

**INTERLOCAL AGREEMENT  
BETWEEN  
SKAGIT/ISLANDS HEAD START OF  
SKAGIT VALLEY COLLEGE  
AND  
THE CONCRETE SCHOOL DISTRICT**

**PARTIES TO THE AGREEMENT**

**THIS AGREEMENT** is made and entered into by and between Skagit/Islands Head Start of Skagit Valley College, hereinafter referred to as "Head Start" and the Concrete School District, hereinafter referred to as "District" pursuant to the authority granted by Chapter 39.34 RCW.

**IT IS THE PURPOSE OF THIS AGREEMENT** to cooperate and work together to provide comprehensive, developmentally-appropriate services to meet the unique needs of preschool children and their families in a positive environment through the use of the home, school and community. Both parties agree to collaborate in the provision of early intervention services for thirty-six(6) three to five (3-5) year old children who reside in the District. This agreement addresses the operation of a program combining twenty-one (21) children income eligible for Head Start and up to fifteen (15) school district children.

**THEREFORE, IT IS MUTUALLY AGREED THAT:** both parties will perform the following:

1. The District and Head Start will conduct Child Find throughout the school year. Head Start will conduct developmental screening on all children enrolled in the Concrete Center and will make referrals to the District for those children suspected of having special needs. The District will follow-up on referrals according to practices established by the District regarding identification, placement, and delivery of services to children with special needs.
2. Two classes with services for up to twenty-one (21) children in each from Head Start and the District will be provided in the Concrete Early Learning Center. Each class will meet for 3 ½ hours per day, four days per week. Starting and ending times will be mutually agreed upon by the parties.
3. Include all parents in parent training and activities.
4. Hold collaborative transition meetings to include the District, Head Start, and the parent(s) any time a child changes placement (into/out of Head Start or Special Needs).
5. The parties will continue to jointly develop and implement programs and share resources that will meet the developmental needs of preschool children and facilitate their transition into kindergarten.
6. Meetings will be scheduled quarterly for administrators from the District and Head Start to continue to develop early childhood and family support services for the benefit of the community.
7. The status of this agreement will be evaluated in the spring of 2012 to make recommendations regarding the continuation of the program for the 2012-2013 school year.

The District agrees to provide the following:

1. A certified Early Childhood Education teacher who will:
  - a. Act as lead teacher in one of the classrooms.
  - b. Support implementation of embedded strategies in classrooms and the home directed at the attainment of the Individual Education Plan (IEP) goals and objectives for those children identified with special needs.
  - c. Facilitate one-on-one support for children requiring such support.
  - d. Provide additional classroom support strategies for new District children entering mid-year, as needed, on an individual basis.
  - e. Participate in weekly staffing and planning meetings.
  - f. Work with center team to support GOLD documentation and entry.
  - g. Participate in Educational Visits.
  - h. Participate in any individual team meetings needed to strategize planning for individual children on IEP's or with challenging behaviors
  - i. Attend staff training provided by Head Start and the District.
  - j. Provide any other services as described in the job description, which will include at least the above identified supports.
2. Special education, speech/language and occupational therapy instructional assistance in the classroom setting to children on an IEP or other service delivery options as agreed upon by the Head Start Center Manager, District Special Education Teacher and the child's parent (s). Speech and Occupational Therapy providers will staff with teaching staff concerning children on IEPs a minimum of once per month.
3. One early childhood paraprofessional assistant to support IEP children in the integrated model.
4. Lunches for the Head Start and District children in accordance with the Food Service Agreement.
5. A District modular building for the Head Start program together with normal routine maintenance of that building. Damage or repairs beyond normal wear and tear to the District modular building will be the responsibility of Head Start.
6. All utility costs associated with the District modular building.
7. Transportation for Head Start children in accordance with the Transportation Agreement.
8. Transportation for District children as determined by the District
9. Reimbursement to Head Start of not less than \$11,200 for 2 early childhood paraprofessional teaching aides in the Head Start classroom a maximum of fifteen hours per week. Billing will be monthly with the amount equally divided between September through May.
10. Reimbursement for Teaching Strategies GOLD assessment slots to be used by District only children. The cost will not exceed \$225.00.
11. Space on School District property for the placement of the Head Start modular building through the 2012-2013 school year.
12. Use of the playground area that meets Federal and State guidelines and mowing of all outdoor space.
13. Liability and accident insurance for special needs and community children not enrolled in Head Start.

Head Start agrees to provide the following:

1. A Center Manager, who will oversee the implementation of all center activities in compliance with Head Start Performance Standards, Policies and Procedures and will act as lead teacher in one classroom.
2. A Family Services Specialist who will work with Head Start families in the development and implementation of a Family Partnership Agreement and in resource and referral information and support.
3. An Assistant Teacher who will teach in the classroom with the District Special Education Teacher.
4. Two Classroom Aides for no more than 15 hours per week to support classroom activities as directed by the classroom teacher.
5. A Food Service Worker for no more than 15 hours per week to support food service responsibilities under the direction of the Center Manager.
6. Provide USDA compliant breakfast/snack.
7. A Custodian for no more than 15 hours per week to support daily cleaning and sanitizing.
8. Funds for a Bus Monitor for the Head Start children transported on District busses in accordance with the Transportation Agreement.
9. Liability and accident insurance for children enrolled in Head Start.
10. Age-appropriate equipment and educational supplies.
11. Participation in the development and implementation of IEP's of Special Education-identified students. Provision of an inclusive preschool classroom environment for children with special needs
12. Attend staff training provided by Head Start and the District.
13. Use of the Head Start-owned modular building for District programs, including normal maintenance of the building. Damage or repairs beyond normal wear and tear to the Head Start-owned building will be the responsibility of the District.
14. Janitorial maintenance service one time per year for floor waxing and carpet shampooing.

