

# Contract

This contract is entered into this \_\_\_\_\_ of September, 2013, effective **August 1, 2013 through July 31, 2014**, 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 Cysis Program and the Cysis Program at North Port High School (47 total Early Head Start slots: North Port; Riverview).

## **Children First is responsible for the following:**

- **To provide Early Head Start Services for 47 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 \$130,660 in ten equal monthly payments** to be paid August, 2013 through May, 2014. Each monthly payment of \$13,066 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 Head Start 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 (**all enrolled children will be counted in the Children First Early Head Start funded slots**).
- 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 Cysis, 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 0-3 years of age to Early Steps for evaluations and services in order to ensure the 10% disabilities enrollment requirement is met for **CF**.

- To work with **The Board** to find summer services for high risk families. Services will include a summer program for the safety and development of high risk children at a **CF** location. Twenty to twenty-four slots will be made available for Cyesis families in the summer program based on needs of families.
- To have a Curriculum Coach to support both sites (North Port and Riverview) to work with teachers and Program Director of Cyesis Programs to ensure the Early Head Start Performance Standards, Child Outcomes of Early Head Start children using a research based curriculum. Early Head Start program will use *Ages and Stages* along with Individual Goals and Objectives to determine child progress.
- To provide TS Gold online service for 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 Early Head Start 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 maintain two positions on the Head Start Policy Council for families enrolled in Early Head Start at Cyesis. These representative positions will be elected by all parents enrolled in Cyesis.
- 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 7 to 10 preschool age children in the Community Model Pre-K class at Riverview.
- **CF** shall not provide transportation for community Head Start families.
- To provide all classroom consumables needed for the entire 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 of Early Head Start, while ensuring **The Board's** staff is involved in the development of the plan and on-going development of the program.
- 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 Operations, Regional Manager, Family Advocate and other appropriate staff. Program direct staff

will meet to ensure monitoring, policies and procedures, and compliance of program operations to meet Federal regulations.

- To provide one co-teacher, supervision support, and management partnership in one preschool community Head Start / School Board classroom.
- 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 systems of **The Board**.

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

- To work with **CF** in implementing the Early Head Start Federal Mandates.
- To work with **CF** to ensure that all enrolled families receive required educational home visits by Early Childhood Teachers or appropriate staff.
- 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 program will use *Ages and Stages* along with Individual Goals and Objectives.
- 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 Cyesis (Riverview High School) and for 1 Family Advocate at the South County Cyesis (North Port High School).
- To provide classroom space and equipment for preschool classroom to serve children of both organizations.
- To provide one co-teacher, supervision support, and management partnership in one preschool community Head Start / School Board classroom.
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- 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 Early Head Start regulations are followed.
- To attend partnership meetings to ensure all aspects of the program are running smoothly. The meetings will include all necessary staff to ensure the ongoing operation of these programs.
- To recruit enrolled families for special focus groups offered by Families First Initiative.
- To maintain an appropriate self insurance fund as permitted by Florida Law.

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 Regulations 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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**Jane Goodwin** **Date**  
**The School Board of Sarasota County, Florida**

Approved for Legal Content,  
August 22, 2013, by Matthews Eastmoore,  
Attorneys for The School Board  
of Sarasota County, Florida  
Signed: ASH