

M-DCPS/UTD
LETTER OF UNDERSTANDING
Head Start/Early Head Start Programs

This Letter of Understanding (LOU) confirms the collaborative agreement created in regard to the operation of the Head Start (HS) and Early Head Start (EHS) programs at Miami-Dade County Public Schools (M-DCPS). HS/EHS services focus on the delivery of comprehensive early childhood care and education services for pregnant women, infants, toddlers, and pre-school aged children of low-income families. The HS/EHS programs will be administered as defined by the U.S. Department of Health and Human Services Head Start Act, HS regulations and performance standards, the State of Florida and Miami-Dade County rules and guidelines. M-DCPS has entered into an inter-local grant agreement with Miami-Dade County to accept grant awards to fund the HS and EHS programs effective for the grant period of August 1, 2023, through July 31, 2024. The HS/EHS programs will operate at 31 M-DCPS sites.

Pursuant to meetings held with representatives from the Office of Educational Services and Support, the Office of Human Capital Management and Labor Relations, and the United Teachers of Dade, the following agreement has been reached for the implementation of the HS/EHS programs, effective for the 2023-2024 school year:

- The HS/EHS programs will be staffed using:
 - Instructional personnel (full-time) - Certified Teachers (requires certification in Early Childhood Education or related field).
 - Support personnel (full and part-time) - Infant and Toddler Center Directors, HS/EHS Associate Educators, HS/EHS Assistants, and Family Services Case Specialists I and II.
- Full-time instructional personnel assigned to the HS program will work 7 hours and 35 minutes inclusive of 30 minutes per program day to be used as planning time on days that the students are in school. Instructional personnel will work directly with students for 6 hours and 50 minutes each day, including eating lunch with the students to serve as a role model and encourage good eating habits. The cost of lunch for the employee is covered by the grant.
- Full-time HS/EHS Associate Educators will work 7 hours and 35 minutes inclusive of 30 minutes per day to be used as planning time on days that the students are in school. HS/EHS Associate Educators will work directly with the students for 6 hours and 50 minutes each day, including eating lunch with the students to serve as role models and encourage good eating habits. The cost of lunch for the employee is covered by the grant.
- Full-time HS/EHS Assistants will work 7 hours and 5 minutes of which 6 hours and 50 minutes will be working directly with students. Support personnel will be required to eat lunch with the students to serve as role models and encourage good eating habits. The cost of lunch for the employee is covered by the grant.
- Full-time EHS Associate Educators and EHS Assistants assigned to EHS will work an extended day.
- Full-time Infant and Toddler Center Directors assigned to EHS centers will work 7 hours and 35 minutes. Specific workday schedule may vary and start no later than 8:30 a.m.

Part-time Infant and Toddler Center Director workday will be scheduled to meet program needs.

- Family Services Case Specialists assigned to school sites will work 7 hours and 35 minutes. All new hires or employees promoted to the Family Services Case Specialist (FSCS) II position will be placed in P2, with a 10% increase above the minimum salary or a 5% increase, whichever is greater, to ensure we can attract employees to the position and recognize the skill set required.
- Full-time EHS Associate Educators and EHS Assistants assigned to EHS will be paid overtime as delineated in Article XVII, Paraprofessional/Associate Educator/School Support Personnel, Section 2(I), Paraprofessionals/Associate Educators, for hours worked beyond the normal work week.

Instructional personnel, full-time HS/EHS Associate Educators and HS/EHS Assistants shall be required to conduct two home visits and two parent/teacher conferences per year for each of their students. Home visits and teacher/parent conferences should be scheduled during daily planning time and/or planning days.

HS/EHS personnel shall be required to attend mandatory HS/EHS professional development. HS personnel will attend the mandatory Pre-Service Training Conference on August 7-8, 2023, and EHS personnel will attend August 9, 2023. Ten-month full-time instructional personnel and full-time support personnel who attend training August 7-9, 2023 will be paid the equivalent of \$102.60 per day. New teachers who are not able to attend any part of the district's New Teacher Orientation due to a conflict with the mandatory Pre-Service Training Conference will need to attend make-up sessions at a later date. Part-time support personnel will be paid at their hourly rate. Additionally, all staff paid with HS and EHS Program funds, entirely or partially, must attend the Infant and Toddler Conference (only for EHS), New Staff Orientation, In-Service staff development trainings and all other mandatory trainings and meetings identified by Miami-Dade County. School Board staff shall not be required to attend professional development sessions sponsored by the County during the School Board's approved recess or opt teacher planning days, except for the mandatory annual Pre-Service Training Conference, the Infant and Toddler Conference, and the HS/EHS New Staff Orientation, as noted above.

HS/EHS staff may be required to attend additional professional development on Saturday or beyond the regular workday and will be paid as follows:

- Pay for attending professional development on Saturday is the equivalent of \$102.60 per day for instructional personnel and for full-time support personnel, and the appropriate hourly rate for part-time support personnel.
- Pay for attending professional development beyond the regular workday will be the AT hourly rate for instructional personnel, the overtime rate for full-time support staff and the hourly rate for part-time support staff.

