



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

Department of Purchasing
Kendra Goodman, CPPO, CPPB, Purchasing Agent
813/794-2221 Fax: 813/794-2111
727/774-2221 TDD: 813/794-2484
352/524-2221 e-mail: kgoodman@pasco.k12.fl.us

June 15, 2010

MEMORANDUM

TO: Honorable School Board Members

FROM: Kendra Goodman, CPPO, CPPB, Purchasing Agent *KDG*

RE: Memoranda's of Understanding – Communications, Government Relations,
and Leadership Department
Community Hospital New Port Richey
Hernando Hospice Pasco Hudson
Pasco Arts Council

As part of the federal grant requirement (Grant #09SRSFL013), a Memorandum of Understanding (MOU) is required of each partnering community agency where Retired Senior Volunteer Program (RSVP) volunteers are placed. These MOU's outline both the expectations of the District's RSVP project and the expectations of the volunteer sites. Due to an oversight as a result of the changes in leadership in the Communications, Government Relations, and Leadership Department, the attached MOU's are being presented retroactively for this fiscal year.

The RSVP project provides volunteer support services to schools, students, and the community. The District's RSVP project has a long legacy of service to others, with the program in the 36th year of operation.

At this time, we respectfully request your approval of these Memoranda's of Understanding for each company. Should you have any questions regarding this matter, please contact Dr. John Mann. If you have any purchasing-related questions regarding these agreements, please contact me.

KDG/amj

Attachments (3 contracts)



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

Contact: Dr. John Mann, Director,
Communications, Government
Relations, and Leadership
Development Department
Ranee Williams, Supervisor of
Volunteer Program
Ext. 42203

DATE: June 15, 2010

TO: HONORABLE SCHOOL BOARD MEMBERS

FROM: Heather Fiorentino, Superintendent
Ruth B. Reilly, Assistant Superintendent for Curriculum & Instructional
Services

SUBJECT: Approval of the Retired Senior Volunteer Program (RSVP) Volunteer Site MOU

Introduction

The District School Board of Pasco County has been allocated federal dollars from the Corporation for National and Community Service under the RSVP project to provide volunteer support services to schools, students, and the community. The District's RSVP project has a long legacy of service to others, with the program in the 36th year of operation.

Description

As part of the federal grant requirement, a Memorandum of Understanding (MOU) is required of each partnering community agency where RSVP volunteers are placed. This MOU outlines both the expectations of the District's RSVP project and the expectations of the volunteer sites. A sample MOU is attached with a sample signature sheet for the School Board Chairman to sign.

Action Requested

The signature of the School Board Chairman on each MOU will allow the RSVP project to remain in compliance with federal grant requirements.

Recommendation

The staff respectfully requests School Board approval of the School Board Chairman's signature on each MOU for the RSVP project, Grant # 09SRSFL013.

Attachment

received
5/11/10af

**MEMORANDUM OF UNDERSTANDING
2009-2012**

**The Retired and Senior Volunteer Program (RSVP)
District School Board of Pasco County
7227 Land O'Lakes Boulevard
Land O'Lakes, FL 34638**

and

**Pasco Arts Council
5744 Moog Road
Holiday FL 34690**

It is agreed that the basic policies of the Memorandum of Understanding will guide the working relationship between RSVP and the representatives signing this agreement.

A. THE RSVP PROGRAM WILL:

- Review acceptability of volunteer assignments and refer volunteers to volunteer partners for placement.
- Instruct RSVP volunteers in proper use of monthly reports, reimbursement guidance, and program procedures.
- Provide RSVP orientation to volunteer partner staff prior to placement of volunteers, and at other times, as the need arises.
- Reimburse RSVP volunteers for transportation cost between their home and volunteer partner in accordance with RSVP policies and availability of funds.
- Furnish adequate accident, public liability and excess automobile insurance coverage as required by the program.
- Retain full responsibility for the management and fiscal control of the RSVP project.
- Regularly monitor project activities at Volunteer Partners to assess and/or discuss needs of volunteers and the project.
- Develop publicity for RSVP such as radio, TV, print or verbal presentations highlighting volunteers' service, accomplishments, and impact on the community.
- Hold an annual volunteer recognition luncheon to honor and recognize RSVP volunteers.
- Compile impact data from RSVP volunteer service for regular reports to the Corporation for National and Community Service, the program's federal funder.
- Provide general support and technical assistance to both volunteer partners/sites and to RSVP volunteers as needed.