### **STATEMENT OF WORK**

The District shall furnish the necessary personnel, equipment, material and/or service(s) and otherwise do all things necessary for or incidental to the performance of the work set forth above.

### **PERIOD OF PERFORMANCE**

Subject to its other provisions, the period of performance of this Agreement shall commence on September 1, 2011, and be completed on August 31, 2012, unless terminated sooner or extended, as provided herein.

### **PAYMENT**

Compensation for the work provided in accordance with this Agreement has been established under the terms of RCW 39.34.130. The parties have determined that the cost of accomplishing the work herein will be as noted above. Payment for satisfactory performance of the work shall not exceed this amount unless the parties mutually agree to a higher amount.

### **BILLING PROCEDURE**

Both parties shall submit invoices to each other following the end of each calendar month for services provided during that month. Payment to the District for approved and completed work will be made by warrant or account transfer by the SVC/Head Start within 30-days of receipt of the invoice. Upon expiration of the Agreement, any claim for payment not already made shall be submitted within 30-days after the expiration date or the end of the fiscal year, whichever is earlier

#### **AGREEMENT CHANGES, MODIFICATIONS AND AMENDMENTS**

This Agreement may be changed, modified or amended by written agreement executed by both parties

#### **ASSIGNMENT**

The work to be provided under this Agreement, and any claim arising thereunder, is not assignable or delegable by either party in whole or in part, without the express prior written consent of the other party, which consent shall not be unreasonably withheld.

#### **CONTRACT MANAGEMENT**

The program manager for each of the parties shall be responsible for and shall be the contact person for all communications and billings regarding the performance of this Agreement.

The Program Manager for Head Start is: Mary Ellen Lykins, Director, Skagit/Islands Head Start, 2405 East College Way, Mount Vernon, WA 98273. Phone (360) 416-7590, Email: MLykins@skagit.edu.

The Program Manager for District is the Superintendent.

#### **DISALLOWED COSTS**

The Contractor is responsible for any audit exceptions or disallowed costs incurred by its own organization or that of its Subcontractors.

#### **NEGLIGENCE**

Each party to this Agreement will be responsible for its own negligent acts and/or omissions and the negligent acts and/or omissions of its own employees, officers or agents. No party will be considered the agent of the other and no party assumes any responsibility to the other for the consequences of any act or omission of any person, firm, or corporation not a party to this Agreement.

#### **DISPUTES**

In the event that a dispute arises under this Agreement, it shall be determined by a Dispute Board in the following manner: Each party to this Agreement shall appoint one member to the Dispute Board. The members so appointed shall jointly appoint an additional member to the Dispute Board. The Dispute Board shall review the facts, agreement terms and applicable statutes and rules and make a determination of the dispute. The Dispute Board

shall thereafter decide the dispute with the majority prevailing. The determination of the Dispute Board shall be final and binding on the parties hereto. As an alternative to this process, either of the parties may request intervention by the Governor, as provided by RCW 43.17.330, in which event the Governor's process will control.

## **GOVERNANCE**

This Agreement is entered into pursuant to and under the authority granted by the laws of the state of Washington and any applicable federal laws. The provisions of this Agreement shall be construed to conform to those laws.

In the event of an inconsistency in the terms of this Agreement, or between its terms and any applicable statute or rule, the inconsistency shall be resolved by giving precedence in the following order:

- a. Applicable state and federal statutes and rules;
- b. Statement of work; and
- c. Any other provisions of the agreement, including materials incorporated by reference.

## **INDEPENDENT CAPACITY**

The employees or agents of each party who are engaged in the performance of this Agreement shall continue to be employees or agents of that party and shall not be considered for any purpose to be employees or agents of the other party.

## **RECORDS MAINTENANCE**

The parties to this Agreement shall each maintain books, records, documents and other evidence which sufficiently and properly reflect all direct and indirect costs expended by either party in the performance of the services described herein. These records shall be subject to inspection, review or audit by personnel of both parties, other personnel duly authorized by either party, the Office of the State Auditor, and federal officials so authorized by law. All books, records, documents, and other material relevant to this Agreement will be retained for six years after expiration and the Office of the State Auditor, federal auditors, and any persons duly authorized by the parties shall have full access and the right to examine any of these materials during this period.

Records and other documents, in any medium, furnished by one party to this agreement to the other party, will remain the property of the furnishing party, unless otherwise agreed. The receiving party will not disclose or make available this material to any third parties without first giving notice to the furnishing party and giving it a reasonable opportunity to respond. Each party will utilize reasonable security procedures and protections to assure that records and documents provided by the other party are not erroneously disclosed to third parties.

## **RIGHTS IN DATA**

Unless otherwise provided, data which originates from this Agreement shall be "works for hire" as defined by the U.S. Copyright Act of 1976 and shall be owned by the SVC. Data shall include, but not be limited to, reports, documents, pamphlets, advertisements, books magazines, surveys, studies, computer programs, films, tapes and/or sound reproductions. Ownership includes the right to copyright, patent, register and the ability to transfer these rights.

## **SEVERABILITY**

If any provision of this Agreement or any provision of any document incorporated by reference shall be held invalid, such invalidity shall not affect the other provisions of this Agreement, which can be given effect without the invalid provision if such remainder

