



# District School Board of Pasco County

20430 Gator Lane • Land O' Lakes, Florida 34638 • 813/ 794-2221

Heather Fiorentino, Superintendent


[www.pasco.k12.fl.us](http://www.pasco.k12.fl.us)

Department of Purchasing  
Kendra Goodman, CPPO, CPPB, Purchasing Agent  
813/ 794-2221 Fax: 813/ 794-2111  
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June 15, 2010

## MEMORANDUM

TO: Honorable School Board Members

FROM: Kendra Goodman, CPPO, CPPB, Purchasing Agent 

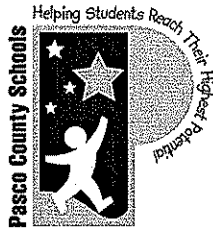
RE: Memorandum of Understanding or Collaborative Partnership Agreement with Career Central, Pasco County Library System, Catholic Charities Diocese of St. Petersburg, Inc., and The Pregnancy Care Center of Zephyrhills

The attached Memorandum of Understanding and/or Collaborative Partnership Agreement with each of the above-reference agencies and the District School Board of Pasco County are to provide additional sites and educational services for adult education programs. These agreements have been reviewed and approved by Nancy Alfonso, School Board Attorney.

At this time, we respectfully request your approval of the Memorandum of Understanding and/or Collaborative Partnership Agreement with each of the above-referenced agencies for the 2010-2011 School Year. Should you have any questions regarding this matter, please contact Rob Aguis. If you have any purchasing-related questions regarding these agreements, please contact me.

KDG/acf

Attachments



# District School Board of Pasco County

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

Heather Fiorentino, Superintendent

[www.pasco.k12.fl.us](http://www.pasco.k12.fl.us)

Department of Community, Career and Technical Education  
Robert J. Aguis, Director  
(813) 794-2204 Fax: (813) 794-2794  
(727) 774-2204 TDD: (813) 794-2484  
(352) 524-2204 E-mail: [raguis@pasco.k12.fl.us](mailto:raguis@pasco.k12.fl.us)

## MEMORANDUM

CCTE-248-09/10

June 15, 2010

To: Kendra Goodman, Purchasing Agent

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

Subject: **Memorandum of Understanding or Collaborative Partnership Agreement with Career Central, Catholic Charities Diocese of St. Petersburg, Inc., Pasco County Library System, Pasco-Hernando Community College, and The Pregnancy Care Center of Zephyrhills**

### Description:

Approval is requested for a Memorandum of Understanding or Collaborative Partnership Agreement with the following agencies to provide additional sites and educational services for District School Board of Pasco County adult education programs. Staff and instructional materials needed to ensure the provision of these services will be allocated from 2010-11 Workforce Education and Adult General Education grant funds.

Career Central, Catholic Charities Diocese of St. Petersburg, Inc., Pasco County Library System, Pasco-Hernando Community College, The Pregnancy Care Center of Zephyrhills

### Action Requested:

School Board approval of the Memorandums of Understandings or Collaborative Partnership Agreements on June 15, 2010.

### Recommendations:

The staff respectfully requests approval of the Memorandums of Understanding or Collaborative Partnership Agreements with Career Central, Catholic Charities Diocese of St. Petersburg, Inc., Pasco County Library System, Pasco-Hernando Community College, and The Pregnancy Care Center of Zephyrhills.

RA:rmh

Attachment(s)

received  
6/3/10

MEMORANDUM OF UNDERSTANDING

Between

District School Board of Pasco County

And

Career Central

One Stop Operator for Workforce Development in Pasco and Hernando Counties

This Memorandum of Understanding is made between the District School Board of Pasco County, Community, Career and Technical Education Department and Career Central, Pasco and Hernando Counties' One Stop Operator for Workforce Development.

This Memorandum covers the period beginning July 1, 2010, and ending June 30, 2011.

Career Central agrees to provide the following to supplement the District School Board of Pasco County's adult education programs within the Pasco service area:

- Office space, utilities, and existing telecommunication support services within the New Port Richey and Zephyrhills locations for the provision of free District School Board of Pasco County adult education classes made possible through funding from the 2010-11 Adult General Education grant.
- Promote District School Board of Pasco County adult education classes and career and technical training opportunities to Career Central clients.

The District School Board of Pasco County agrees to provide the following services:

- Part-time adult education classes taught by certified District School Board of Pasco County staff, according to a weekly schedule agreed upon by both parties.
- All instructional materials and supplies, textbooks, software, computers and printers, unless prior approval is given to utilize available Career Central computers and server.
- Professional development opportunities for Career Central staff related to educational and career assessment and advisement.
- Promote Career Central services, including services of all affiliated agencies, to adult education students.

Either party may cancel this Memorandum of Understanding with thirty (30) days written notice.

Career Central, Pasco County

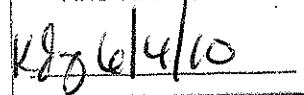
District School Board of Pasco County

  
Agency Head/Project Manager

\_\_\_\_\_  
Superintendent

5/3/10  
\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

CONTRACT REVIEWED  
AND APPROVED:  
  
6/4/10

received  
4/13/10

MEMORANDUM OF UNDERSTANDING  
Between  
District School Board of Pasco County  
And  
Catholic Charities Diocese of St. Petersburg, Inc.