Personnel in the EHS program will be required to work beyond the 10-month school year until the end of the EHS program year on July 26, 2024. Additionally, June 7, 2024, will be a regular Early Head Start program day for all Early Head Start staff as well as Monday, June 10, 2024, and Tuesday, June 11, 2024. The 2023-2024 school year for personnel in the EHS program will conclude on July 26, 2024. The mandatory Infant-Toddler Conference will take place on July 29 - 30, 2024. EHS Associate Educators and Assistants will be paid a stipend of \$102.60 per day. Full-time staff will be compensated for the additional days preceding or beyond the 10-month school year in accordance with Article XVII, Paraprofessional/Associate Educator/School Support Personnel, Sections 1(I) and

2(I). Compensation for days worked during the summer school session, will be paid according to Article XVI, Summer Employment, Section 3, Summer Employment and Paraprofessionals, and Section 4, Summer Employment for School Support Personnel.

Part-time support personnel may be required to work up to a maximum of 25 hours per week, as needed.

All personnel will be required to complete/execute HS/EHS reporting protocols and mandates as part of their regular work assignments. As per the Interlocal Grant Agreement with Miami-Dade County (i.e., Grantee), the School Board shall promptly remove from the Program any School Board employee, subcontractor, or any other person performing services if they put the health or safety of a child or co-worker at risk, violate the standards of conduct outlined in Head Start Program Performance Standards (HSPPS) 1302.90, are insubordinate, misuse or misappropriate funds, or whose continued employment or participation in the HS/EHS Program is similarly not in the best interest of the Program.

Instructional personnel will be provided an annual supplement of \$4,600 to compensate for adherence to HS program requirements, including attending mandatory trainings, the additional 30 minutes in the workday, eating lunch with the students, etc. Non-compliance with program requirements, including attendance at mandatory trainings, may result in a \$600 reduction to the supplement amount.

Full-time support personnel will be provided an annual supplement of \$1350 to compensate for adherence to HS/EHS program requirements, including eating lunch with the students, attending mandatory meetings, etc. Additionally, Early Head Start Educators and Early Head Start Assistants who work beyond the 10-month school year until the end of the EHS program year on July 26, 2024, will be paid an additional \$263.00. Non-compliance with program requirements, including attendance at mandatory trainings, may result in a \$600 reduction to the supplement amount.

Full-time HS Associate Educators and EHS Associate Educators will also be provided an annual supplement of \$1358 to compensate for an additional 30 minutes in the workday. Additionally, Early Head Start Educators who work beyond the 10-month school year until the end of the EHS program year on July 26, 2024, will be paid an additional \$263.00. The District shall conduct a fiscal analysis in order to identify the ability to raise the amount of the supplements in this grant. If this is fiscally feasible, the District shall seek authorization to make budget modification for this year.

Temporary Instructors, with a Bachelor's degree, who substitute for HS/EHS Associate Educators and HS/EHS Assistants will be paid the same rate as a Temporary Instructor-Degreed. Temporary Instructors substituting for Associate Educators and Assistants in the EHS program will be provided a 1/6 daily premium for working the extended workday.

Prior to hire, applicants for HS/EHS must pass a sex offender registry check and a pre-employment health screening, including a tuberculosis test. Additional screenings will be required at least every two years.

Applicants for HS/EHS will be required to complete a notarized Affidavit of Good Moral Character and a Department of Children and Families Child Abuse Neglect Reporting Requirement prior to hire.

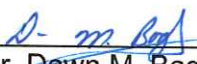
Teachers and Educational Support Staff, who are not able to work in the HS/EHS programs, shall have the opportunity to request a transfer to another location. An Application for Transfer-Instructional Position (FM 3651) or Application for Promotion/Transfer-Non-Instructional (FM 0334), as applicable, must be completed, indicating HS/EHS as the type of transfer requested, and must be submitted to the Office of Human Capital Management by August 4, 2023. Employees requesting a transfer from one of the

identified schools will be given priority consideration for transfer.

All HS/EHS employees are required to meet and maintain certification and credential requirements, as specified in District, Local, State and Federal mandates. Those employees who fail to meet any new certification and/or credential requirements within a reasonable timeframe, or who do not maintain required certifications, will be subject to reassignment and/or layoff.

This LOU will be effective August 1, 2023, through July 31, 2024, and will be subject to review on an annual basis. Extension of this LOU beyond July 31, 2024, is subject to renewal of the HS/EHS Inter-local Grant Agreement with Miami-Dade County. The parties also agree to have discussions, as needed, to address any necessary modifications to the LOU during the implementation phase of the HS/EHS programs.

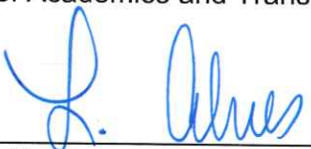
**THE SCHOOL BOARD OF MIAMI-DADE
COUNTY, FLORIDA**



Dr. Dawn M. Baglos Date
Chief Human Capital Officer
Office of Human Capital Management

 7/24/24

Ms. Lourdes Diaz Date
Chief Academic Officer
Office of Academics and Transformation

 7/24/24

Ms. Lisette Alves Date
Assistant Superintendent
Division of Academics

 Jr. 7/19/24

Mr. Nelson Izquierdo Jr. Date
Assistant Superintendent
Office of Labor Relations and Compensation
Administration

UNITED TEACHERS OF DADE

 7/9/24

Ms. Karla Hernandez-Mats Date
President