regarding specialized equipment and/or materials to support a child's individual instructional and safety needs, in accordance with their Individual Education Program (IEP), prior to renting or purchasing specialized equipment.

##### **SUSD-SE will:**

- Assist SCOE-CFS staff in locating specialized equipment and/or material, in accordance with children's Individual Education Program (IEP), to meet their individual instructional and safety needs while enrolled in Head Start.
- Consult with SCOE-CFS staff with the design of learning environments to ensure universal access.
- Purchase adaptive equipment necessary for individual children dually enrolled in SUSD-SE Special Day Class Program and SCOE-CFS program to promote access playground equipment and classroom learning centers.

#### **Recruitment & Enrollment:**

##### **SCOE-CFS will:**

- Collaborate with SUSD-SE staff to facilitate the recruitment, enrollment, attendance, and transition of children ages 3 to 5 on an IEP in SCOE-CFS programs.
- Attend scheduled IEP meetings, based on staff availability, for children referred or enrolled in the program.
- Notify SUSD-SE staff, in writing, when assistance is needed to obtain a child's current IEP per parent/guardian signed consent.
- Provide copy of dually enrolled children's California required Desired Results Developmental Profile (DRDP), which is an observation-based assessment tool and consult with SUSD-SE staff to identify instructional strategies, modifications/accommodations of Head Start activities, and School Readiness Planning for children.
- Invite SUSD-SE staff to SCOE-CFS Child Success Team (CST) meetings for children dually enrolled in SUSD-SE Special Education sites and SCOE-CFS programs to assist in the planning of children's transition, attendance, and any necessary modification/accommodations needed.

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- Develop School Readiness Plans to assure children are also working towards their IEP goals while participating in SCOE-CFS program as appropriate.

**SUSD-SE will:**

- Collaborate with SCOE-CFS staff to facilitate the enrollment, attendance, and transition of children ages 3 to 5 receiving SUSD-SE services.
- Invite SCOE-CFS staff to IEP meetings for children receiving services by SUSD-SE so SCOE-CFS may participate in development of IEP.
- Assist SCOE-CFS staff with obtaining current IEP document (including signature page) per parent/guardian signed consent.
- Collaborate with SCOE-CFS staff to identify instructional strategies for children dually enrolled in SUSD-SE and SCOE-CFS programs.
- Attend SCOE-CFS Child Success Team (CST) meetings for children dually enrolled in a SUSD-SE and SCOE-CFS to assist in the planning of children's transition, attendance, and any necessary modifications and/or accommodations needed and available.

**Referral & Assessment:**

**SCOE-CFS will:**

- Refer children to SUSD-SE based on outcome of standardized screenings and children's response to individualized strategies.
- With parent consent, provide health screening/assessment (medical, dental, nutritional, and relevant information from developmental screenings/ assessments), and observations to the team developing child's IEP as requested or needed.
- Assist SUSD-SE by working with parents to schedule and keep assessment and IEP meeting appointments.
- Provide services and supports, to the maximum extent possible, to meet the child's needs, while SUSD-SE determines child's eligibility. Individualization will be based on available information such as parent input, child observation, and assessment data.
- Support parent understanding of the purposes and results of evaluations and services provided under an IEP, to help parent understand their child's disability and how to support child development.
- Help parents understand their Parent Rights to advocate for their child and encourage them to work with SUSD-SE to address any questions or concerns.

**SUSD-SE will:**

- Ensure that relevant screenings/assessments are conducted for each child being considered for special education and related services under Part B of IDEA.
- Notify parent of the Individualized Education Program meeting with enough notice to support parent/guardian attendance and include others (e.g. family members and SCOE-CFS staff) as needed.
- Ensure timelines are adhered to in accordance with California Special Ed. Code 56043 as follows: (a) Assessment plan shall be developed within 15 calendar days of the referral for assessment once SUSD-SE determines an assessment is warranted.



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- (b) An Individualized Education Program required as a result of an assessment of a pupil shall be developed within a total time not to exceed 60 calendar days.
  - With parent consent, provide SCOE-CFS a copy of most recent completed assessment.

