



District School Board of Pasco County

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Heather Fiorentino, Superintendent

www.pasco.k12.fl.us

Department of Purchasing

Kendra Goodman, CPPO, CPPB, Purchasing Agent

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March 16, 2010

MEMORANDUM

TO: Honorable School Board Members

FROM: Kendra Goodman, CPPB, Purchasing Agent

RE: Articulation Agreement
Hillsborough County School District

The School District would like to enter into an articulation agreement with the School District of Hillsborough County Training Office. This agreement will allow Pasco Early Childhood Education teachers to teach the Florida Department of Children and Families Child Care Training curriculum.

At this time, we respectfully request your approval to enter into the agreement with the above-referenced facility. The agreement will cover the period of March 17, 2010 through March 16, 2011 and will be renewable annually by mutual agreement, unless it is determined upon review that revisions are necessary. The contract has been reviewed and approved by The School District's attorney, Nancy McClain Alfonso, Esquire.

Should you have any questions regarding this matter, please contact Rob Aguis. If you have any purchasing related questions regarding this agreement, please contact me.

KDG/vj



District School Board of Pasco County

7227 Land O' Lakes Boulevard • Land O' Lakes, Florida 34638 • 813/794-2000

Heather Fiorentino, Superintendent

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Department of Community, Career and Technical Education

Rob Aguis, Director

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MEMORANDUM

CCTE-194-09/10

March 16, 2010

To: Kendra Goodman, Purchasing Agent

From: Rob Aguis, Director of Community, Career & Technical Education *RA*

Subject: **Statement of Agreement with School District of Hillsborough County**

Description:

Approval is requested for a Statement of Agreement to provide Child Care Training between the District School Board of Pasco County and the School District of Hillsborough County Training Office. This agreement will enable Pasco Early Childhood Education teachers, both secondary and postsecondary, to teach the Florida Department of Children and Families Child Care Training curriculum.

Action Required:

School Board approval of this agreement on March 16, 2010.

Recommendations:

The staff respectfully requests approval of the Statement of Agreement for Child Care Training with the School District of Hillsborough County Training Office.

GTS:rmh

Enclosures

Statement of Agreement to Provide Child Care Training (Continued)

3. Provide a copy of the Department's competency based examination fact sheet and ensure trainers provide information to students about the competency based examinations consistent with instructions of the TCA and in compliance with the Department's policies and procedures.
4. Ensure each trainer is approved by the TCA prior to teaching the Department's Child Care Training Courses and meet the trainer qualifications outlined in section 65C-22.003(5), Florida Administrative Code (F.A.C.). Documentation used to verify trainer qualifications for each trainer shall be maintained on file and available to the TCA, upon request.
5. Ensure each trainer complies with the provisions of Section C of this document relating to Trainer Responsibilities.
6. Ensure each trainer has the knowledge, skills and ability to provide quality training.
7. Provide current information to the TCA on an ongoing basis regarding all active and inactive trainers. Documentation shall be sent to the TCA to recommend the status of a trainer be changed.
8. Documentation shall be sent to the TCA within 24 hours of the termination of a trainer so Child Care Training System (CCTS) access may be disabled.
9. Ensure each trainer attends a specific child care training course prior to instructing the course, as required by the TCA.
10. Ensure the classroom complies with the Americans with Disabilities Act.
11. Conduct all Child Care Training Courses in a classroom environment appropriate for and conducive to adult/High School learning.
12. Provide audio-visual equipment, as needed.
13. Ensure the Department's Child Care Training Courses have no more than thirty-five (35) participants enrolled per class, unless approved by the Department's contract manager through the TCA prior to the beginning of the course.
14. Retain the following training course documentation for a period of 6 years and ensure documentation is available to the TCA upon request.
 - (a) Course Attendance Sign-In Sheet/Roster
 - (b) Student Notice of Cancelled Child Care Training Courses
 - (c) Exhibit A, Course Evaluation Sheet
 - (d) Exhibit B, CF-FSP 5169, Training Evaluation Form (excluding Public Educational Institutions)
 - (e) Written documentation of trainer qualifications
15. Obtain prior approval from the TCA before adding additional materials or resources to the training courses.
16. Return borrowed materials from the TCA, as requested.
17. ~~Report~~ Report any materials that are lost or damaged should be reported to the TCA within seven (7) working days.
18. Provide a copy of the most current participant's training guidebook and training materials to each course participant. The provider will determine the cost, if any, of the training materials provided to the participants.

