

Memorandum of Understanding

This Memorandum of Understanding (MOU) is between the Panhandle Area Educational Consortium Title I Part C Migrant Education Program (PAEC MEP) under the Washington County School District and the Santa Rosa County School Board. The obligations of the parties hereby are subject to the terms and conditions of this MOU.

During the 12 month period of July 1, 2015 through June 30, 2016, The Panhandle Area Educational Program Title I Part C Education for Migratory Children will provide the following to member and participating districts:

1. PAEC's Responsibilities:

- Identification and Recruitment of migrant students to include evenings and weekends.
- Supplemental educational services during the school year and during the summer to eligible migrant students.
- Provide support services to school districts and families that fall within the Reasonable, Allowable and Necessary criteria.
- Prepare, complete, and submit the Project Applications along with its Budgets.
- Prepare, complete, and submit a Consolidated Budget.
- Respond to the annual Work Papers and submit the necessary documentation as requested by FLDOE.
- Prepare documentation for monitoring and participate in monitoring activities. Coordinate the monitoring schedule with FLDOE Migrant Program.
- Maintain compliance items as defined by the Florida Department of Education.
- Evaluate the Migrant Education Program serving member and participating districts as a consortium.
- Prepare, complete, and submit the Mid-year Evaluation Report and Annual Evaluation Report.
- Ensure that activities align with the Migrant Comprehensive Needs Assessment and the Migrant Service Delivery Plan.
- Provide professional development workshops as it relates to Title I Part C.

- Coordinate activities with other agencies, both within the State and with other States nationwide, including the transfer of student records, if necessary.
- Maintain PAEC MEP up to date on current migrant rules and regulations and how they might affect Title I programs through participation in state conferences, national conferences, local meetings, professional development opportunities, webinars, and trainings.
- Conduct migrant parent meetings to ensure that parents are receiving information relevant to their child's education or provide informational materials through home visits in districts where eligible families may be limited due to lack of transportation.

2. Member and Participating Districts Responsibilities:

- Assign a point of contact.
- Allow access to migrant student records.
- Refer potential families to the Migrant Program.

3. This Memorandum of Understanding may be amended at any time by an agreement in writing executed by authorized representatives of each agency.

4. Duration

This agreement, contingent upon funding, shall be for the duration of July 1, 2015 through June 30, 2016.

Superintendent of Santa Rosa Schools

Date

Santa Rosa School Board Chair

Date

Fiscal Agent Representative
Washington County School District

Date



Dr. Maria I. Pouncey
PAEC Administrator of Instruction and Curriculum

10/26/15

Date