

**MONTCALM COUNTY GREAT START READINESS PROGRAM (GSRP)  
CONSORTIUM AGREEMENT**

Between  
Montcalm Area ISD and Eight CAP, INC

For 2016-17 Fiscal Year, Great Start Readiness Program (GSRP) Formula grants are allocated by the Michigan Department of Education (MDE) to Intermediate School Districts (ISDs) on behalf of school districts and public school academies. **State funds are appropriated annually based on an October 1<sup>st</sup> (or the initial start date of the GSRP programming communicated to the MAISD) to September 30<sup>th</sup> fiscal grant year. It is the MAISD's responsibility to make sure that services and materials purchased for a given fiscal year are recorded in the accurate fiscal year accounting system. Goods may be purchased outside of the fiscal year timeframe with approval from the MAISD. This document articulates the roles, responsibilities, and financial considerations for the Montcalm Area Intermediate School District and Eight CAP, INC, herein after referred to as the sub recipient, in the delivery of services for the 2016-2017 fiscal year for 64 Head Start GSRP Blend slots, all income eligible only students. Vacated slots are to be filled until April 1, 2017 as slots are allocated. The Montcalm Area ISD GSRP consortia will serve children based on the allocation to the entire consortium allowing slots that have been allocated to one district to be moved to other communities to meet the needs of children residing in any district and maximizing the opportunity for children in the entire county to have access to a quality preschool program. The same applies to the cross ISD requests per the MAISD GSRP priorities, policies and procedures.**

**The Montcalm Area Intermediate School district serves as the fiscal and administrative agent. In this monitoring role, MAISD agrees to:**

- Provide an Early Childhood Contact (ECC) from the MAISD to administer and manage the Great Start Readiness Program (GSRP) county-wide Consortium to offer GSRP services to eligible 4 year old students within the Montcalm Area ISD. The Early Childhood Contact (ECC) will complete MEGS reporting requirements, supervise Early Childhood Specialists (ECS), and monitor quality and compliance of the grant. ECC will facilitate professional development opportunities for GSRP programs based on identified priorities. ECC will facilitate the GSRP school readiness process.
- Ensure that the GSRP consortium grant application, budget is submitted and all necessary reports are filed as appropriate.
- Represent the district at local and state Office of Great Start MDE advisory meetings on GSRP and early childhood issues. ECC and ECC will also attend all required GSRP grant activities requested by MDE.
- Assign an appropriate and qualified ECS to each classroom to ensure that: 1) the program adheres to the Program Quality Assessment (PQA) standards required by the Michigan Department of Education; 2) the PQA evaluation for each GSRP classroom is conducted at least one time per year (The state has indicated that there will be a \$20.00 fee for each classroom teaching team which the MAISD will cover); 3) coach GSRP staff in implementing the highest quality GSRP per regulations. The Early Childhood Specialists (ECS) will be contracted by the MAISD and report to the ECC. These positions will participate in the Early Care Great Start Collaborative Committee and the GSRP School Readiness Council. **ECSs will participate, in partnership with the GSRP classroom staff, in the design and implementation of GSRP Teaching Team Staff Development Plans. ECSs will also provide PQA feedback to be used in the GSRP staff annual evaluation to GSRP staff and Education Coordinators.**

- MAISD will attend all MDE Technical assistance meetings and trainings. Also, GSRP teaching teams will attend as requested by MDE.
- GSRP program staff are provided with curriculum support and professional development opportunities throughout the 2016-17 school year. PD outside of the provided PD by MAISD must be related **specifically to Preschool Quality Development as determined by classroom PQA scores** from the 2015-16 school year.
- **TS Gold on line tool will be provided by the MAISD to all GSRP programs as well as the ASQ universal assessment tool for students. Costs for the online TS Gold requirement will be covered by the MAISD. Access and rights will be granted to the sub recipient related to children in enrolled programs and transferring or copying data requests will be granted upon contract termination.**
- Plan Book on line lesson planning support will be provided to GSRP staff by the MAISD.
- Ensure in partnership with the sub recipient that the implementation of all program quality standards, curriculum expectations, child assessment requirements, and child outcome standards as required by the Michigan Department of Education GSRP Implementation Manual.
- Inform the district in regards to changes in legislation, funding and guidelines and anticipated impact to the program.
- Continue to fact-find, develop relationships, establish guidance and nurture the development of an early childhood GSRP programming in the years to come.
- Each GSRP slot will be funded at the rate of \$3,326.00 and \$155.00 per slot for transportation costs only. The MAISD will flow funds to sub recipients at minimum quarterly.
- Provide financial supports for GSRP Parent participation on the GSRP School readiness Advisory Board.
- MAISD will complete an annual end of the year report that includes all MAISD GSRP programming evaluation information by September 30, 2017.

