

GLASSBORO SCHOOL DISTRICT

Monthly Board Items

Date Submitted: 11/4/2022

Proposed Effective Date: 9/1/2022

Short description (title): Gateway Head Start

Submitted by:
Michelle Edelstein

Building:
CST

Proposed
cost/amount:
NA

ESY:

Funded through:

Grade(s) impacted if any:

Board Action Requested:

Consideration to approve collaboration with Gateway Community Action Partnership on Gateway Head Start program.

Details and ramifications:

Gateway Head start provides educational services to young children and children with special needs. See attachment for further details.

Positives:

Concerns:

Other Comments:

FOR OFFICE USE ONLY:

Board Date: _____

Approved: Y or N

Index #: _____



Gateway Community Action Partnership

RIVER'S EDGE COMMUNITY CAMPUS
110 Cohansey Street, Bridgeton, NJ 08302
(856) 451-6330 • (856) 455-7288 FAX • www.gatewaycap.org

August 15, 2022

Dr Mark Silverstein
Superintendent
Glassboro School District
560 Joseph Bowe Memorial Boulevard Glassboro, NJ 08028



Dear Dr. Mark Silverstein,

Gateway Head Start has a long, successful history of providing educational services to young children, particularly to children with special needs. We serve children from more than 23 districts and have the mandate to be available to families from the 46 districts in our service area. Federal regulations support the Head Start philosophy, the heart of its program, and that is to serve those who truly need services, including ensuring that at least 10% of the population that we serve are children with disabilities. In fact, the New Jersey Department of Education and the New Jersey Head Start Association are working together to create a statewide Memorandum of Understanding in efforts to support local collaborations.

Enclosed is a generic Memorandum of Understanding that supports our federal mandate of serving children with disabilities and recognizes the role of the school district in its responsibilities to IDEA and Child Find. This Memorandum of Understanding was developed based on the guidance of the Office of Special Education Programs and the Department of Education. This Memorandum of Understanding can be tailored to fit the needs of your program and a successful collaboration. As we continue to serve children in the four county areas, we look forward to working with you to ensure smooth communications and transitions for children and their families.

I will be reaching out to you in the coming weeks to discuss how we might tailor the Memorandum of Understanding to meet the needs of both our programs and for any children we now currently serve or might serve in the coming year. Should you have any questions, please call me at (856) 295-1564 or e-mail me at JJones@gatewaycap.org.

Thank you.

Sincerely,

Jameka Jones
Mental Health/ Disability Manager

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"Our mission is to improve the quality of life and promote self-sufficiency."



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August 15, 2022

Dr Mark Silverstein
Superintendent
Glassboro School District
560 Joseph Bowe Memorial Boulevard Glassboro, NJ 08028

Dear Dr Mark Silverstein:

Gateway Head Start is pleased to provide holistic early childhood services to 3 and 4 year old income eligible children living in your school district. We would like to work with you on strengthening the relationship between your district and ourselves for the benefit of the children and families.

As children transition from preschool to kindergarten we want to work to support that process through close communication, alignment of curriculums, and shared goals.

In the next few weeks we will be reaching out to you to discuss establishing a Memorandum of Understanding which I have enclosed. If you could please review it, we would like to have the opportunity to further discuss how Gateway Head Start and your school might work together in the future for benefit of the children and families.

Should you have any questions before then, please feel free to call me at (856) 497-6703. Thank you.

Sincerely,

A handwritten signature in cursive script that reads "Lucila Barrios".

Lucila Barrios
Education Manager
(856) 497-6703
Lbarrios@gatewaycap.org

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MEMORANDUM OF UNDERSTANDING

This agreement is made and entered into between Gateway Head Start, operating under the grantee Gateway Community Action Agency and Glassboro Public School District.

Gateway Head Start offers comprehensive child development services to infants, toddlers, preschool children, pregnant women and their families in Cumberland, Salem, Gloucester, and Mercer Counties.

Glassboro Public School District provides a preschool education program for 3 and 4 year old children.

All collaborative policies and procedures affecting this agreement will be reviewed annually and/or as the need arises and are dependent on Federal and State legislation. This agreement may be amended at any time upon the mutual agreement of both parties.

The purpose of this agreement is to establish working procedures between Gateway Head Start and Glassboro Public School District regarding children living within the district and need special educational services.

It is the intent of this agreement to:

1. Define services that will be provided by each entity
2. Ensure that each entity cooperatively maintains communication and shares responsibility in providing an appropriate experience to enrolled children and their families.

Gateway Head Start will be responsible for the following:

1. Initial, follow up and transition meetings will include the parent/guardian, Mental Health/Disability Manager of Head Start, Head Start Teacher, Head Start Family Worker, and Member of the Child Study Team.
2. Obtain a signed release of records form from the parent/guardian.
3. Request for evaluation will be written, signed by the parent/guardian with the name of the Head Start Mental Health/Disabilities Manager listed.
4. For children enrolled in Early Head Start or Head Start and are transitioning from Special Child Services to Child Study Team, a request for evaluation will be forwarded 120 days before the child's third birthday.

5. Mental Health/Disabilities Manager will notify appropriate Head Start Staff of meeting date.
6. Coordinate with the Child Study team for observations to take place in the Head Start classroom or the District classroom, as needed and contingent on the provision of a signed parental consent to share/release information.
7. Documentation to support request for evaluation will be forwarded with request. Documentation will include as appropriate health screenings, education screenings and teacher observations.
8. Release of records form will be forwarded with request.
9. Children placed full time in a self-contained classroom may continue to receive Head Start services through Child Care Partnerships Head Start Program depending on family request and district services.
10. In-service training information for Head Start will be shared with school district and a contact person listed for registration to attend training.
11. Interpreters for families will be provided by Head Start, if the school district is unable and Head Start has a person capable, with appropriate notification.
12. Parents will be kept informed of their child's continuing progress and developing needs during regularly scheduled parent-teacher conferences and home visits and as needed at the request of the teacher or parent.

District will be responsible for the following:

1. Child Study Team identification meeting will occur 20 days after written request from parent.
2. Parent will be provided with the Parent's Rights Handbook.
3. Notification of initial, follow up or transition meetings will be forwarded to Head Start Mental Health/Disabilities Manager, listed on the initial request letter, ten days prior to the meeting (copy of letter to parent) and directions to the meeting place. This is contingent on the provision of a signed parental consent to share/release information.
4. Coordinate with Head Start for observations to take place in the Head Start classroom or the District classroom, as needed and contingent on the provision of a signed parental consent to share/release information.
5. Services for Head Start children will be provided in the least restrictive environment, with consideration being given to the inclusive Head Start classroom.
6. Services to be provided to Head Start Children will include but not be limited to speech therapy, physical therapy, occupational therapy and special education support, per IEP.
7. Reviewing children's individual needs for placement, as based on the IEP. District will give consideration to schedule and placement for children who would benefit from both the Special Education classroom and Head Start classroom.
8. Information sharing, contingent on the provision of a signed parental consent to share/release information, will occur on a regular basis, both formally and informally.
9. Parents will be kept informed of their child's continuing progress and developing needs.