CONTRACT REVIEWED AND APPROVED: <i>Kdy</i> 3/8/10

Statement of Agreement to Provide Child Care Training (Continued)

19. Submit training plans and schedules to the TCA and/or entered into the CCTS, as requested.
20. Update and maintain accurate training course and participant information in the CCTS, as requested by the TCA and according to the Department's policies and procedures.
21. Ensure that a separate "Statement of Agreement to Provide Child Care Training" is signed with each of the TCAs in situations where the Child Care Training Courses offered by the provider cover more than one TCA circuit/region.

For Public Educational Institutions Only:

1. Consult with TCA in regards to competency based examinations to ensure compliance with the Department's policies and procedures.
2. Conduct evaluations and assessments of trainers of the Department's Child Care Training Courses based upon the provider's employee evaluation policies. The provider is not required to use the CF-FSP 5169, Trainer Evaluation Form.

C. Trainer Responsibilities

The training provider must ensure all trainers of the Department's Child Care Training Courses comply with the following trainer responsibilities. The trainer agrees to:

1. Use the most current training materials and follow the course outline provided in the Department's Child Care Training Courses instructor guide.
2. Present each child care training course in its entirety and cover all of the required objectives for the course.
3. Ensure the training content is presented appropriately for the adult/High School learner.
4. Ensure training course evaluation forms, Exhibit A to the Statement of Agreement the Course Evaluation Sheet, are completed by all participants at the end of each training course.
5. Be punctual, reliable, organized, creative, and demonstrate initiative.
6. Guide confidential discussions with trainees when talking about individual centers, children, and employees.
7. Relate to students in a professional manner.
8. Adhere to time schedules established for training by staying on specific tasks/topics, and redirecting inappropriate or lengthy discussions.
9. Use a variety of teaching techniques including, but not limited to: discussion type training, small group activities, role playing, audio-visual aids, etc.
10. Be present at all of their child care training classes even if a guest speaker is scheduled.
11. Attend a minimum of one meeting with the TCA each fiscal year, as well as upon request by either party. In situations at Public Educational Institutions where the provider cannot require their trainers to attend off-site meetings, the TCA will offer one on-site meeting per year for the provider's trainers. An on-site meeting by the

AND APPROVED:

Kaly 3/8/10

Statement of Agreement to Provide Child Care Training (Continued)

TCA for the provider may include a district-wide meeting that includes trainers from several public educational institution providers at one training meeting.

12. Coordinate all matters regarding the provision of the Department's Child Care Training Courses with the provider's designated administrator. The designated administrator will coordinate any presented issues, documentation requests and/or identified needs directly with the TCA.
13. Trainers who move from one Training Coordinating Agency to another must go through an approval process with the new Training Coordinator. The new Training Coordinating Agency will review their service delivery area to determine if additional trainers are needed, prior to approval. There is no guarantee a trainer will be approved in the new service delivery area. Each trainer must submit the following documents to the new Training Coordinator:
 - Current resume, including a list of updated training
 - Copy of Department of Children and Families Child Care Training Transcript
 - Copy of college degree and transcripts
 - Letter of reference from the former Training Coordinator
 - Copy of most recent CF-FSP Form 5169, Training Evaluation Form

D. Training Coordinating Agency (TCA) Responsibilities

The TCA agrees to:

1. Provide technical assistance to the provider's designated administrator regarding all aspects of delivering the Department's Child Care Training Courses.
2. Provide a copy of the most current training course materials, including the instructor and participant guides, approved by the Department to the provider.
3. Maintain the provider's trainer records in the CCTS.
4. Provide administrative support and technical assistance to the provider to ensure the provider's staff (i.e., trainer, data entry person) has the necessary information to document participant and course records utilizing the CCTS.
5. Ensure the Child Care Training transcript is updated in the CCTS for all of the provider's students that successfully complete the Department's Child Care Training Courses.
6. Coordinate competency based examinations with the provider in compliance with the Department's policies and procedures.
7. Ensure evaluations of trainers of the Department's Child Care Training Courses are performed on an annual basis, excluding trainers working exclusively for public educational institutions. Training evaluations are to be documented on Exhibit B to the Statement of Agreement, CF-FSP 5169, Training Evaluation Form.
8. Monitor records for compliance in accordance with this agreement to ensure the provider's course and participant information updates are accurately documented in the CCTS according to the Department's policies and procedures.

CONTRACT REVIEWED
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Kdy 3/8/10

Statement of Agreement to Provide Child Care Training (Continued)

E. Trainer Loss of Certification

Actions that can lead to loss of trainer certification include:

1. Repeated pattern of tardiness, absenteeism, or early dismissal of students, or repeated combinations of these behaviors.
2. Repeated pattern of poor/untimely documentation.
3. Poor evaluations of **Exhibit A** to the Statement of Agreement, Course Evaluation Sheet, **Exhibit B** to the Statement of Agreement, CF-FSP Form 5169, Training Evaluation Form, or written/oral public comments.
4. Lack of trainer skills and responsibilities outline in this agreement.