B. THE VOLUNTEER PARTNER/SITE WILL:

- Recruit, interview, select, and enroll volunteers in the project. RSVP staff will assist with recruitment if needed.
- Assure adequate health and safety provisions for the protection of the volunteers.
- Request volunteers from the RSVP office for assignment if needed and make final decisions on placement of volunteers.
- Be responsible for volunteer site orientation, in-service instruction, and/or special training.
- Not assign volunteers to any assignment which could displace employed workers or impair existing contract for services. THE VOLUNTEER STATION WILL ACTIVELY COMPLY WITH PROVISIONS OF TITLE VII OF THE CIVIL RIGHTS ACT 1964.
- Have the right to remove volunteers at any time, and will notify the RSVP office immediately in writing of this decision. The RSVP volunteer may withdraw from service at the Volunteer Partner/Site or from the RSVP program at any time. The RSVP volunteer may volunteer at a different Volunteer Partner/Site at any time.
- Collect and validate appropriate volunteer reports, such as the monthly timesheet and mileage reimbursement form, to the RSVP office by the 8th of the following month.

CONTRACT REVIEWED
AND APPROVED:

Wag 5/11/10

- Investigate and report any accidents and injuries involving RSVP volunteers immediately to the RSVP office. All reports will be submitted in writing.
- Complete an impact evaluation (form provided by RSVP office) half way through the year in December and an end of the year impact evaluation in June that includes information such as services provided by the volunteer site, the number of people served, and an assessment of the benefits from the RSVP volunteers.
- Include RSVP volunteers in site volunteer recognition activities.

Other provisions:

- **Non-Profit:** With the exception of proprietary health care facilities, this volunteer Partner is a public or private non-profit agency/organization.
- **Religious Activities:** The Volunteer Partner will not request or assign RSVP volunteers to conduct or engage in religious, sectarian, or political activities.
- **Accessibility and Reasonable Accommodation:** The Volunteer Partner will maintain the programs and activities to which RSVP volunteers are assigned accessible to persons with disabilities (including mobility, hearing, vision, mental, and cognitive impairments or addictions and diseases) and/or limited English language proficiency and provide reasonable accommodation to allow persons with disabilities to participate in programs and activities.
- **Prohibition of Discrimination:** The Volunteer Partner will not discriminate against RSVP volunteers or in the operation of its program on the basis of race; color; national origin, including limited English proficiency; sex; age; political affiliation; religion; or on the basis of disability, if the volunteer is a qualified individual with a disability.
- **Publicity:** Specify, either by written information or verbally, that RSVP volunteers are participants in the Volunteer Partner program in all publicity featuring such volunteers, whether it be radio, TV, print or verbal presentation. Display an RSVP placard where it may be viewed by the public.
- **Changes in Memorandum of Understanding:** Conditions of this Memorandum of Understanding may be amended or terminated in writing at any time at the request of either party. It will be reviewed and updated every three years consistent with the funding cycle of the RSVP Program.

The Volunteer Station representative who will serve as liaison with RSVP and who will be responsible for volunteer orientation and supervision is:

Name: Laura G. Knox Title: Assistant Director
 Phone: (727) 845-7322 Email: pacart3@verizon.net

By signing this MOU, the Volunteer Partner Representative certifies that the volunteer station is a public or non-profit private organization, or a proprietary health care agency.

SPONSOR NAME

By: [Signature]
 (Signature)
 Title: Project Director
 District School Board of Pasco County RSVP

7227 Land O' Lakes Boulevard

Land O' Lakes, FL 34638

Date: _____

VOLUNTEER PARTNER NAME

By: [Signature]
 (Signature)
 Title: Executive Director
5744 Moog Rd.

