

## CONTRACT

This contract is entered into this 5<sup>th</sup> of September, 2017, effective August 14, 2017 through July 31, 2018, between CHILDREN FIRST, INC (CF) and THE SCHOOL BOARD OF SARASOTA COUNTY (The Board). This contract creates a mechanism to provide Early Head Start services for children and families in the areas of early childhood education, family partnerships, health, mental health, nutrition, and parent involvement. Both Agencies will use specified resources to provide a comprehensive program for all children and families enrolled in the program.

Services will be provided at the North County Cyesis Program and the Cyesis Program at North Port High School (up to 55 total Early Head Start slots: North Port; Riverview). Teen parents will be guaranteed EHS services. Slots unfilled by teen parents will be filled by “community based” EHS eligible families or children of staff members at the school.

Children First is responsible for the following:

- To provide Early Head Start Services for up to 55 Early Head Start slots. To work with The Board to ensure the completion of enrollment, contract, and program plan.
- To review Children First Policies and Procedures, and incorporate existing policies to meet standards of both programs.
- To pay The Board \$152,900 in ten equal monthly payments to be paid September, 2017 through May, 2018. Each monthly payment of \$15,290 will be paid to The Board by the 15<sup>th</sup> of each month.
- To provide management support for the Early Childhood Center. This includes working with The Board's staff to ensure EHS/HS Performance Standards, monitoring supplies, enrollment, services for extended/summer child care, required paperwork, developing a high quality system of delivery, parent education, teacher training, mental health services, and family case management.
- To provide supervision/support of the Family Service and Community Partnership content area of Early Head Start, while working within the School Board systems. The staff member will be responsible for social services and referrals, monthly parent meetings, development of family partnerships, and monitoring health and/or disability services for children. The assigned Family Advocates will complete all data in the CF COPA system as well as any required paperwork for The Board.
- To offer special focus courses for families enrolled in Cyesis, including Nurturing Dads Class, Just for Moms, training/support groups, and other parent support groups through CF Families First Initiative. These courses will be scheduled to meet the group needs of the clients.

- To ensure referral for children with suspected disabilities 0-5 years of age to Early Steps / Child Find for evaluations and services in order to ensure the 10% disabilities enrollment requirement is met for CF.
- To maintain an Early Childhood Development Specialist (ECDS) to support both sites (North Port and Riverview). The ECDS will work with teachers, the Program Director of Cysis Programs, and the Assistant Principal (as appropriate) to ensure compliance with the EHS / HS Performance Standards. Special attention will be paid to child outcomes of EHS / HS children through the implementation of a research based assessment and curriculum. The EHS / HS program will conduct *Ages and Stages Developmental Screenings* on all EHS and HS children.
- To provide licensure for online curriculum planning, child outcomes and assessments.
- To provide **The Board** with four (4) lap tops for teachers to use in the classrooms for curriculum, planning, and attendance data input. These laptops will remain the property of CF inventory.
- To coordinate dental services for all EHS / HS children and pregnant moms.
- To provide mental health services, where indicated, for children and parents enrolled in the program, and to ensure that **The Board's** staff is involved in the development of the mental health plan and needs (the value of \$25,000).
- To recruit and enroll families from the community to participate in the Board's EHS / HS programs when the number of Cysis Teen Parent families falls below funded slot allocation. Cysis Teen Parents will always get first preference in EHS / HS slots.
- To maintain two positions on the Head Start Policy Council for families enrolled in Early Head Start at Cysis. These representative positions will be elected by all parents enrolled in Cysis.
- To provide staff training in the areas of child development, teen parenting, mental health, curriculum, and any other topics recommended by **The Board**.
- To enroll up to 10 Head Start age children in the Community Model Pre-K class at Riverview.
- To enroll up to 10 Early Head Start children in the Community Model Infant / Toddler classes at Riverview.
- To hire and supervise one Infant Toddler Specialist to work in the above I/T classroom.
- **CF** shall not provide transportation for community Head Start families.