**Child Supervision & Emergency Preparedness:**

**SCOE-CFS will:**

- Actively provide care and supervision to children enrolled in Head Start programs and will have **sole responsibility** for maintaining the required teacher to child ratio for children enrolled in Head Start program.
- Provide SUSD-SE CF Brown and Sylvan Teacher and Paras with annual Child Active Supervision Training and a copy of the approved Child Supervision Plan. SCOE – CFS Program Administration will ensure compliance.
- Orient SUSD-SE staff to: fire extinguisher, evacuation map, agency's visitor sign in process, and emergency kit location in Head Start classroom. SCOE – CFS Program Administration will ensure compliance.
- Verify completion of immunization requirements, under State Senate Bill 792 and Community Care Licensing (CCL) Title 22 Section 101152, prior to approving SUSD-SE staff to begin providing support as a one-on-one support for an enrolled Head Start child. This does not apply to shared playground time or classroom visitation. SCOE-CFS Program Administration will ensure compliance.
- Coordinate with SUSD-SE staff for additional SCOE-CFS sponsored Child Supervision trainings in order to promote reciprocal training efforts.

**SUSD-SE will:**

- Assure SUSD-SE staff assigned as one-on-ones to support children enrolled at CF Brown and Sylvan Head Start have documentation on site (file must be readily accessible during operating hours, to verify completion of immunization requirements under State Senate Bill 792 and Community Care Licensing (CCL) Title 22 Section 101152. Verification of completion of staff/volunteer immunization requirements must take place prior to assigning SUSD-SE to Head Start classrooms. This does not apply to shared playground time or classroom visitation in which SUSD-SE is responsible for oversight of its students and SCOE-CFS is responsible for care and operation of its enrolled students.
- Assure SUSD-SE staff assigned to support students in CF Brown and Sylvan SE classes visiting CF Brown and Sylvan Head Start classrooms and sharing playground. participate in annual training regarding child active supervision.
- Attend SCOE-CFS CF Brown or Sylvan Head Start staff meetings, based on SUSD-SE staff availability and as needed to address supervision concerns/needs.
- Actively supervise SUSD-SE children and have **sole responsibility** for maintaining SUSD- SE teacher to child ratio during designated shared outdoor activity or classroom visitation times with SCOE-CFS program.
- Provide adult supervision as indicated under the SELPA guidelines for a Severely Handicapped Pre-Formal Class (SH Class).



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- The adult to student supervision ratio will be a minimum of one SH staff member to **four** SH Class children visiting CF Brown or Sylvan Head Start during outdoor time only.
  - Maintain appropriate teacher and adult to student ratios. The adult to student supervision ratio will be a minimum of one SH staff member to **two** SH Class children visiting CF Brown and Sylvan Head Start **during class time**. This is noted to exceed SELPA guidelines however **two children per visit**, will be the approved “visitation” number to the designated Head Start classroom.
  - Ensure students physicals and immunizations are current. The **two** SH Class students visiting CF Brown and/or Sylvan Head Start during class time will have children’s physical/immunizations up to date and accessible. SUSD-SE will obtain parent permission and be available to show a copy to Community Care Licensing if requested.
    - Immunization requirements will be waived only for the SUSD-SE staff that are bringing SUSD-SE children for Head Start classroom visitations as they are not providing “care and supervision” of children enrolled in Head Start.
    - The immunization requirement will still apply to all staff supervising children dually enrolled in both SUSD-SE and SCOE-CFS CF Brown or Sylvan Head Start in a one-on-one capacity.
  - Be responsible for safety and supervision of students from the SH Class when utilizing the SCOE classroom, equipment, outside facility, and indoor restroom facilities.
  - Follow SCOE emergency procedures (for example: lock down, fire drill) when utilizing the SCOE-CFS classroom, playground, and outside facility in the event of an emergency.
  - Actively supervise students attending a SCOE-CFS Class and utilize SCOE-CFS Supervision strategies to ensure student safety when using SCOE-CFS playground and equipment.
  - **Not be counted** as part of the SCOE-CFS program’s teacher/adult to child ratio when visiting the SCOE-CFS program to provide integrated special education services.
  - Follow the SCOE-CFS Fire Drill and Emergency Preparedness Drill schedule annually to ensure SUSD-SE and SCOE-CFS staff and children have opportunities to practice together.
  - Assist SCOE-CFS staff in the evacuation of children and staff during an emergency, when visiting the SCOE-CFS programs.