Address:

City, State, Zip Hallandale, FL 34690

Date: 11/5/2010

CONTRACT REVIEWED
 AND APPROVED:
[Signature] 5/11/10

DISTRICT SCHOOL BOARD OF PASCO COUNTY, FLORIDA

By:

Signature

Allen Altman
Printed Name

Chairman
Title

Date

*OK for AK
6/13/2010*

Termination of contract: This contract may be terminated when it is in the best interest of the District within 30 days notice. Contracts cancelled by the vendor because of non-performance may result in exclusion from participating on any other similar contracts offered by any public school in Pasco County, FL. Contracts cancelled because of non-performance will be excluded from future business with the District for the full term of the contract plus one year.

CONTRACT REVIEWED
AND APPROVED:
Kay 5/11/10

received
5/11/10

**MEMORANDUM OF UNDERSTANDING
2009-2012**

**The Retired and Senior Volunteer Program (RSVP)
District School Board of Pasco County
7227 Land O'Lakes Boulevard
Land O'Lakes, FL 34638**

and

**Hernando Pasco Hospice Hudson
12107 Majestic Blvd.
Hudson FL 34667**

It is agreed that the basic policies of the Memorandum of Understanding will guide the working relationship between RSVP and the representatives signing this agreement.

A. THE RSVP PROGRAM WILL:

- Review acceptability of volunteer assignments and refer volunteers to volunteer partners for placement.
- Instruct RSVP volunteers in proper use of monthly reports, reimbursement guidance, and program procedures.
- Provide RSVP orientation to volunteer partner staff prior to placement of volunteers, and at other times, as the need arises.
- Reimburse RSVP volunteers for transportation cost between their home and volunteer partner in accordance with RSVP policies and availability of funds.
- Furnish adequate accident, public liability and excess automobile insurance coverage as required by the program.
- Retain full responsibility for the management and fiscal control of the RSVP project.
- Regularly monitor project activities at Volunteer Partners to assess and/or discuss needs of volunteers and the project.
- Develop publicity for RSVP such as radio, TV, print or verbal presentations highlighting volunteers' service, accomplishments, and impact on the community.
- Hold an annual volunteer recognition luncheon to honor and recognize RSVP volunteers.
- Compile impact data from RSVP volunteer service for regular reports to the Corporation for National and Community Service, the program's federal funder.
- Provide general support and technical assistance to both volunteer partners/sites and to RSVP volunteers as needed.

B. THE VOLUNTEER PARTNER/SITE WILL:

- Recruit, interview, select, and enroll volunteers in the project. RSVP staff will assist with recruitment if needed.
- Assure adequate health and safety provisions for the protection of the volunteers.
- Request volunteers from the RSVP office for assignment if needed and make final decisions on placement of volunteers.
- Be responsible for volunteer site orientation, in-service instruction, and/or special training.
- Not assign volunteers to any assignment which could displace employed workers or impair existing contract for services. **THE VOLUNTEER STATION WILL ACTIVELY COMPLY WITH PROVISIONS OF TITLE VII OF THE CIVIL RIGHTS ACT 1964.**
- Have the right to remove volunteers at any time, and will notify the RSVP office immediately in writing of this decision. The RSVP volunteer may withdraw from service at the Volunteer Partner/Site or from the RSVP program at any time. The RSVP volunteer may volunteer at a different Volunteer Partner/Site at any time.
- Collect and validate appropriate volunteer reports, such as the monthly timesheet and mileage reimbursement form, to the RSVP office by the 8th of the following month.

CONTRACT REVIEWED
AND APPROVED:

Kay 5/11/10

- Investigate and report any accidents and injuries involving RSVP volunteers immediately to the RSVP office. All reports will be submitted in writing.
- Complete an impact evaluation (form provided by RSVP office) half way through the year in December and an end of the year impact evaluation in June that includes information such as services provided by the volunteer site, the number of people served, and an assessment of the benefits from the RSVP volunteers.
- Include RSVP volunteers in site volunteer recognition activities.