Loss of Certification Procedure:

1. The training coordinator and the trainer must develop a corrective action plan related to the trainer's unacceptable evaluation/behavior. If the corrective action plan is not completed by the trainer within the stated time frame, as determined by the training coordinator, the trainer shall be decertified and shall not continue providing training for the training coordinating agency or the Department.
2. The training coordinator shall maintain trainer information regarding the loss of certification in the child care training system and maintain a hard copy of records documenting information about the loss of certification of a trainer.
3. Dispute resolution is available according to the process set out in the complaint procedures (Section I).

F. Complaint Procedures

In the event a complaint is received, the following procedures must be followed and documented.

1. The TCA and the provider's designated administrator must communicate within 2 weeks regarding the specifics of each complaint received regarding the provision of the Department's Child Care Training Courses.
2. The provider is responsible for the investigation and assessment of the complaint and making a recommendation to the TCA whether any action should occur to correct any identified problems with the provision of the Department's Child Care Training Courses.
3. If the measures to take corrective action are agreed upon by the provider and the TCA, the TCA will provide the designated administrator with a written corrective action request outlining the required changes. The TCA and the designated

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Statement of Agreement to Provide Child Care Training (Continued)

administrator will maintain ongoing communication about the specifics of the corrective action to ensure timely compliance with the agreed upon terms. A copy of the written corrective action document will be provided to the Department's contract manager by the TCA.

4. In situations of non-compliance with corrective action and/or situations where the TCA disagrees with the outcome and/or recommended action regarding a complaint provided by the designated administrator, the TCA must address their concerns with the provider's local sponsor/authorizing agent (i.e., Principal/College President, Family and Consumer Sciences District Supervisor, Career and Technical Director). This will allow the provider's sponsor/authorizing agent an opportunity to provide technical assistance to ensure proper resolution of the issues presented in a complaint. **FOR PUBLIC INSTITUTIONS ONLY:** If the TCA and the provider's sponsor/authorizing agent are unable to reach agreement on the outcome of the complaint, the provider will contact their Department of Education (DOE) contact person for assistance with the matter.
5. If non-compliance with corrective action and/or disagreement continues after consultation between the provider and their contact person, the TCA must notify the Department's contract manager and the Department's Child Care Services Office so a joint determination can be made as to whether all of the Department's child care related programs offered by the provider are to be continued.

G. Termination of Agreement

This agreement may be terminated by either party without cause upon no less than twenty-four (24) hours notice in writing to either party. Said notice shall be delivered by U.S. Postal Service or any expedited delivery service that provides verification of delivery or by hand to the TCA or the representative of the Provider responsible for administration of the program.

H. List of Exhibits

1. **Exhibit A*** to the Statement of Agreement, Course Evaluation Sheet
2. **Exhibit B*** to the Statement of Agreement, CF-FSP 5169, Trainer Evaluation Form

***Remove the word "Exhibit" and letter identifier from the document when the document is being used**

CONTRACT REVIEWED AND APPROVED: <i>Katy</i> 3/8/10
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Statement of Agreement to Provide Child Care Training (Continued)

The parties agree to the terms and conditions of this 10 page statement of agreement document.

TCA Name, Address, Telephone #

Provider Name, Address, Telephone #

SDHC-Training Office

District School Board of Pasco County

Marta Lopez-Harrison

Allen Altman

9215 N. Florida Ave., Ste 110, Tampa, FL 33612

7227 Land O'Lakes Blvd., Land O'Lakes, FL 34638

Marta Lopez-Harrison
Signature

Signature

Child Care Training Coordinating Agency
(i.e., President/CEO/Training Coordinator)

Educational Institution
(i.e., Principal/College President or designee, Family and Consumer Sciences District Supervisor, Independent Trainer, Owner/Director of Training Institution, Executive Director or designee)

Training Coordinator

School Board Chairman

TCA Title

Provider Title

3/2/2010
Date

Date

CONTRACT REVIEWED AND APPROVED: _____

Exhibit A of the Statement of Agreement Course Evaluation Sheet

Trainer's Name _____

Date (s) _____

Course Evaluation for (please select all that apply):

- | | |
|--|---|
| <input type="checkbox"/> Rules & Regulations for Child Care Facilities | <input type="checkbox"/> Infant and Toddler Appropriate Practices |
| <input type="checkbox"/> Rules & Regulations for Family Homes | <input type="checkbox"/> Pre-School Appropriate Practices |
| <input type="checkbox"/> Identifying & Reporting Child Abuse and Neglect | <input type="checkbox"/> School-Age Appropriate Practices |
| <input type="checkbox"/> Health, Safety, & Nutrition | <input type="checkbox"/> Special Needs Appropriate Practices |
| <input type="checkbox"/> Child Growth & Development | <input type="checkbox"/> Train-the-Trainer |
| <input type="checkbox"/> Behavioral Observation & Screening | |

Instructions: Please complete the following course evaluation and return to the trainer at the end of the course session.

