

Partnership Agreement

Summer Site: _____ MSHS Center: _____ Meeting Date: _____

Title I- Migrant Education Program & Migrant and Seasonal Head Start Collaboration

In order to provide the highest quality, most seamless services for migratory children and families, it is important for the Title I Migrant Education Program and the Tri-Valley Opportunity Council, Inc. Migrant and Seasonal Head Start Program to continue to develop a strong partnership. Working together, with open and ongoing communication, is vital to establishing and maintaining this healthy partnership. The Migrant Education Program Coordinators, Site Recruiters, Recruiter Family Advocates (RFA), Regional Recruiters (RRs), Health staff, and the Migrant and Seasonal Head Start Center Managers need to meet before the programs start to discuss the items below (the meeting does not have to be in person).

Coordination and Communication

- How often will the Regional Recruiters meet with Title I and Head Start staff? _____
- RFAs will fill out a Recruitment Request if there are any students that are not in MSHS and for parents that may be OSY or NESOs.
- In what ways do you collaborate with the TVOC Title IC program (health, IDR, nutrition)?
- Are all MSHS classrooms with 3-5 year olds using MMERC materials at your center?
- Discuss expectations for Regional Recruiters, RFAs, and Site Recruiters (information exchange, recruitment, etc).
- Who has/needs access to MSIX? (Contact Linda Fournier for access)
- Who uses MSIX to help properly place/enroll students, especially students with IEPs, medical alerts, etc.?
- Once a family moves across district lines, a Move Notification must be made in MSIX. Who will be responsible for ensuring that this occurs?
- Is staff prepared to give a short “commercial” to families about the Title IC Migrant Education Program and/or the Migrant and Seasonal Head Start Program (including health, nutrition and transportation)?
- Does your staff have materials to give to parents to help advertise the Title IC Migrant Education Program and/or the Migrant and Seasonal Head Start Program?
- If a parent wants a copy of their COE (only after it is approved), contact Linda Fournier.
- Other

Title I/MSHS Services Available for Children and Families

- Share schedules, field trip and parent meeting information, contact information and other important information.
- Discuss services to pregnant women, secondary students and/or Out of School Youth.
- Share/Discuss Texas Out-of-State testing schedule.
- Discuss decisions that impact both the Title I Migrant Seasonal and Head Start programs. EXAMPLE: extreme heat index, broken water pipe, bus company strike, government shutdown, 4th of July, early dismissal, make up day.

Recruitment Expectations

- Recruit all eligible children regardless of whether or not they will be receiving services.
- If there are no Site recruiters, Regional Recruiters will cover all recruitment for the area.
- Other

Bussing

- Share/Coordinate bus schedules and routes.
- Discuss shared transportation costs.
- Other

Food & Nutrition (if applicable)

- Discuss Title I teacher meals/overages.
- Discuss Food costs.
- Discuss Menu determination.

Health Services (if applicable)

- Discuss Health staff schedules: especially when sites are at different locations.
- **Coordinate** service availability: when and where- (vision, hearing, height/weight, blood pressure, and dental screening, physical, Mantoux) – **THIS IS CRUCIAL—Please do everything possible to ensure ALL children have the opportunity to receive services!**
- Record health and dental services that each child receives in the SPSR.

Other:**List Attendees:**

We have discussed all the items above and agree to work together to provide services to migratory children and families.

Migrant and Seasonal Head Start Center Manager Signature and Date
Title I Migrant Education Program Coordinator Signature and Date

***Please scan a signed copy to Cris Young and CC Noemi Trevino within 1 week of your Partnership Agreement Meeting.**

Emails: Christine.young@tvoc.org Noemi.trevino@state.mn.us