Other provisions:

- **Non-Profit:** With the exception of proprietary health care facilities, this volunteer Partner is a public or private non-profit agency/organization.
- **Religious Activities:** The Volunteer Partner will not request or assign RSVP volunteers to conduct or engage in religious, sectarian, or political activities.
- **Accessibility and Reasonable Accommodation:** The Volunteer Partner will maintain the programs and activities to which RSVP volunteers are assigned accessible to persons with disabilities (including mobility, hearing, vision, mental, and cognitive impairments or addictions and diseases) and/or limited English language proficiency and provide reasonable accommodation to allow persons with disabilities to participate in programs and activities.
- **Prohibition of Discrimination:** The Volunteer Partner will not discriminate against RSVP volunteers or in the operation of its program on the basis of race; color; national origin, including limited English proficiency; sex; age; political affiliation; religion; or on the basis of disability, if the volunteer is a qualified individual with a disability.
- **Publicity:** Specify, either by written information or verbally, that RSVP volunteers are participants in the Volunteer Partner program in all publicity featuring such volunteers, whether it be radio, TV, print or verbal presentation. Display an RSVP placard where it may be viewed by the public.
- **Changes in Memorandum of Understanding:** Conditions of this Memorandum of Understanding may be amended or terminated in writing at any time at the request of either party. It will be reviewed and updated every three years consistent with the funding cycle of the RSVP Program.

The Volunteer Station representative who will serve as liaison with RSVP and who will be responsible for volunteer orientation and supervision is:

Name: Katy Geschke Title: Volunteer Manager
 Phone: 727-863-7971 Email: Katy.geschke@hospice.net

By signing this MOU, the Volunteer Partner Representative certifies that the volunteer station is a public or non-profit private organization, or a proprietary health care agency.

SPONSOR NAME

By: [Signature]
 (Signature)
 Title: Project Director
 District School Board of Pasco County RSVP

7227 Land O' Lakes Boulevard

Land O' Lakes, FL 34638

Date: _____

VOLUNTEER PARTNER NAME

Herwald Pasco Hospice d/b/a HPH Hosp
 By: [Signature]
 (Signature)

Title: CEO

Address:

12107 majestic Blvd

City, State, Zip Hudson, FL 34467

Date: 12/22/09

CONTRACT REVIEWED
 AND APPROVED:
Katy 5/11/10

05/14/2010 09:38 FAX 352 588 0945

DSBFC_Purchasing Dept

DISTRICT SCHOOL BOARD OF PASCO COUNTY, FLORIDA

By: _____

Signature _____

Albert Ataman
Printed Name

Title

Date

Termination of contract: This contract may be terminated when it is in the best interest of the District within 30 days notice. Contracts cancelled by the vendor because of non-performance may result in exclusion from participating on any other similar contracts offered by any public school in Pasco County, FL. Contracts cancelled because of non-performance will be excluded from future business with the District for the full term of the contract plus one year.

AB
3/11/10

CONTRACT REVIEWED
AND APPROVED
WJ
5/11/10

received
5/11/10

**MEMORANDUM OF UNDERSTANDING
2009-2012**

**The Retired and Senior Volunteer Program (RSVP)
District School Board of Pasco County
7227 Land O'Lakes Boulevard
Land O'Lakes, FL 34638**

and

**Community Hospital New Port Richey
5637 Marine Parkway
New Port Richey FL 34656**

It is agreed that the basic policies of the Memorandum of Understanding will guide the working relationship between RSVP and the representatives signing this agreement.

A. THE RSVP PROGRAM WILL:

- Review acceptability of volunteer assignments and refer volunteers to volunteer partners for placement.
- Instruct RSVP volunteers in proper use of monthly reports, reimbursement guidance, and program procedures.
- Provide RSVP orientation to volunteer partner staff prior to placement of volunteers, and at other times, as the need arises.
- Reimburse RSVP volunteers for transportation cost between their home and volunteer partner in accordance with RSVP policies and availability of funds.
- Furnish adequate accident, public liability and excess automobile insurance coverage as required by the program.
- Retain full responsibility for the management and fiscal control of the RSVP project.
- Regularly monitor project activities at Volunteer Partners to assess and/or discuss needs of volunteers and the project.
- Develop publicity for RSVP such as radio, TV, print or verbal presentations highlighting volunteers' service, accomplishments, and impact on the community.
- Hold an annual volunteer recognition luncheon to honor and recognize RSVP volunteers.
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- Provide general support and technical assistance to both volunteer partners/sites and to RSVP volunteers as needed.

