

Contract

This contract is entered into this ____ of September, 2016, effective August 22, 2016 through July 31, 2017, 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 (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.

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, 2016 through May, 2017. Each monthly payment of \$15,290 will be paid to The Board by the 15th 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 recruit and enroll families from the community to participate in the Board's EHS / HS programs when the number of Cyesis Teen Parent families falls below funded slot allocation. Cyesis 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 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.
- To enroll up to 10 infant/toddler 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 be responsible for hiring of Lead Teacher and supervision to ensure Head Start performance standards and will work in partnership with The Board's staff in area program operations.
- 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 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 teacher, supervision support, and management partnership in one pre-school community Head Start / School Board classroom.
- 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, 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 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 be responsible for hiring of Lead 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 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.

Philip Tavill
Children First, Inc.
President & CEO

Date

Shirley Brown
The School Board of Sarasota County, Florida

Date

Approved for Legal Content,
August 24, 2016, by Matthews Eastmoore,
Attorneys for The School Board
of Sarasota County, Florida
Signed: ASH