- To hire and supervise a Teacher who will work collaboratively with **The Board's** staff to ensure compliance with Head Start performance standards and Teen Parent program operations within a preschool Community/Head Start classroom model.
- To provide educational consumables (such as paint, paper, markers, etc...) needed for the entire HS classroom.
- To work with **The Board's** staff to ensure smooth operations which include class schedule, USDA requirements, teacher training, and class quality monitoring.
- To provide 2.5 Family Advocates to work directly with families enrolled in EHS / HS. The Family Advocates will collaborate with **The Board's** staff ensuring the mutual aims of our programs are met.
- To schedule monthly partnership meetings to ensure all aspects of the program are running smoothly. The meeting will include the CF's Vice President of Programs, Regional Manager, Family Services Manager, and other appropriate staff. Direct service staff will meet to ensure monitoring, adherence to policies and procedures, and compliance with program operations to meet Federal regulations.
- To reimburse the Board up to an additional \$2500 for attendance by selected staff at approved pre-service and in-service trainings. Reimbursement to the Board will be authorized under the following conditions:
  - The staff member is contractually ineligible for payment through the Board;
  - The training is directly related to the effective delivery of HS / EHS standards;
  - Proof of staff attendance at trainings is provided to Children First.
- To reimburse the Board up to an additional \$1000 annually for payment to staff for participation in curriculum planning after the Board duty day has ended. Reimbursement will be authorized upon receipt of Board approved invoices accompanied by evidence of staff participation in curriculum planning (sign – in / sign – out sheets).
- To provide a comprehensive liability insurance policy in the minimum amount of \$1,000,000.00 per occurrence.
- 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.

- CF 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, successor, representatives and assigns and cannot be waived or varied.
- CF 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 CF 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 system of The Board.

**IF CHILDREN FIRST 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 AT 941-927-4009, [publicrecordrequest@sarasotacountyschools.net](mailto:publicrecordrequest@sarasotacountyschools.net), THE SCHOOL BOARD OF SARASOTA COUNTY, FLORIDA, 1960 LANDINGS BLVD., SARASOTA, FL 34231.**

The School Board of Sarasota County is responsible for the following:

- To work with CF in adherence to the Early Head Start Federal Mandates.

- To work with CF to ensure that all enrolled families receive required educational visits by Early Childhood Teachers or appropriate staff. (Two home visits, two parent /teacher conferences per academic year.)
- To submit reports to CF Program Administrator to assist with monitoring of Early Head Start Performance Standards and PIR report information.
- To submit child outcomes of Early Head Start children using an Early Childhood research based curriculum. Early Head Start / Head Start program will use *Ages and Stages*, Developmental Screenings, and Assessments.
- To allow CF's staff to monitor *attendance* records for ADA (Average Daily Attendance) and enrollment of enrolled children; this will be maintained in a CF family/child database system.
- To provide CF with documentation of In-kind services to include space, materials, activities, staff salaries, utilities, and training not provided by CF's Early Head Start funds. In-kind will be verified and documented by **The Board** annually and submitted to CF.
- To provide work space for CF's staff for 2 Family Advocates at North County Cysis (Riverview High School) and for 1 Family Advocate at the South County Cysis (North Port High School).
- To provide classroom space and equipment for EHS/HS classrooms to serve children of both organizations.
- To be responsible for hiring of Teacher and supervision to ensure Head Start performance standards and will work in partnership with CF's staff in area program operations.
- To work with CF's staff to ensure smooth operations which include class schedule, USDA requirements, teacher training, and class quality monitoring.
- To provide assistance with the enrollment process of Early Head Start children and to work as a team for parents and staff to understand all aspects of both programs.
- To monitor the program to ensure EHS/HS regulations are followed.
- To attend partnership meetings to ensure all aspects of the program are running smoothly.

- To assure that partnership meetings include all necessary staff to ensure the ongoing operation of these programs.
- To recruit enrolled families for special focus groups offered by Families First Institute.
- To maintain an appropriate self-insurance fund as permitted by Florida Law.
- To ensure that all staff and community partners working directly with EHS / HS children and families have 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. Employees and community partners must meet all screening requirements as described in Section 1012.32, Florida Statutes and Head Start Federal Regulation 1302.90.
- To ensure that all Board staff adhere to FERPA Law in the management of EHS / HS child and family data.

Program Administrators of both programs will communicate on a regular basis to review and evaluate the quality of the program ensuring that all Early Head Start Program Performance Standards and Department of Education Standards are being met.

The parties have executed this Contract the day and year above written.

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Philip Tavill  
Children First, Inc.  
President & CEO

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Date

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Caroline Zucker  
The School Board of Sarasota County, Florida

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Date

Approved for Legal Content,  
August 16, 2017, by Matthews Eastmoore,  
Attorneys for The School Board  
of Sarasota County, Florida  
Signed: ASH