**Sub recipient agrees to:**

- Provide Great Start Readiness Program services to age eligible at risk 4 year old students within the MAISD. Follow all GSRP Implementation Manual guidelines for all GSRP activities and reports; including financial reports. [www.michigan.gov/gsrp](http://www.michigan.gov/gsrp) Specifically, food program rules, team teaching requirements, and expected participation.
- Support Teaching team planning time and professional development opportunities to meet the highest standard of quality in GSRP programming via PQA results.
- **All School Improvement plans (Quality Improvement plans) will support quality initiatives and include preschool at the local level. A minimum of a 3 PQA score will be maintained and supported for each classroom.**
- Participation in quality rating system on CONNECT: Maintain score of 3 at minimum.
- Joint Recruitment (JR) participation by local districts as a year round commitment. This includes Drop Box participation, dispensing applications, and other Joint Recruitment materials to **families K-3 (minimum 3 times per year).**
- Identify a local contact person responsible for assisting in the completion of the mandatory GSRP reports and activities with in requested time frames. This includes enrollment processes.
- Complete fluoride varnishing program implemented in partnership with the Mid-Michigan Health Department with MAISD support.
- GSRP teaching staff is required (per GSRP 2016-17 calendar) to participate in all GSRP planned activities.

- All local districts will secure and maintain their child care license through the State of Michigan and will be responsible for any costs incurred. These costs may be reflected in the sub recipient budget.
- Ensure that students enrolled in the GSRP program shall receive at least 30 weeks of classroom-based programming (minimum of 120 days) and that appropriate parent education and home-based services are provided as required by the GSRP Implementation Manual. Classroom instruction will begin by September 19<sup>th</sup>, 2016. Plan accordingly for snow day concerns.
- Maintain staff & parent policies and procedures that support the full participation of GSRP implementation as required by law.
- Hire qualified staff and maintain teacher child ratios in accordance with GSRP Implementation Manual.
- Review PQA results and discuss with teaching teams regarding the delivery of all GSRP quality classrooms. **Teaching team participation in the Data Team meeting is required.**
- **Purchase supplies and equipment and maintain an inventory of all equipment purchased with GSRP funding. The inventory will be provided to the ECC by the end of classroom instruction in May 2017.**
- Provide any additional data as requested by the ECC.
- **Ensure all GSRP teachers and teacher assistants attend and participate in all required GSRP advisory board meetings quarterly participation (including GSRP parent participation from local districts which is defined as one parent per classroom), and Professional Development opportunities provided by the ECSs & ECC. Also any identified professional development needs as required by the GSRP Implementation Manual. All of the Professional Development for teaching teams must be connected to the PQA, child data and program goals to support the quality of early childhood programming.**
- **Monitor and track expenses and provide a full budget detailed expenditure report to MAISD by October 15<sup>th</sup>, 2017. Sub recipients will return any carry over monies for the fiscal year to the MAISD. Sub recipients' forfeit any carry over from one fiscal year to another. Purchase supplies and equipment and maintain an inventory of all equipment. All purchases are booked in the accounting system (ledger detail) for the 2016-17 fiscal year. GSRP Ledger Detail expenses will be provided at minimum quarterly and with year-end budget expenses to the MAISD for review and payment. MAISD will provide written notification of ledger detail approval. Invoicing will initiate from the sub recipient as it meets their needs.**
- **MAISD will submit data on participating GSRP students in MSDS to the Michigan Department of Education on behalf of all sub recipients. MSDS information will be submitted by the sub recipient to the MAISD (see calendar for due dates). November, February, and August deadlines must be met.**
- Provide meaningful input to fellow teachers, shared expertise and skills and mentoring of others in an effort to develop plans for continual child, parent and program progress working toward a high-quality PQA score of 4.5 or higher.
- Implement Creative Curriculum to fidelity as an evidenced based activity.
- Complete Ages and Stages screening for all GSRP students. Complete rescreens and referrals as directed by ASQ process.
- Ensure that all GSRP students are screened and enrolled into the program in accordance with MDE requirements.
- Teachers and Teacher Assistants must use TS Gold on line data, provided by MAISD to all GSRP teaching teams as the universal assessment tool for students. A minimum of three check points per year must be completed in a program year. Check point dates may be customized to align

with local conferences or home visits but must be within the two week window of the following dates: November 18th, 2016; March 3<sup>rd</sup>, 2017; May 26th, 2017