#### IV. STAFF & ADMINISTRATION COMMUNICATION

##### SCOE-CFS will:

- Submit Plan of Operation to Community Care Licensing for SUSD-SE and SCOE-CFS to participate in inclusive visitation activities on CF Brown and Sylvan Head Start playground/classroom.
- Provide SUSD-SE an approved copy of Community Care Licensing Plan of Operation for SUSD-SE and SCOE-CFS to participate in inclusive visitation activities.

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- Meet with SUSD-SE Program Specialist at least annually to review MOU agreement and make necessary revisions or to address any staff concerns.
  - Provide SUSD-SE a copy of the SCOE-CFS School Year Calendar prior to the start of each program year and updates when School year Calendar revisions are made during the program year.
  - Notify SUSD-SE Program Specialist of SCOE-CFS sponsored training opportunities to promote reciprocal training efforts.

**SUSD-SE will:**

- Review “Plan of Operation” for Community Care Licensing to assure it highlights the supervision plans of SUSD-SE and schedule when SUSD-SE SH class visitation may take place.
- Work collaboratively with SCOE Coleman F. Brown and Sylvan Head Start programs on classroom management techniques to address students with challenging behaviors.
- Provide SCOE-CFS a copy of the SUSD-SE School Year Calendar prior to the start of each program year and updates when School Year Calendar revisions are made during the program year.
- Meet with SCOE-CFS Program Administration annually, at a minimum, to review the MOU and make necessary revisions or to address any staff concerns.
- Notify SCOE-CFS Program Administration of SUSD-SE sponsored training opportunities to promote reciprocal training efforts.

## **V. FUNDING**

This MOU does not include the reimbursement and/or payment of funds between SUSD-SE and SCOE-CFS.

## **VI. RECORD STORAGE & RETENTION**

This MOU does not include the storage and/or retention of child/staff records between SCOE-CFS and SUSD-SE.

## **VII. CONFIDENTIALITY**

SUSD-SE and SCOE-CFS will ensure compliance with Family Educational Rights and Privacy Act (FERPA), Health Insurance Portability and Accountability Act (HIPPA) and related family/student confidentiality statutes, including confidentiality of student information and/or family eligibility. Information will be shared between agencies regarding children of families enrolled in both programs upon written consent of parent/guardians with the legal authority to do so.



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## VIII. TERMS OF AGREEMENT

This MOU will be reviewed annually by involved parties. This Agreement by and between Sylvan Union School District (SUSD-SE), and Stanislaus County Office of Education, Child & Family Services (SCOECFS) will remain in effect until one or more parties identify that changes need to be made or that the MOU needs to be terminated.

## IX. AGENCY CONTACTS

### Sylvan Unified School District (SUSD-SE)

Dawn Mori  
Director of Special Education  
(209) 574-5000 ext. 253

Alisa Eldridge  
Program Specialist  
(209) 574-5000 ext. 258

### Stanislaus County Office of Education Head Start Child & Family Services (SCOECFS)

Jewelee Hotchkiss  
Director II  
(209) 238-6300 ext. 6302

Marissa Duran  
Director II  
(209) 238-1800

## X. EFFECTIVE DATE AND SIGNATURES

This MOU shall be effective upon the signature of the authorized officials, the Director of Special Education, Sylvan USD and the Executive Director of Child & Family Services Division of SCOECFS.

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Dawn Mori  
Director of Special Education  
Sylvan Union School District  
(209) 574-5000 ext. 253

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Date

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Tony Jordan  
Executive Director  
SCOECFS  
(209) 238-1800

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Date