1. What are the key **lessons** you learned from this course?
2. What did you find **most useful** in this course?
3. What did you find **least useful** in this course?
4. What do you wish there had been **more time** for?
5. What other **concerns/problems** do you have that need to be addressed?

- | | (Circle One) | | | | |
|--|--------------|---|---|-----------|---|
| | Poor | | | Excellent | |
| 6. Overall rating of your acquired knowledge/skills | 1 | 2 | 3 | 4 | 5 |
| 7. Overall rating of the trainer | 1 | 2 | 3 | 4 | 5 |
| 8. Overall rating of the course material | 1 | 2 | 3 | 4 | 5 |
| 9. Did you feel free to participate? (Y/N) _____ | | | | | |
| 10. Comments | | | | | |

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AND APPROVED:

Exhibit B of the Statement of Agreement



Child Care Training Program

Trainer Evaluation

Instructor: _____

Date: _____

Training Provider: _____

TCA: _____

Address: _____

Reviewer: _____

Course Evaluated - select all that apply:

- | | |
|--|---|
| <input type="checkbox"/> Rules & Regulations for Child Care Facilities | <input type="checkbox"/> Infant and Toddler Appropriate Practices |
| <input type="checkbox"/> Rules & Regulations for Family Homes | <input type="checkbox"/> Pre-School Appropriate Practices |
| <input type="checkbox"/> Identifying & Reporting Child Abuse and Neglect | <input type="checkbox"/> School-Age Appropriate Practices |
| <input type="checkbox"/> Health, Safety, & Nutrition | <input type="checkbox"/> Special Needs Appropriate Practices |
| <input type="checkbox"/> Child Growth & Development | <input type="checkbox"/> Train-the-Trainer |
| <input type="checkbox"/> Behavioral Observation & Screening | |

ENVIRONMENT	Yes	No	N/A
The class is located for the convenience of the participants.			
The classroom is handicapped - accessible for persons with disabilities.			
Course participants are provided with adult sized tables and chairs.			
The classroom is arranged to allow active involvement in training course discussion.			
The class size does not exceed the maximum number of participants as stated for the particular training session.			

Comments: _____

CONTENT	Yes	No	N/A
The trainer adhered to course content in a well organized, was coherent, and logical manner.			
The trainer arranged the course content to make the most effective use of the allotted time.			
The Department's approved curriculum was used.			
Students were informed of course objectives prior to instruction.			
Students were given enough time to meet course objectives.			
Resource people and/or aids were approved by the training coordinator and used by the instructor within the training session. Describe the resources utilized.			

Comments: _____

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CONTRACT REVIEWED
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Exhibit B of the Statement of Agreement (Continued)

TRAINER	Excellent (5)	Very Good (4)	Good (3)	Fair (2)	Poor (1)
The instructor spoke clearly and presented the course material in terms that participants could comprehend.					
The instructor's activities were consistent with the training plan objectives.					
The trainer knew and understood the concepts and issues of the topic area.					
The trainer related to the group, answered questions and responded to concerns.					
The trainer helped group members relate course content and knowledge to child caregiving and apply concepts to job activities.					
The trainer used methods of presentation best suited to content; i.e. lecture, discussion, exercises, audiovisuals, and appropriate handouts.					
Trainer was well organized, punctual, and adhered to the time schedules established for training.					

Comments: _____

ADMINISTRATION	Yes	No	N/A
Trainer shared competency exam information with students, including the fact sheet.			
Training course evaluation forms are completed by all course participants at the end of the course session.			
Records are maintained and kept in an orderly fashion.			
Trainer appropriately completed all of the necessary paperwork distributed by the TCA.			
Trainer updated course payments and registration by next business day after the first class meeting.			
Trainer updated course information and student attendance in the Child Care Training System within 48 hours upon course completion? If no, what were the circumstances as to why it was not completed in the time allotted?			

Comments: _____

EVALUATION DISCUSSED WITH TRAINER

Reviewer Signature: _____ Date: _____

Trainer Signature: _____ Date: _____

Trainer Comments: _____

CONTRACT REVIEWED
AND APPROVED:
