Introduction

The purpose of early education program consultation is to ensure that school districts make outreach efforts and participate in collaboration with local early education programs that have been approved as *high quality*. All local and tribal Head Start programs have been approved as high quality based on their use of federal standards; a list of all Head Start programs in the state is attached. Collaboration allows applicants to facilitate resource sharing and to avoid duplication of services.

Participating in consultation, as described in this guidance document, is a requirement of both the Early Education Program Grant application (EEP Grant) and the application for Early Education Program Approval and 0.5 ADM/Formula Funding (EEP-ADM).

Applicants should allow sufficient time for the consultation process. DEED encourages districts to be cognizant of the procedural structure and sovereignty of local and tribal Head Start agencies. These agencies require advance notice and wait time before attending meetings, making decisions, or signing the Early Education Program Consultation Form.

# Consultation Requirements

Checklist (See narrative below for detailed description)

* Strong Suggestion: Schedule consultation meeting at a minimum 60 days prior to application due date. The earlier the better.
* Hold at least one live [meeting](#Meeting) with each local or tribal Head Start agency operating within the district boundaries.
* Create an [agenda](#Agenda) for the required consultation meeting, and any subsequent meetings.
* Complete the [Declaration of Insufficient Programs](#DeclarationInsufficientPrograms_Instruct) in cooperation with Head Start.
* Optional: Collect [additional](#DeclarationInsufficientPrograms_Instruct) narrative if indicated.
* Complete [Early Education Program Consultation Form](#ConsulationForm_Instruct) at the time of the meeting, including required signatures and agreement/disagreement.
* Record [attendance](#Participation) at the required consultation meeting, and any subsequent meetings.
* Collect [written](#ConsulationForm_Instruct) comments from meeting participants if indicated.
* Submit consultation materials to DEED by the due date listed on the application for EEP Grant or EEP-ADM.

## Meeting(s)

Districts must participate in at least *one consultation meeting with each local or tribal Head Start* *agency* serving children within the district’s service area**,** regardless of whether there is a Head Start site in the proposed school’s service area. DEED *encourages* districts to engage in thoughtful and meaningful collaboration through ongoing, routine meetings.

The required consultation meeting must be *live*, to allow for real-time conversation. The meeting may be conducted virtually, but it must not be limited to email or written correspondence.

The required consultation meeting must occur within the 12 months prior to the application submission date.

A [list](#HeadStartList) of all Head Start Agencies operating within the state is attached. Refer to this [list](#HeadStartList) to determine the Head Start Agency(s) for which a district is required to meet.

ALLOW AMPLE TIME TO COORDINATE CONSULTATION MEETINGS AND TO COLLECT SIGNATURES.

### Agenda(s)

Each consultation meeting should have a written agenda. Agendas will include:

* Overview of the district’s existing or proposed early education program.
* Overview of Head Start programs currently operating within the school district’s boundaries.
* The district’s intention to apply for the Early Education Program Grant or Early Education Program Approval and 0.5 ADM/Formula Funding.
* Declaration of Insufficient Programs.
  + To avoid duplication of programs that are currently operating within the district boundaries, participants will review the [Declaration of Insufficient Programs form](#ConsultationForm_Form).
  + Related topics may include, but are not limited to: additional data required to demonstrate that an insufficient number of children in the district attend high-quality child care programs, participant concerns, avoidance of duplicating or supplanting existing Head Start programs.
* Availability and sharing of resources.
  + Participants should consider and discuss possibilities for resource sharing. Topics may include but are not limited to: classroom and gathering spaces, utilities (including internet), staff, equipment, supplies, curriculum materials, or professional development opportunities.
  + Participants should consider and discuss availability of local resources such as classroom space and staff.
* Timeline for application process.
  + Participants may consider application due dates, plans for additional meeting(s), and timeframe for obtaining Head Start signatures on the Early Education Program Consultation form.

### Participation

Attendance should be recorded at each consultation meeting. Districts may choose to use the [Early Education Program Consultation form](#ConsultationForm_Form) as a record of attendance.

#### Required Attendees:

1. Local or Tribal Head Start Director from each Head Start agency operating within the district service area, or designee who has signing authority
2. School District Superintendent, or designee who has signing authority

#### Suggested Attendees:

1. Members of the Head Start Policy Council, Tribal Council, and Head Start Board
2. Head Start program manager(s)
3. School Board Member(s)
4. School district early education program administrator
5. Principal(s)
6. Parents/Families
7. Child Care Programs
8. Other individuals or agencies living or operating within the school district boundary that are invested in early learning programs

### Declaration of Insufficient Programs

Complete the attached [Declaration of Insufficient Programs form](#DeclarationInsufficientPrograms_Form). This form will provide numerical data to demonstrate that an insufficient number of children are enrolled in high-quality early education programs and will help to avoid duplication of existing high quality early education programs (i.e. Head Start). If numerical data on the form is not conclusive, the district may submit additional narrative as described below.

Instructions:

* Column 1: List every school where the District operates, or plans to operate, an early education program classroom. List every school with a Head Start classroom operating within its service area.
  + All schools with a preschool program within its service area, either operated by the District or Head Start, should be listed.
* Column 2: List the number of kindergarteners enrolled in each school.
* Column 3: List the Head Start agency operating within each school’s service area. If no Head Start agency is operating a preschool classroom, write “none”.
  + Head Start service areas may not align directly with school service areas. In this case, use additional lines as needed to ensure that Head Start enrollment and kindergarten enrollment is recorded on the table.
* Column 4: List the number of 4- and 5-year-olds enrolled in the Head Start preschool classroom. If no Head Start agency is operating within the school service area, write “0”.
* Column 5: List the number of 4- and 5-year-olds on the waitlist for Head Start classroom enrollment. If the Head Start agency has no wait list, write “0”.

The applicant or Head Start may submit additional narrative to describe the current landscape of early education programming within the district and to explain how the proposed school district program does or does not duplicate or supplant the current Head Start program. For example, the school district and Head Start are working together to provide full-day childcare.

If a Head Start Agency is not operating a preschool classroom within school district boundaries, a Declaration of Insufficient Programs form must still be submitted. Complete the form as described above, write “none” or “0” in columns three, four, and five.

Each school district will submit one Declaration of Insufficient Programs form regardless of the number of Head Start agencies operating in its service area. If multiple Head Start agencies are operating within the district, all agencies should be represented on the same form.

### Early Education Program Consultation Form

Complete the attached [Early Education Program Consultation form](#ConsultationForm_Form). The purpose of this form is to ensure collaboration between school districts and local or tribal Head Start agencies. Written agreement or disagreement that an early education program operated by the District is not, or would not be, duplicative of an existing Head Start program will help to avoid duplication of existing high quality early education programs. Instructions:

* Write or type in School District, Head Start Agency(s), meeting date, and location.
* Enter names, signatures and data in each column of the table.
  + **Required:** Dated signatures of the Head Start Director and District Superintendent, or designees with signing authority.
* Each participant will mark agree or disagree.
  + **Required:** Agreement or disagreement of Head Start Director and District Superintendent, or designees with signing authority.
  + **Agree:** Indicates that the early education program operated by the District is not, or would not be, duplicative of an existing Head Start program and that students eligible for Head Start would not be negatively affected by developing and improving the district’s program.
  + **Disagree:** Indicates that the early education program operated by the District is, or would be, duplicative of an existing Head Start program or that students eligible for Head Start would be negatively affected by developing and improving the district’s program.
    - Any participant marking disagree should submit written comments to explain their position.
* Check the box in column six if participants will be submitting written comments. All participants are invited to submit written comments clarifying their agreement or disagreement. Participants marking disagree are strongly encouraged to submit written comments.
* Add additional lines as needed to document attendance.

Disagreement does not automatically disqualify the applicant from eligibility for the EEP Grant or EEP ADM. Consultation documentation will be reviewed in full.

Districts who have multiple Head Start agencies operating in their service area may choose to have one collaboration meeting with all Head Start agencies or separate meetings with each agency. If separate meetings are held, a separate Early Education Program Collaboration form must be completed for each program.

# For Districts Without Head Start Programs

Districts with no Head Start preschool program within its boundaries will still submit a [Declaration of Insufficient Programs form](#DeclarationInsufficientPrograms_Form). Complete the form as described above.

Optional: Letters of Support

Districts may choose to include Letters of Support in the application packet. Each letter should include the name and role of the author as well as comments about the insufficient number of high-quality early education program slots in the district service area or about effective collaboration between the school district and local or tribal Head Start agencies. Letters of Support will NOT affect scoring of the Early Education Program Grant application (EEP Grant) or the application for Early Education Program Approval and 0.5 ADM/Formula Funding (EEP-ADM).

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| **School District** | **Local or Tribal Head Start Agency** |
| Alaska Gateway School District | Tanana Chiefs Conference |
| Aleutian Region School District |  |
| Aleutians East Borough School District | Aleutian Pribilof Island Association |
| Anchorage School District | Kid’s Corp RurAL CAP  Cook Inlet Native Head Start |
| Annette Island School District | Metlakatla Indian Community |
| Bering Strait School District | Kawerak RurAL CAP |
| Bristol Bay Borough School District | Bristol Bay Native Association |
| Chatham School District | Central Council Tlingit & Haida |
| Chugach School District |  |
| Copper River School District | RurAL CAP |
| Cordova City School District | Chugachmiut |
| Craig City School District | Central Council Tlingit & Haida |
| Delta/Greely School District |  |
| Denali Borough School District |  |
| Dillingham City School District | Bristol Bay Native Association |
| Fairbanks North Star Borough School District | Fairbanks Native Association ThrivAlaska |
| Galena City School District |  |
| Haines Borough School District | RurAL CAP |
| Hoonah City School District | Central Council Tlingit & Haida |
| Hydaburg City School District |  |
| Iditarod Area School District | Tanana Chiefs Conference |
| Juneau Borough School District | Central Council Tlingit & Haida |
| Kake City School District | RurAL CAP |
| Kashunamiut School District | RurAL CAP |
| Kenai Peninsula Borough School District | Chugachmiut RurAL CAP  Kenaitze Indian Tribe |
| Ketchikan Gateway Borough School District | Central Council Tlingit & Haida  RurAL CAP |
| Klawock City School District | Central Council Tlingit & Haida |
| Kodiak Island Borough School District | RurAL CAP |
| Kuspuk School District |  |
| Lake and Peninsula School District | Bristol Bay Native Association |
| Lower Kuskokwim School District | Association of Village Council Presidents  RurAL CAP |
| **School District** | **Local or Tribal Head Start Agency** |
| Lower Yukon School District | RurAL CAP  Association of Village Council Presidents |
| Matanuska-Susitna Borough School District | CCS Early Learning |
| Mount Edgecumbe | Central Council Tlingit & Haida |
| Nenana City School District | Tanana Chiefs Conference |
| Nome Public Schools | Kawerak |
| North Slope Borough School District |  |
| Northwest Arctic Borough School District |  |
| Pelican City School District |  |
| Petersburg School District | Central Council Tlingit & Haida |
| Pribilof School District |  |
| Saint Mary’s School District | RurAL CAP |
| Sitka School District | Central Council Tlingit & Haida |
| Skagway School District |  |
| Southeast Island School District |  |
| Southwest Region School District | Bristol Bay Native Association |
| Tanana City School District | Tanana Chiefs Conference |
| Unalaska City School District | Aleutian Pribilof Island Association |
| Valdez City Schools | Chugachmiut |
| Wrangell Public School District | Central Council Tlingit & Haida |
| Yakutat School District | Central Council Tlingit & Haida |
| Yukon-Koyukuk School District | Tanana Chiefs Conference |
| Yupiit School District | Association of Village Council Presidents RurAL CAP |

**School District:**

**Purpose:**

1. Demonstrate that an insufficient number of children are enrolled in high-quality early education programs.
2. Avoid duplication of existing high quality early education programs (i.e. Head Start).

**Instructions:**

* Enter data in each column of the table as described in the [Early Education Program Consultation Guidance](#DeclarationInsufficientPrograms_Instruct).
* List every school with an early education program classroom within its service area, either operated by the District or Head Start. Include schools where the District plans to operate an early education program classroom.
* Head Start service areas may not align directly with school service areas. In this case, use additional lines as needed to ensure that Head Start preschool classroom enrollment and kindergarten enrollment is recorded on the table.
* All columns must be completed even if no Head Start program operates within the school or district service area.

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| **1.**  **Elementary School and Community** | **2.**  **Number of Kindergarteners from last enrollment count** | **3.**  **Head Start agency operating in the school service area** | **4.**  **Current number of 4- and 5-year-old children enrolled in a Head Start preschool classroom within the school service area** | **5.**  **Number of 4- and 5-year-old children on waitlist for a Head Start classroom** |
| *Example: Jeffery A Bader School, Holy Cross* | *10* | *TCC* | *0* | *0* |
| *Example: Kake Elementary, Kake* | *10* | *RuRAL CAP* | *10* | *0* |
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The applicant or Head Start may submit additional narrative to describe the current landscape of early education programming within the district and to explain how the proposed school district program does or does not duplicate or supplant the current Head Start program. See the [Early Education Program Consultation Guidance](#DeclarationInsufficientPrograms_Instruct) for more detail.

**School District: Meeting date:**

**Head Start Agency(s):** **Meeting Location:**

**Purpose:** 1)Ensure collaboration between school district and local or tribal Head Start agencies.

1. Avoid duplication of existing high quality early education programs (i.e. Head Start).

**Directions:**

* Enter data in each column of the table as described in the [Early Education Program Consultation Guidance](#ConsulationForm_Instruct).
* Each participant will mark agree or disagree.

**Agree:** Indicates that the early education program operated by the District is not, or would not be, duplicative of an existing Head Start program and that students eligible for Head Start would not be negatively affected by developing and improving the district’s program.

**Disagree:** Indicates that the District’s early education program is, or would be, duplicative of an existing Head Start program and/or the students eligible for Head Start would be negatively affected by developing and improving the district’s program.

* All participants are invited to submit written comments to clarify their position. Participants marking disagree are strongly encouraged to submit written comments.
* Add additional lines as needed to record attendance.

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| **Signature** | **Printed Name** | **Role** | **Date** | **EEP Program does not duplicate current Head Start Program.** | **Comments Attached** |
|  |  | \*Head Start Director,  or designee (REQUIRED) |  | \*Agree  \*Disagree |  |
|  |  | \*District Superintendent, or designee (REQUIRED) |  | \*Agree  \*Disagree |  |
|  |  |  |  | Agree  Disagree |  |
|  |  |  |  | Agree  Disagree |  |
|  |  |  |  | Agree  Disagree |  |

\*Signatures and agreement or disagreement of the Head Start Director and District Superintendent, or their designees, are required.