B. THE VOLUNTEER PARTNER/SITE WILL:

- Recruit, interview, select, and enroll volunteers in the project. RSVP staff will assist with recruitment if needed.
 - Assure adequate health and safety provisions for the protection of the volunteers.
 - Request volunteers from the RSVP office for assignment if needed and make final decisions on placement of volunteers.
 - Be responsible for volunteer site orientation, in-service instruction, and/or special training.
 - Not assign volunteers to any assignment which could displace employed workers or impair existing contract for services. **THE VOLUNTEER STATION WILL ACTIVELY COMPLY WITH PROVISIONS OF TITLE VII OF THE CIVIL RIGHTS ACT 1964.**
 - Have the right to remove volunteers at any time, and will notify the RSVP office immediately in writing of this decision. The RSVP volunteer may withdraw from service at the Volunteer Partner/Site or from the RSVP program at any time. The RSVP volunteer may volunteer at a different Volunteer Partner/Site at any time.
- Collect and validate appropriate volunteer reports, such as the monthly timesheet and mileage reimbursement form, to the RSVP office by the 8th of the following month.

CONTRACT REVIEWED
AND APPROVED:

Katy 5/11/10

- If an RSVP volunteer submits an RSVP accident insurance claim, information regarding the accident will be provided from the volunteer site.
- Provide information regarding volunteer impact at volunteer site half way through the year in December and for an end of the year impact evaluation in June that includes information such as services provided by the volunteer site and an assessment of volunteer benefits.
- Include RSVP volunteers in site volunteer recognition activities.

Other provisions:

- **Non-Profit:** With the exception of proprietary health care facilities, this volunteer Partner is a public or private non-profit agency/organization.
- **Religious Activities:** The Volunteer Partner will not request or assign RSVP volunteers to conduct or engage in religious, sectarian, or political activities as part of their volunteer service (i.e. proselytizing and/or direct political campaign activities).
- **Accessibility and Reasonable Accommodation:** The Volunteer Partner will maintain the programs and activities to which RSVP volunteers are assigned accessible to persons with disabilities and/or limited English language proficiency and provide reasonable accommodation to allow persons with disabilities to participate in programs and activities.
- **Prohibition of Discrimination:** The Volunteer Partner will not discriminate against RSVP volunteers or in the operation of its program on the basis of race; color; national origin, including limited English proficiency; sex; age; political affiliation; religion; or on the basis of disability, if the volunteer is a qualified individual with a disability.
- **Publicity:** When appropriate, acknowledge the role of RSVP at the volunteer site.
- **Changes in Memorandum of Understanding:** Conditions of this Memorandum of Understanding may be amended or terminated in writing at any time at the request of either party. It will be reviewed and updated every three years consistent with the funding cycle of the RSVP Program.

The Volunteer Station representative who will serve as liaison with RSVP and who will be responsible for volunteer orientation and supervision is:

Name: _____ Title: Par Chief Operating Officer
 Phone: _____ Email: Thibaut.VanMarcke@HCAHealthcare.com

By signing this MOU, the Volunteer Partner Representative certifies that the volunteer station is a public or non-profit private organization, or a proprietary health care agency.

SPONSOR NAME

By: _____
 (Signature)
 Title: Project Director
 District School Board of Pasco County RSVP

7227 Land O' Lakes Boulevard

Land O' Lakes, FL 34638

Date: _____

VOLUNTEER PARTNER NAME

By: [Signature]
 (Signature)
 Title: COO

Address: 5637 Marine Parkway

City, State, Zip New Port Richey, FL 34652

Date: 5/11/10

CONTRACT REVIEWED
 AND APPROVED:
Roby 5/11/10

DISTRICT SCHOOL BOARD OF PASCO COUNTY, FLORIDA

By:

Signature

Allen Altman
Printed Name

Chairman
Title

Date

Termination of contract: This contract may be terminated when it is in the best interest of the District within 30 days notice. Contracts cancelled by the vendor because of non-performance may result in exclusion from participating on any other similar contracts offered by any public school in Pasco County, FL. Contracts cancelled because of non-performance will be excluded from future business with the District for the full term of the contract plus one year.

CONTRACT REVIEWED
AND APPROVED:
Kdy 5/11/10