- Provide end of the year data and report including follow up progress data for GSRP students to ECC. This includes classroom binder information requested by the ECC.
- **Adhere to the following schedule for GSRP Grant 2016-17 Fiscal Year Program/Classroom Calendar:**

### ***GSRP 2016-17 Program/Classroom Calendar***

**Summer** - Ongoing recruitment and enrollment once GSRP slot allocation is received

#### **August 2016**

- Set up classrooms based on curriculum model (ECS support available upon request)
- Send out Ages and Stages Questionnaires to families to be reviewed at first Home Visit
- MSDS Due to MAISD BEFORE August 1<sup>st</sup>, 2016
- \*\*1<sup>st</sup> Home Visits (Review ASQ Developmental Screenings) completed before 9-19-16
- Data sharing started with ECS: PQA Review from 2015-2016 school year (New staff PQAs begin)
- August 15 & 16, 2016 Creative Curriculum training MAISD 621 New St Stanton 9-4 (new Teachers & new Teacher Assistants required, Administrators welcome \*\* registration required at [bwoods@maisd.com](mailto:bwoods@maisd.com) )

#### **September**

- TS Gold Training for new staff At MAISD 621 New St Stanton 9-01-16 9 am -4 pm ) (new Teachers & new Teacher Assistants required, Administrators welcome \*\* registration required at [bwoods@maisd.com](mailto:bwoods@maisd.com))
- Early Childhood Conference – Greenville High School (9/17/16) \*\* Optional
- September 19<sup>th</sup>, Joint Professional Development with Head Start & GSRP Teaching Teams @ MCC (Teachers & Teacher Assistants required, Administrators welcome)
- 1<sup>st</sup> Home Visits (Review ASQ Developmental Screenings) completed before 9-19-16
- Parent Orientation/Open House
- Classroom instruction begins by 9/19/16 to allow for 120 days of classroom instruction (Ongoing Student Assessment)
- Continue 1<sup>st</sup> Data Meetings completed with ECS and PQA Review from 2015-2016 school year

#### **October**

- MAISD Consortium School Readiness Meeting: (10/10/16) (10:00 -12:00 ECS PD; 12:30-3 Business) (Teachers & Teacher Assistants required, Administrators welcome) at the MAISD 621 New Street Stanton
- PQA Baseline Self-Assessment w/ECS staff completed by 10/21/16 ((new Teachers & new Teacher Assistants required)
- Family Involvement Activity Recommended
- Follow-up/Referrals/Rescreens from ASQ completed
- TSG end date October 21<sup>th</sup>, 2016 , Finalize TSG by October 28<sup>th</sup>, 2016

#### **November**

- MTSS Kick Off: Nov 7, 2016 8-3 Training #1 (Teachers & Teacher Assistants required)
- MSDS Report Date: Due to MAISD Before Nov. 11<sup>th</sup>, 2016 Timeframe: Beginning of the program year through October 31<sup>st</sup>, 2016
- Family Conferences (District Determined)
- PQA Feedback and Goal Setting Meetings with ECSs completed by 11/30/16

#### **December**

- Bus Tour (12/5/16) (10:00 am -3:00 pm) (Teachers & Teacher Assistants required: Not HS/GSRP Blend )
- PQA Form B Interview/Information Collection Due 12/16/16

- TS Gold Inter rater Reliability Test for applicable staff due by 12/31/16 (Certifications are valid for 3 years)

#### January

- Family Involvement Activity Recommended
- MTSS PD : Jan 16, 2017 8-3 Training #2 (Teachers & Teacher Assistants required)
- Continue ECS Coaching visit: PQA Follow-Up (monitor goals)

