

## **CONTRACT FOR EDUCATIONAL SERVICES**

### **THE SCHOOL BOARD OF SARASOTA COUNTY, FLORIDA and THE FLORIDA CENTER FOR EARLY CHILDHOOD, INC.**

This Contract is entered into July 19, 2016, between THE SCHOOL BOARD OF SARASOTA COUNTY, FLORIDA, a body corporate, hereinafter referred to as “THE BOARD”, and THE FLORIDA CENTER FOR EARLY CHILDHOOD, INC., hereinafter referred to as “THE FLORIDA CENTER”, is made for the purpose of providing education to pre-kindergarten students with disabilities.

WHEREAS, pursuant to Section 1001.42, Florida Statutes, the parties wish to provide Exceptional Student Education Services, hereinafter referred to as “ESE Services” for students who have met the following criteria:

1. The student is a resident of Sarasota County, Florida and is now enrolled in or has made application for enrollment in the Sarasota County School District.
2. The student has been appropriately classified as an exceptional student (“ESE student”) by the Sarasota County School District in compliance with state statutes and all pertinent state and local school board rules and criteria.
3. An Individualized Educational Plan (“IEP”) has been established for the ESE student based on assessment results which indicate specific educational and developmental needs and such a plan and needs are agreed upon by the student’s parents or legal guardians and THE BOARD.

With regard to providing education to ESE students who qualify for ESE Services, THE FLORIDA CENTER and THE BOARD agree as follows:

1. THE BOARD agrees:
  - A. It shall provide the same opportunities for inservice training for THE FLORIDA CENTER staff involved in teaching ESE students as are provided to THE BOARD staff members.
  - B. It shall provide consultation from ESE staff upon request from THE FLORIDA CENTER staff.
  - C. It shall provide evaluation and transition planning for ESE Pre-K students aged 3-5 preparing to articulate from THE FLORIDA CENTER Program into the Sarasota County School District educational programs.
2. THE FLORIDA CENTER agrees:
  - A. It will provide Supplemental Educational Services to identified and eligible ESE students served at THE FLORIDA CENTER. These services may include transportation, occupational therapy, physical therapy, and language/speech therapy.

B. It shall provide a developmental program to ESE students aged 3-5 at THE FLORIDA CENTER. A schedule of activities for ESE Services shall be provided upon request to THE BOARD.

C. It shall assure that, pursuant to Section 1012.55, Florida Statutes, each person who is employed and renders instructional services as a teacher shall hold a valid substitute, part-time, temporary, or professional Florida Teaching Certificate, or shall be properly appointed by THE FLORIDA CENTER as a non-certificated instructional staff member pursuant to SBE Rule 6A-1.0503 and/or SBE Rule 6A-1.0502. THE FLORIDA CENTER shall provide written notification to THE BOARD of all persons appointed as non-certificated instructional staff. THE FLORIDA CENTER shall provide to THE BOARD the Staff Appointment Verification Form (Appendix A) with all required attachments, documenting the appointment status of each instructional staff member providing services under this Contract.

D. It assures that each of its employees assigned hereunder has been fingerprinted by an authorized law enforcement agency and processed by the State Department of Law Enforcement and the Federal Bureau of Investigation for criminal background checks. Any employee assigned hereunder must meet all screening requirements as described in Section 1012.32, Florida Statutes. The results of all such background investigation and fingerprinting, and any updated information disclosing subsequent criminal activity, shall be immediately reported in writing to the Superintendent of Schools.

E. It shall provide space with furnishings for educational classes and will provide equipment necessary for each class. Final determination as to the need for equipment and furniture shall rest with THE FLORIDA CENTER.

F. It shall provide a monthly attendance record of ESE students to THE BOARD. In addition, a report relating to student progress on meeting IEP goals shall be submitted to THE BOARD at least quarterly for each ESE student. Copies of such progress reports shall be maintained in each student's educational record.

G. It shall conduct meetings as necessary to review and revise each ESE student's IEP. THE FLORIDA CENTER shall not make any changes to the IEP unless THE BOARD has authorized the changes. The ESE student's parent or legal guardian and THE BOARD or its representative shall be involved in all decisions regarding the ESE student's IEP and shall agree to any proposed changes prior to those changes being made. THE BOARD shall have responsibility for compliance with State Board Rules.

