



## GOOSE CREEK CONSOLIDATED INDEPENDENT SCHOOL DISTRICT

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**SHEILA V. CANTU**  
DIRECTOR OF PURCHASING & WAREHOUSE OPERATIONS

The Interlocal Agreement with Harris County Department of Education (HCDE) will allow the district to continue participation in the Head Start Program and receive support services that promote school readiness for eligible preschool children and their families. Through this partnership, HCDE will provide program administration, compliance oversight, and access to federal Head Start resources in accordance with program requirements.

The agreement supports the district's commitment to providing high-quality early childhood education opportunities, comprehensive family engagement services, and developmental support for children from low-income families. Approval of this agreement ensures continued collaboration with HCDE and compliance with applicable federal, state, and local regulations governing the Head Start Program.

At this time there are no financial implications for the program.

**INTERLOCAL AGREEMENT  
BETWEEN  
GOOSE CREEK CONSOLIDATED  
INDEPENDENT SCHOOL DISTRICT AND  
HARRIS COUNTY DEPARTMENT OF  
EDUCATION**

THIS INTERLOCAL AGREEMENT (“Agreement”) is made and entered into by and between the Goose Creek Consolidated Independent School District (“GCCISD” or “District”), 4544 Interstate 10 East Baytown, Texas 77521, and Harris County Department of Education (“HCDE” or “Head Start”), 6300 Irvington Blvd., Ste. 400, Houston, TX 77022, collectively referred to as the “Parties,” for the purpose of establishing a general framework for cooperation and coordination in support of mutually agreed educational and student-related services and activities.

**I. PURPOSE**

This Agreement sets out the terms and conditions by which HCDE Head Start and Goose Creek Consolidated Independent School District will work together to provide comprehensive services for three- and four-year-old children in North East Harris County who are eligible for Head Start, a federally funded program designed to meet the needs of children from low-income families through a comprehensive, developmentally appropriate program. In carrying out this collaboration, the Parties will align services and program implementation with the Texas Prekindergarten Guidelines, Head Start Performance Standards, the Individuals with Disabilities Education Act (IDEA), and applicable federal requirements, including Title 45 of the Code of Federal Regulations and any amendments thereto. Except as stated in this Agreement, neither GCCISD nor HCDE shall be responsible for any fees, costs, expenses, penalties, or other financial obligations arising out of or related to this Agreement unless expressly agreed to in writing by both Parties.

**II. TERM OF AGREEMENT**

The Term of this Agreement shall be from August 1, 2026, through July 31, 2027; provided, however, this Agreement may be terminated prior to the expiration of the term as provided in the Termination Section of this Agreement. This agreement will be reviewed annually by both Parties. Each subsequent Term shall automatically renew August 1 and end July 31 of each successive year for a twelve-month period, unless either Party gives the other written notice of termination at least (30) days prior to expiration of the current term. This agreement may be reviewed at any time at the request of either Party.

**III. SERVICES TO BE PROVIDED**

This Agreement sets forth the Parties’ understanding of their collaborative relationship and their respective roles and responsibilities in connection with educational programs, student support

services, transition activities, professional collaboration, and related initiatives that serve children, families, and school communities.

#### **A. SERVICES TO BE PROVIDED BY HCDE:**

##### **HCDE agrees to provide to GCCISD:**

- Prepare student records for transfer, including health, developmental, and special services information, and send to GCCISD feeder campuses as requested.
- Participate in semester meetings with the GCCISD Early Childhood Education Coordinator.
- Share GCCISD enrollment process and dates with parents.
- Assist in identifying students through Child Find and connect families with GCCISD Special Education Department.
- Provide parents with invitations to GCCISD enrollment events and encourage attendance.
- Share input and data on children's developmental needs during transition meetings (IEP/IFSP).
- Collaborate with GCCISD on parent orientation/information meetings as needed.
- Publicize and encourage parent participation in GCCISD meetings, trainings, and events.
- Support families in connecting with GCCISD resources, including campus student support staff.
- Invite GCCISD to serve as a member of the Head Start Education Services Advisory Committee, which is held bi-annually.