#### February

- 2<sup>nd</sup> Data Meeting completed
- **MSDS Report Date \*\* COUNT DAY FOR ALL GSRP SLOTS Due to the MAISD before February 10<sup>th</sup>, 2017 Timeframe: Nov 1<sup>st</sup>, 2016 through Feb 8<sup>th</sup>, 2017**
- Continue ECS Coaching visit: PQA Follow-Up (monitor goals)
- MTSS PD #3: Feb 13<sup>th</sup>, 2017 8-12; ECS PD 12:30-3:30 (Teachers & Teacher Assistants required)
- End TSG February 3<sup>rd</sup>, 2017, Finalize TSG by February 10<sup>th</sup>, 2017

#### March

- ECC GSRP File Review begins
- MTSS PD #4: March 3, 2017 8-3 (Teachers & Teacher Assistants required)
- MAISD Consortium School Readiness Meeting: (3/20/17) (10:00 – 3:00) (Teachers & Teacher Assistants required, Administrators welcome) at the MAISD 621 New Street Stanton MTSS PD #5 10-1; 1-3 Business
- 2<sup>nd</sup> Family Conference (District Determined)
- Strategic K-Transition Activities Documentation Due (including District Kindergarten Round-up) (Teachers required)
- Begin PQA Observations & coaching for MDE final PQA score

#### April

- Family Involvement Activity Recommended
- Feeding Specialist Joint Professional Development: Early On, Head Start, & other preschool providers training 4/24/17 8:30 – 3:30 at MAISD Seiter Center (Teachers & Teacher Assistants required)
- Continuing K-Transition Activities (including District Kindergarten Round-up)

#### May

- 2<sup>nd</sup> Home Visit completed
- End TSG May 12<sup>th</sup>, 2017, Finalize TSG by May 19<sup>th</sup>, 2017
- MAISD Consortium School Readiness Meeting: (5/15/17) (10:00 – 3:00) (Teachers & Teacher Assistants required, Administrators welcome) at the MAISD 621 New St Stanton MTSS PD #6 10-1:00 PM; 1-3 Business
- 3<sup>rd</sup> Data Team Meeting completed
- K-2 Follow Ups completed

#### August 2017

- MSDS Due Date to MAISD before August 1st 2017 certification for dates Feb 9<sup>th</sup> through August 9<sup>th</sup> 2017

#### Financial Considerations

For the fiscal year ending September 30, 2017, the Montcalm Area ISD will retain 8.25% (or \$299/per slot) of the district's grant award for the above mentioned supports and services. Administrative costs for the MAISD will not exceed 4% and may not exceed 4% for the sub recipient.

Sub Recipient agrees to implement all requirements of the Great Start Readiness Program (GSRP) as required by MDE and legislation and hold the MAISD harmless in the event that program provisions are not provided and funds are requested to be returned to the state.

It is agreed to abide by this agreement for the provision of Great Start Readiness Program services for the 2016-2017 fiscal year. MAISD reserves the right to withhold funds if the GSRP operated by a sub recipient is deemed non-compliant with any of the requirements listed in this contract; including the GSRP Implementation Manual, MAISD deadlines, and legislated requirements. Three or more documented noncompliance will result in 5% funding reduction for the fiscal year. The sub recipient will also forfeit allocated slots that are not filled by the October 1<sup>st</sup>, 2016 for Cross ISD enrollment prioritization. This includes moving slots with in the MAISD to meet local priorities.

#### Dispute Resolution

It is agreed to abide by this agreement for the provision of Great Start Readiness Program services for the 2016-2017 school year. Either party may cancel this agreement provided that the party desiring to cancel the agreement gives 60 days written notice of said cancellation to the other party. Events rising to a dispute must be identified in writing within a reasonable time after the claimant first recognizes the conditions(s) giving rise to the dispute; whichever is later.

After the aforementioned notice has been properly given and received by the MAISD superintendent, the parties (Early Childhood Contract and Sub Recipient) shall meet in an attempt to amicably resolve the dispute in good faith with in thirty calendar days.

If the party is unable to amicably resolve the dispute, the parties shall refer the dispute to the Montcalm County Great Start Collaborative Board (MCGSC) which consists of parents of early childhood services and supports, organizations, local service agencies, and educational representatives. The MCGSC shall review the dispute and provide for its disposition of the dispute within 45 days of being referred the dispute, unless other with agreed to by parties in writing.

Daniel A. Petersen, President/Early Childhood      Dan Petersen  
Sub Recipient Authorizing Signature      Sub Recipient Name & Contact person

8/3/16  
Date

Ronald Simon  
Ron Simon

MAISD Superintendent Signature

MAISD

621 New Street Stanton MI 48888

8-3-16  
Date