This Memorandum of Understanding is made between the District School Board of Pasco County, Community, Career and Technical Education Department and Catholic Charities Diocese of St. Petersburg, Inc.

This Memorandum covers the period beginning July 1, 2010, and ending June 30, 2011.

Catholic Charities Diocese of St. Petersburg, Inc. agrees to provide the following to supplement the District School Board of Pasco County's adult education programs within the Pasco service area:

- Classroom space, utilities, and existing telecommunication support services within the Dade City office for the provision of free District School Board of Pasco County adult education classes made possible through funding from the 2010-11 Adult General Education grant and 2010-11 English Literacy/Civics grant.
- Promote District School Board of Pasco County adult education classes to eligible clients through individual client counseling and through the display of brochures, flyers, and special publications.


The District School Board of Pasco County agrees to provide the following services:

- Part-time adult education classes online, taught by certified District School Board of Pasco County staff.
- Instructional materials and supplies, textbooks, software.
- Professional development opportunities for Catholic Charities staff related to literacy tutoring services.
- Registration and testing services for students at Catholic Charities.

Either party may cancel this Memorandum of Understanding with thirty (30) days written notice.

Catholic Charities,  
Diocese of St. Petersburg, Inc.

District School Board of Pasco County

  
\_\_\_\_\_  
Divisional Director or Designee

\_\_\_\_\_  
Superintendent

5-18-2010  
\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

CONTRACT REVIEWED  
AND APPROVED:  
  
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**COLLABORATIVE PARTNERSHIP AGREEMENT**  
**Between**  
**District School Board of Pasco County**  
**And**  
**Pasco County Library System**

This Collaborative Partnership Agreement is made between the District School Board of Pasco County, Community, Career and Technical Education Department and The Pasco County Library System.

This Memorandum covers the period beginning July 1, 2010, and ending June 20, 2011.

The Pasco County Library System agrees to provide the following to supplement the District School Board of Pasco County's adult education programs within the Pasco service area:

- Office space, utilities, and existing telecommunication support services within selected library locations for the provision of free District School Board of Pasco County adult education classes made possible through funding from the 2010-11 Adult General Education grant and English Literacy/Civics grants.
- Promote District School Board of Pasco County adult education classes to library patrons through the display of brochures, flyers and special publications.

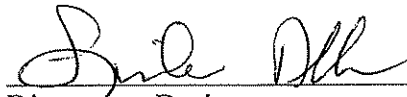
The District School Board of Pasco County agrees to provide the following services:

- Part-time adult education classes taught by certified District School Board of Pasco County staff, according to a weekly schedule agreed upon by both parties.
- All instructional materials and supplies, textbooks, software, computers and printers, unless prior approval is given to utilize available library computers.
- Professional development opportunities for library staff related to educational and career assessment and advisement.
- Promote library services to adult education students.

Either party may cancel this Collaborative Partnership Agreement with thirty (30) days written notice.

Pasco County Library System

District School Board of Pasco County



Director or Designee

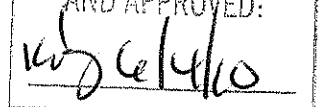
Linda Allen, Libraries Director

April 28, 2010

Date

\_\_\_\_\_  
Superintendent

\_\_\_\_\_  
Date

CONTRACT REVIEWED  
AND APPROVED:  


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6/3/10cp

**Collaborative Partnership Agreement  
Between  
District School Board of Pasco County  
Community, Career and Technical Education Department  
And  
Pasco-Hernando Community College**

This Collaborative Partnership Agreement is made by and between the District School Board of Pasco County hereafter referred to as DSBPC and the Community, Career and Technical Education Department, hereafter referred to as CCTE and District Board of Trustees of Pasco-Hernando Community College, hereafter referred to as PHCC.

This agreement covers the period beginning July 1, 2010, and ending June 30, 2011. This agreement will be extended through June 30, 2012, upon mutual agreement of both parties and pending approval of a continuation of the Adult General Education Grant project.

WHEREAS the DSBPC, CCTE AND PHCC wish to collaborate in the administration of the 2010-11 Adult General Education Grant project. The partnership herein will provide for the enhancement of the existing adult education programs in Pasco County by maximizing the use of resources and by collaborating on services offered in the educational service area. The funds will be used to provide the following benefits to adult learners served by adult education initiatives in Pasco County:

- Assist adults in becoming literate and obtaining the knowledge and skills necessary for employment and self-sufficiency;
- Assist adults who are parents in obtaining the educational skills necessary to become full partners in the educational development of their children;
- Assist adults in completing high school or the GED equivalent.