##### **Services for Children with Suspected or Identified Disabilities**

- Assist parents in completing the Goose Creek Consolidated Independent School District referral process.
- Refer 3–5-year-old children suspected of having disabilities throughout the calendar year.
- Support transitions for students receiving Early Childhood Intervention (ECI) and IDEA services from Goose Creek Consolidated Independent School District for Child Find purposes.
- Provide opportunities for dual enrollment in order for children with disabilities to receive special education and related services and to receive services with typically developing peers.
- Complete the GCCISD Referral Packets with appropriate training from GCCISD staff.
- Designate Head Start staff to attend ARD/IEP meetings, with appropriate releases from parents or legal guardians.
- Participate in ARD/IEP committee meetings with Head Start parent (s) and the Goose Creek Consolidated Independent School District staff.
- Attend coordinating and planning meetings with GCCISD staff at least twice per year.
- Provide a minimum of 10% of funded enrollment slots to children with disabilities.
- Utilize the child's IEP to plan for individualized services while the child is enrolled in

Head Start.

- Distribute information about GCCISD parent meetings to parents of Head Start children with special needs.

### **Transition Services**

- Send Goose Creek Consolidated Independent School District a list of Head Start campuses within their service area.
- Assist Head Start parents in identifying the elementary school where the child is zoned for kindergarten.
- Assist parents with obtaining information about the district's registration process.
- Provide parents and school officials with copies of children's education records, including screening and assessment results. Information will be provided to school officials with written consent from parents or legal guardian.
- Offer Head Start information sessions and Campus tours for parents and school officials.
- Invite school officials to visit Head Start sites and meet with parents of children zoned to the school district.
- Meet with school officials to discuss school readiness, school district expectations, and transition activities for children exiting Head Start and entering the district's kindergarten program. These topics will also be reviewed and discussed quarterly during Head Start Education Services Advisory Committee meetings.
- Send the school district a list of Head Start children entering the school district for kindergarten services. Parent consent will be obtained for listed children.
- Invite school district staff to participate in joint professional development opportunities, as space and funding permits.

## **B. SERVICES TO BE PROVIDED BY GCCISD:**

### **GCCISD agrees to provide to HCDE:**

- Ensure all shared transferred student records from HCDE Head Start campuses are handled with compliance with FERPA and HIPAA requirements.
- Facilitate semester meetings involving the GCCISD Early Childhood Education Coordinator, Head Start Education Services Manager, Campus Manager, and the Family Services Provider or designee.
- Notify HCDE of Pre-K and Kindergarten enrollment and roundup dates.
- Share enrollment processes with HCDE Head Start parents of children zoned to the school district.
- Provide information on Child Find and connect parents with the Special Education Department.
- Invite HCDE Head Start families to district enrollment events.
- Participate in IEP/IFSP transition meetings for students receiving special education services.
- Join discussions for children identified as at-risk (academically, socially, emotionally, or behaviorally) upon request.

- Offer annual parent orientation/information meetings at GCCISD campuses (typically in August).
- Share dates for parent training, information sessions, and family engagement events.

### **Services for Children with Suspected or Identified Disabilities**

- A full initial and individual evaluation or recommended assessment for referred students suspected of having disabilities in compliance with IDEA regulations, including district timelines.
- Provide a copy of the assessment and written report of eligibility and ARD/IEP committee document for each Head Start child evaluated by GCCISD with release of information form signed by parent or guardian.
- Inclusion of Head Start staff in Arrival, Review, Dismissal/ Individualized Education Program (ARD/IEP) committee meeting with release from parents.
- Notify Head Start staff and parent(s) of the date and time of school district's ARD/IEP Committee meetings if the child has been identified as a Head Start student.
- Recommend services at the GCCISD ARD/IEP committee meeting including ECSE itinerant teacher, transportation and other related services, as agreed upon.
- Enroll children who meet eligibility requirements based on ARD/IEP committee determination in Head Start and the school district's Early Childhood Special Education program.
- Provide periodic progress reports for GCCISD/Head Start children receiving special education services while participating in campuses located within the district. Periodic progress reports will be provided based on campus distribution procedures with a "release of information form" signed by parent or guardian on file.
- Provide opportunities for Head Start staff to participate in Goose Creek Consolidated Independent School District staff development activities.
- Upon request, present at Head Start parent meetings a description of GCCISD procedures and services for students with disabilities.
- Designate a special education program specialist as a liaison to the Head Start agency.