3. Both Parties agree:

A. THE FLORIDA CENTER shall retain full control and discretion as to the appointment or removal of any instructional staff member employed by THE FLORIDA CENTER. THE BOARD may report to THE FLORIDA CENTER any FLORIDA CENTER employee that is deemed by THE BOARD to be performing in a manner incompatible with the provisions of an adequate educational program to ESE students.

B. Staff of THE BOARD shall be permitted to review the program provided by THE FLORIDA CENTER, including IEP, evaluation reports and progress reports, and may confer with THE FLORIDA CENTER'S staff at reasonable times, as agreed by both parties.

C. Upon request, THE FLORIDA CENTER shall provide the State Board of Education, Bureau of Exceptional Education and Student Services with ESE students' attendance and IEP information.

D. THE BOARD agrees to pay THE FLORIDA CENTER 95% of the FTE generation utilizing the adjusted Florida DOE cost factors used to calculate the ESE guarantee fund. Funding for the regular school year will be calculated as follows: For students ages 3-5

Matrix 251 - \$5,310.00 per year  
Matrix 252 - \$7,660.53 per year  
Matrix 253 - \$11,199.11 per year  
Matrix 254 - \$14,257.30 per year  
Matrix 255 - \$21,249.58 per year

Payment shall be calculated monthly by:  
Multiplying the students in each matrix category by the yearly FTE  
Adding the totals  
Dividing by 10

Payments shall be disbursed monthly for the months of August, 2016, through May, 2017. A student must be enrolled for a minimum of one-half of the school days in a month to be eligible for reimbursement. Extended School Year (ESY) services may be provided by THE FLORIDA CENTER if mutually agreed to by THE FLORIDA CENTER and THE BOARD. Dates of ESY services and reimbursement rates shall be agreed to by both parties prior to the initiation of any such services.

The Contract Compliance Checklist (Appendix B) with all accompanying documentation must be returned to the Pupil Support Services Department prior to any reimbursement being issued pursuant to this Contract. Total reimbursement under this Contract shall not exceed \$188,598.00.

E. Other than the payment described in Section 3, item (D), above, this Contract is not intended to provide any mechanism by which monies are paid or received from either party for the fulfillment of the duties set forth herein. Each party shall seek payment for services rendered from whatever sources are available to it and shall not look to the other party for payment for those services. This Contract is intended to set forth the agreement between the parties by which the delivery of ESE Services to students aged 3-5 may be provided at THE FLORIDA CENTER.

F. During the term of this Contract, THE FLORIDA CENTER shall maintain public liability and malpractice insurance coverage in at least the following amounts: TWO HUNDRED THOUSAND DOLLARS (\$200,000) per person; THREE HUNDRED THOUSAND (\$300,000)

per occurrence; and ONE MILLION DOLLARS (\$1,000,000) umbrella coverage with THE BOARD listed as a co-insured. As evidence of such insurance coverage THE FLORIDA CENTER shall furnish THE BOARD with a Certificate of Insurance prior to commencing any services under this Contract.

G. THE FLORIDA CENTER shall hold harmless, indemnify, and defend THE BOARD, its agents, servants, employees, in their official and individual capacity, from any demand, claim, suit, loss, cost, expense or damage which may be asserted, claimed or recovered against or from THE BOARD its agents or employees, in their official or individual capacity, by reason of any damage to property or injury or death of any person which arises out of, is incident to, or in any manner connected with this Contract. Nothing in this Contract shall be deemed to constitute a waiver of sovereign immunity on the part of THE BOARD or to affect, limit, or reduce the protection from suit afforded to THE BOARD under Florida law. This provision shall survive termination of this Contract and shall be binding on the parties, successors, representatives and assigns and cannot be waived or varied.

4. Other Provisions:

A. Any additions, changes, deletions, or modifications to this Contract must be agreed to in writing by both parties.

B. Any disputes relating to implementation of the provisions of this Contract may be resolved by informal meetings and/or conferences between THE BOARD's Executive Director of Pupil Support Services or his/her designee and the appropriate representative(s) of THE FLORIDA CENTER.

C. This Contract shall commence August 1, 2016, and shall terminate June 30, 2017, unless terminated at an earlier date by either party. Either party may terminate this Contract at any time without cause by giving thirty days written notice.