THEREFORE, in consideration of the mutual agreement in the provisions, terms, and conditions herein set forth, the DSBPC, CCTE, and PHCC mutually agree to the following:

**1. PHCC Agrees:**

- a) To collaborate solely with the DSBPC, CCTE in the administration of the 2010-11 Adult General Education grant.
- b) To provide adult education college transition instructional services to targeted GED students, complementing state-approved performance standards and goals measured by the National Reporting System (NRS). **Deliverable:** Quarterly course enrollment data, including student name, identification information, attendance, course grade/completion of competencies, Pre/Post College Placement Test scores.
- c) To provide a part-time transition specialist (not to exceed 4 hours per week per campus) for the West Campus (New Port Richey) and the East Campus (Dade City) funded through the 2010-11 Adult General Education Grant for advisement, mentoring, and on-site transition services to GED cohort groups, including placement and follow-up data on course completers needed for NRS reporting. PHCC's Assistant Dean of Developmental Education will be responsible for developing and seeking approval for the job description and for supervising and evaluating this employee. **Deliverable:** Database of enrollment/withdrawal data, including initial PHCC enrollment date, intended major course of study, course/credit history, degree/certificate award, graduation date, commencing with each course completer's enrollment at PHCC and

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AND APPROVED:  
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continuing throughout the project period for each year that such collaborative agreement is in place.

- d) To participate with the DSBPC, CCTE grant instructional staff in transition program meetings and revision recommendations.

**2. DSBPC, CCTE Agrees:**


- a) To serve as fiscal agent for the funds received from the Adult General Education Grant, and as such, will be the administrative entity in the management of the grant funds.
- b) To, upon receipt of quarterly invoicing from PHCC, provide payment from the Adult General Education grant funds for successful completion and documentation of the mutually agreed upon deliverables as defined in 1 (b), 1 (c), and 1 (d) of this agreement. Should PHCC not fulfill the quarterly instructional services and corresponding documentation as defined, the DSBPC, CCTE will submit the required Florida Department of Education project amendment for redistribution of remaining funds.
- c) To establish and coordinate periodic meetings between the partners throughout the project period.
- d) To provide the Florida Department of Education with all necessary documentation, reports, etc., as required for grant funds.
- e) Treat as confidential any student information received pursuant to this agreement that is not defined as directory information by PHCC policies. Such information shall be maintained in a secure manner to avoid disclosure to any unauthorized third party. DSBPC and CCTE shall immediately notify PHCC, in writing, of any unauthorized disclosure; such notice shall include a description of the information disclosed and a description of how the disclosure occurred.

**3. DSBPC, CCTE and PHCC mutually agree that:**


- a) Funds made available through the Adult General Education grant will be used by partners in accordance with existing Florida Department of Education grant guidelines and the approved grant project.
- b) This Collaborative Partnership Agreement may be terminated by either party at any time upon thirty (30) days written notice to the other party.
- c) This Collaborative Partnership Agreement will be renewed for the 2011-12 grant project year contingent upon fulfillment of terms set forth in this agreement and the allocation of continuation funding by the funding agent.

IN WITNESS WHEREOF the parties caused this agreement to be executed by their duly authorized officials.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Superintendent, District School Board of Pasco County

Signed:  \_\_\_\_\_ Date: 5.19.10  
President, Pasco-Hernando Community College

Reviewed and Approved as to form  
by SCS Attorney

CONTRACT REVIEWED  
AND APPROVED:  


received  
6/3/10

**MEMORANDUM OF UNDERSTANDING**  
**Between**  
**District School Board of Pasco County**  
**And**  
**The Pregnancy Care Center of Zephyrhills**

This Memorandum of Understanding is made between the District School Board of Pasco County, Community, Career and Technical Education Department and The Pregnancy Care Center of Zephyrhills.

This Memorandum covers the period beginning July 1, 2010, and ending June 30, 2011.

The Pregnancy Care Center of Zephyrhills agrees to provide the following to supplement the District School Board of Pasco County's adult education programs within the Pasco service area:

- Classroom space, utilities, and existing telecommunication support services within The Pregnancy Care Center of Zephyrhills for the provision of free District School Board of Pasco County adult education classes made possible through funding from the 2010-11 Adult General Education grant.
- Promote District School Board of Pasco County adult education classes to eligible clients and their families through individual client counseling and through the display of brochures, flyers, and special publications.

The District School Board of Pasco County agrees to provide the following services:

- Free online ABE/GED classes taught by certified teachers, with intake and progress monitoring services facilitated by District School Board of Pasco County staff, according to a weekly schedule agreed upon by both parties.
- All instructional materials and supplies, textbooks, software, computers and printer, unless prior approval is given to utilize available Zephyrhills computers and server located at The Pregnancy Care Center of Zephyrhills.
- Professional development opportunities for The Pregnancy Care Center of Zephyrhills staff related to literacy tutoring services, educational and career assessment and advisement.
- Adult education staff will participate in scheduled meetings and events at The Pregnancy Care Center of Zephyrhills on a needs basis.

Either party may cancel this Memorandum of Understanding with thirty (30) days written notice.

The Pregnancy Care Center of Zephyrhills

District School Board of Pasco County

  
\_\_\_\_\_  
Terry Luna, Director

\_\_\_\_\_  
Heather Fiorentino, Superintendent

5/12/10  
\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

CONTRACT REVIEWED  
AND APPROVED  
  
6/4/10