### **Transition Activities**

- Provide support for transition activities for children exiting Head Start and entering kindergarten. Share children's education records, including screening and assessment results with written consent from parent or legal guardian.
- Accept a list of Head Start children scheduled to transition to the school district's kindergarten program.
- When available, speak to parents at Head Start sites about kindergarten, school district expectations, and parent's responsibilities.
- Contact Head Start to obtain information about the transitioning child, when necessary.
- Participate in bi-annual Head Start Education Services Advisory Committee meetings to share information on school readiness, school district expectations, and transition activities.
- Invite Head Start staff to participate in joint professional development opportunities, as space and funding permits.

- Provide parents of incoming children with information about the school's kindergarten program.
- Provide Head Start staff with a schedule for parent orientations and/or parent information sessions

#### **IV. PROPERTY**

Property purchased by either Party for the program will remain the property of the purchasing party. Any property purchased by GCCISD shall be labeled by GCCISD. In the event of loss, damages, or destruction of any property owned by or loaned by HCDE that is caused by the GCCISD or the GCCISD's representative, agent, employee, or contractor, the GCCISD shall pay to HCDE the full value of or the full cost of repair or replacement of such property, whichever is greater, within thirty (30) days of the GCCISD's receipt of written notice of HCDE's determination of the amount due. Reciprocally, in the event of loss, damage, or destruction of any property owned by or loaned by GCCISD that is caused by HCDE or HCDE's representative, agent, employee, or contractor, HCDE shall pay to GCCISD the full value of or the full cost of repair or replacement of such property, whichever is greater, within thirty (30) days of HCDE's receipt of written notice of GCCISD's determination of the amount due.

#### **V. LIABILITY INSURANCE**

The Parties will each keep in force for the period of this Agreement, general liability insurance coverage of its respective employees. The Parties will each keep in force for the period of this Agreement general liability insurance coverage for their respective employees. GCCISD agrees that it will be responsible for responding to, dealing with, insuring against, defending, and otherwise handling and managing any complaint, claim, or cause of action brought against it or HCDE, their respective employees, officers, trustees, and/or agents, but only to the extent such complaint, claim, or cause of action arises out of or results from the negligent acts, errors, omissions, or willful misconduct of GCCISD or its representatives, agents, employees, or contractors in the performance of services pursuant to this Agreement; GCCISD's liability shall be in proportion to GCCISD's percentage of fault. GCCISD shall have no responsibility for claims arising from the negligence or willful misconduct of HCDE or any third party not under the control or contract of GCCISD. HCDE will be named as an additional insured on GCCISD's insurance policy solely with respect to liability arising from GCCISD's negligent acts, errors, omissions, or willful misconduct, and only to the extent of GCCISD's proportionate fault.

#### **VI. CRIMINAL HISTORY BACKGROUND CHECKS**

HCDE Head Start and GCCISD will obtain and assess criminal record information on each potential and actual employee and regular volunteers for the program as required by applicable law, including the Texas Education Code Chapter 22. Neither HCDE Head Start nor GCCISD will employ or allow to serve, any person who has ever been convicted of any disqualifying offense as cited in the "Minimum Standards for Licensed Child-Care Centers" or the Texas Education Code. If GCCISD receives information that a "covered employee" as that term is defined by Chapter 22 of the Texas Education Code has a reported disqualifying criminal history, then GCCISD will immediately remove the "covered employee" from providing services under this Agreement and notify HCDE Head Start in writing within three (3) business days. If HCDE Head Start, in its sole discretion, objects to the assignment of a "covered employee" for any reason, including, but not limited to, on the basis of the covered employee's criminal history record information and/or insufficient qualifications, lack of experience, and the like, based on information gathered by HCDE, GCCISD agrees to discontinue using that covered employee to provide services under this Agreement.

## **VII. CONFIDENTIALITY**

The Parties agree that any education records created and maintained by either party relating to students served by this program are confidential and protected by the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. 1232(g). Both parties agree that their personnel will comply with all requirements of FERPA. HCDE shall to the extent necessary to carry out the terms of this Agreement be considered a School Official of GCCISD under FERPA.

## **VIII. TERMINATION**

This Agreement may be terminated prior to the expiration of the term hereof as follows:

- By mutual written agreement of the parties; or
- By either party, with or without cause, upon sixty (30) days prior written notice to the other party; or
- By either party immediately if the other party to this Agreement commits a material breach of any terms of this Agreement that are not cured within thirty (30) days of the party providing written notice of such breach.

## **IX. REPORTS**

HCDE Head Start and GCCISD shall furnish program operating reports, on a schedule to be mutually agreed upon. Such reports shall include, but are not limited to, activity and enrollment reports.

GCCISD will furnish in-kind reports to HCDE Head Start.

HCDE Head Start will provide GCCISD student information to include, but not limited to, birth certificate, immunization records, and any other information pertinent to public school enrollment.

GCCISD will provide student information to HCDE Head Start as required by Head Start Standards to include, but not limited to, progress reports, IEPs, parent-teacher documentation, and ARD committee meeting documentation.

## **X. RELATIONSHIP TO PARTIES**

It is understood and agreed that GCCISD is an independent contractor and neither GCCISD nor any employee or agent contracted by it shall be deemed for any purposes to be employees or agents of HCDE Head Start. GCCISD will assume full responsibility for the actions of such personnel while performing any services incident to this Agreement and shall remain responsible for their supervision, daily direction and control, and payment of salary, benefits and payroll taxes.

It is further understood and agreed that HCDE Head Start is an independent contractor and neither HCDE Head Start, nor any employee or agent contracted by it shall be deemed for any purpose to be employees of GCCISD. HCDE Head Start will assume full responsibility for the actions of such personnel while performing any services incident to this Agreement and shall remain responsible for their supervision, daily direction and control, and payment of salary, benefits, and payroll taxes.

It is understood by the parties that the Program Director of GCCISD will work together with the appropriate Administration, the HCDE Head Start, and the Campus Manager in the joint supervision of this collaborative agreement.

**XI. NO WAIVER OF IMMUNITY**

Neither Party shall waive or relinquish any governmental immunities or defenses on behalf of themselves, their trustees, officers, employees, and agents as a result of the execution of this Agreement and performance of the functions or obligations described herein.

**XII. AUTHORIZATION OF AGREEMENT**

Each party represents and warrants to the other that the execution of this Agreement has been duly authorized, and that this Agreement constitutes a valid and enforceable obligation of such party according to its terms.

**XIII. NO WAIVER**

No waiver of a breach of any provision of this Agreement shall be construed to be a waiver of any breach of any other provision. No delay in acting with regard to any breach of any provision shall be construed to be a waiver of such breach.

**XIV. NOTICE**

Any notice required to be given under the provisions of this Agreement shall be in writing and shall be duly served when it shall be hand-delivered to the addresses set out below, or shall have been deposited, duly registered or certified, return receipt requested, in a United States Post Office addressed to the other party at the following addresses:

HCDE Head Start  
Attn: Venetia L. Peacock, Director  
6300 Irvington Blvd  
Houston, TX 77022

GCCISD  
Attn: Virginia McKay, Director  
4544 I-10 East  
Baytown, Texas 77521

Either party may designate a different address by giving the other party ten (10) days written notice in the manner provided above.

**XV. NO ASSIGNMENT**

No assignment of this Agreement or of any duty or obligation of performance hereunder, shall be made in whole or in part by either party without the prior written consent of the other party.

**XVI. SECTION HEADINGS**

The headings of sections contained in this Agreement are for convenience only, and they shall not, expressly or by implication, limit, define, extend, or construe the terms of provisions of the sections of this Agreement.

**XVII. GOVERNING LAW**

This Agreement is made in Texas and shall be construed, interpreted, and governed by the laws of such state. The parties' consent to the jurisdiction and venue of the courts of Harris County, Texas, for any action under this Agreement.

**XVIII. ENTIRE AGREEMENT**

This Agreement constitutes the entire Agreement between HCDE Head Start and GCCISD and shall be

amended or modified only by an instrument in writing. There are no oral agreements between parties.

**XIX. COMPLETE UNDERSTANDING**

This Agreement shall constitute the complete understanding of the HCDE Head Start and GCCISD and may not be modified in any manner without the express written consent of all parties.

**HCDE**

**GOOSE CREEK CONSOLIDATED  
INDEPENDENT SCHOOL DISTRICT**

Harris County Department of Education

By: \_\_\_\_\_ Date \_\_\_\_\_  
James Colbert Jr.  
County School Superintendent

By: \_\_\_\_\_  
Dr. Joe Rodriguez  
Superintendent Of Schools

Date: \_\_\_\_\_

\_\_\_\_\_  
Taxpayer Identification Number