D. Any notice given pursuant to this Contract shall be made to THE FLORIDA CENTER FOR CHILD AND FAMILY DEVELOPMENT, INC. to the attention of the Executive Director at 4620 17<sup>th</sup> Street, Sarasota, FL 34235, and to THE BOARD to the attention of the Executive Director of Pupil Support Services at 1960 Landings Blvd., Sarasota, FL, 34231.

E. THE FLORIDA CENTER and THE BOARD mutually warrant that the program shall be in compliance with applicable provisions of the Civil Rights Act of 1964, Title IX of the Educational Amendments of the 1974 and Section 504 of the Rehabilitative Act of 1973.

F. The sole and exclusive jurisdiction for any action brought pursuant to this Contract shall be in the County or Circuit Court of the Twelfth Judicial Circuit, in and for Sarasota County, Florida.

G. THE FLORIDA CENTER shall comply with Florida's Public Records Law including:

a) keeping and maintaining public records that ordinarily and necessarily would be required by THE BOARD in order to perform the service;

b) providing the public with access to public records on the same terms and conditions that THE BOARD would provide the records and at a cost that does not exceed the cost provided in this chapter or as otherwise provided by law;

c) ensuring that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law; and

d) meeting all requirements for retaining public records and transfer, at no cost, to THE BOARD all public records in possession of THE FLORIDA CENTER upon termination of the Agreement and destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to THE BOARD in a format that is compatible with the information technology systems of THE BOARD.

**IF THE FLORIDA CENTER HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES TO ITS DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS, GARY LEATHERMAN, COMMUNICATIONS DIRECTOR, AT 941-927-9000, Gary.Leatherman@sarasotacountyschools.net, THE SCHOOL BOARD OF SARASOTA COUNTY, FLORIDA, 1960 LANDINGS BLVD., SARASOTA, FL 34231.**

IN WITNESS WHEREOF, the parties have executed this Contract as of the date first written above.

THE SCHOOL BOARD OF SARASOTA COUNTY, FLORIDA

BY \_\_\_\_\_  
Shirley Brown, Chair

Approved for Legal Content,  
May 2, 2016, by Matthews Eastmoore,  
Attorneys for The School Board  
of Sarasota County, Florida  
Signed: \_\_\_\_\_ ASH

THE FLORIDA CENTER FOR EARLY CHILDHOOD, INC.

BY \_\_\_\_\_

**(APPENDIX A)**

**STAFF APPOINTMENT VERIFICATION FORM**

School or Agency **THE FLORIDA CENTER FOR EARLY CHILDHOOD, INC.**

I do here by certify that the following staff members have been employed as instructional staff pursuant to the current agreement with the Sarasota School District.

<b>Staff Members Holding Current Florida Teacher Certification</b>		<b>Staff Members Appointed as Non-Certificated Pursuant to Florida Statutes and State Board of Education Regulations</b>	
Name	Social Security Number	Name	Social Security Number

Please attach the following documentation:  
  
For teachers holding a current Florida Teaching Certificate:  
A copy of the current certificate

For teachers appointed as non-certificated teachers:  
A copy of any and all documents verifying each teacher's qualifications to be appointed  
(Examples might include, copies of college degree(s), resumes verifying education and experience,  
documentation of participation in specialized training, etc.)

A copy of the school or agency personnel procedures including salary schedules, procedures for  
dismissal or reassignment, procedures for performance assessment, and training requirements for staff.

\_\_\_\_\_  
Signature of Agency Representative Title Date

(APPENDIX B)



**THE SCHOOL BOARD OF SARASOTA COUNTY, FLORIDA  
PUPIL SUPPORT SERVICES**

**1960 Landings Boulevard Sarasota, Florida 34231  
Phone (941) 927-9000 FAX (941) 927-4052**

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Sonia Figaredo-Alberts, Executive Director  
Pupil Support Services

**Contract Compliance Checklist**

Contracting School Or Agency **THE FLORIDA CENTER FOR EARLY CHILDHOOD, INC.**

The following documentation must be attached to the Contract Compliance Checklist and returned with the fiscal contract authorizing reimbursement. No reimbursement can be made under this Contract until all items specified on the Contract Compliance Checklist are received by the Department of Pupil Support Services at the address above.

1. \_\_\_\_\_ Certification that each staff member working with students has been fingerprinted pursuant to the Contract.
2. \_\_\_\_\_ A copy of the school or agency certificate of insurance in the amounts specified in the Contract, naming the School Board of Sarasota County as co-insured.
3. \_\_\_\_\_ A copy of the Staff Appointment Verification Form confirming the appointment of each teacher as certified, or non-certificated, with appropriate documentation for each.
4. \_\_\_\_\_ A copy of the current Individual Educational Plan (IEP) for each student served under this Contract.
5. \_\_\_\_\_ A copy of the daily or weekly class schedule documenting a minimum of 1500 minutes of instructional time weekly (1200 minutes minimum for Pre-K students).
6. \_\_\_\_\_ A copy of the DOE Information Data Base Requirements form on each employee involved with students.

Submitted by:

_____	_____	_____
Signature of Agency Representative	Title	Date

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For School Board Use

Contract Compliance Checklist Complete  Yes  No  
If no, date and method of notification to school or agency regarding needed information.

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_____	_____
Signature of Executive Director of Pupil Support Services or Designee	Date

THE SCHOOL BOARD OF SARASOTA COUNTY, FLORIDA  
PUPIL SUPPORT SERVICES

1960 Landings Boulevard Sarasota, Florida 34231  
Phone (941) 927-9000 Fax (941) 927-4052

DOE INFORMATION DATA BASE REQUIREMENTS

THE FLORIDA CENTER FOR EARLY CHILDHOOD, INC.

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Sex: \_\_\_\_\_ Telephone number \_\_\_\_\_ Certificate Number: \_\_\_\_\_

Degree: (circle one)

Child Development Associate (CDA) or CDA equivalent

Associate's

Bachelor's

Master's Name AND State of School Degree was earned at: \_\_\_\_\_

Specialist

Doctorate

Not applicable

State: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Employee Date of Hire: \_\_\_\_\_

Job Title: \_\_\_\_\_ Employee D.O.B: \_\_\_\_\_

Name of Cost Center working for \_\_\_\_\_

Race of Employee (two part question):

1) Are they Hispanic or Latino      Y      N

2) (circle as many as apply) American Indian or Alaska Native, Asian, Black or African American,  
Native Hawaiian or Other Pacific Islander, or White.

Type of Employee: ( Please Circle One)

Full Time Employee      Part Time Employee

Exempt From Public Records Law:      YES      NO

Employee's Address: \_\_\_\_\_ APT# \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

E-mail address \_\_\_\_\_

Is the Employee Paid:      Hourly      Daily      Salary (circle one)

Rate of Pay:      \$ \_\_\_\_\_

Frequency of Pay: (please circle one)      weekly      biweekly      monthly

Number of Days the Employee works in a year: \_\_\_\_\_

How many months a year does the Employee work? \_\_\_\_\_



Evaluation: **(circle one)** Needs improvement Not determined to be in need of improvement  
Not a classroom teacher

Identify each type of professional experience for instructional and instructional administrative employee (excluding substitute teachers). Put years of experience in space before each category.

- \_\_\_\_ Service to the district in current job code assignment
- \_\_\_\_ Teaching in current district
- \_\_\_\_ Administration in education
- \_\_\_\_ Military Service
- \_\_\_\_ Teaching in Florida public schools
- \_\_\_\_ Teaching in Florida nonpublic schools
- \_\_\_\_ Teaching in out-of-state public schools
- \_\_\_\_ Teaching in out-of-state non-public schools

**Staff Fiscal Year Benefits**

Health/Hosp. _____	Life Insurance _____	Social Security _____	Retirement _____
Annuity Plan _____	Unemployment _____	Worker Comp _____	Cafeteria Plan _____
Other _____	Medicare _____	Cafeteria Adm. _____	

**Teacher Exit Interviews:**

Date Left \_\_\_\_\_

Exp (years of professional experience for the teaching job "00" indicates employee in first year of assignment):  
\_\_\_\_\_

**Separation reason (circle)**

- 1) Promotion/Transfer to a non teaching position in the district
- 2) Probationary
- 3) Resignation; includes retirement
- 4) Reduction in force
- 5) Not re-appointed to position; contract expiration
- 6) Job abandonment and death
- 7) Performance; unsatisfactory job performance; failure to obtain adequate certification or certification expiration

**Voluntary Reasons**

- A) Inadequate salary
- B) Lack of opportunity for advancement
- C) Dissatisfaction with supervisor
- D) Dislike/unsuitability for assigned duties

**Future Plans**

- A) at a nonpublic school within the district
- B) within another district in Florida
- C) outside the State of Florida