



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
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June 15, 2010

MEMORANDUM

TO: Honorable School Board Members

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

SUBJECT: Prekindergarten Services and Student Services Department Agreement for Students in Transition Program

The attached agreement between the District School Board of Pasco County's Prekindergarten Services and the Student Services Department is to develop working procedures as related to children that are identified as students in transition. This agreement will enhance services to homeless families by delineating what each of the departments will contribute to the effort.

The specific services are outlined in the agreement and are attached for your perusal. There will be no cost incurred by the District for this agreement. This agreement has been reviewed and approved by Nancy Alfonso, School Board Attorney.

At this time, we respectfully request your approval to enter into the attached agreement. Should you have any questions regarding this matter, please contact me or Beth Rawls at your earliest convenience.

KDG/sn
Attachments



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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Memo # PRK-053-09/10

Contact: Beth E. Rawls *BR*

Ext.# 42732

DATE: June 15, 2010

TO: HONORABLE SCHOOL BOARD MEMBERS

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

SUBJECT: **Approval of the 2010-11 updated Agreement Between the Prekindergarten Services Department and the Student Services Department, specifically the Students in Transition (SIT) Program**

History

The Head Start Performance Standards encourage the implementation of formal collaboration agreements with existing community programs and agencies that will enhance services to homeless families. An agreement between the Prekindergarten Services Department and the Student Services Department, specifically the Students in Transition Program, will enhance services to homeless families by delineating what each of the programs will contribute to the effort. The agreement has been updated and approved by the Policy Council on May 21, 2010.

Description or Problem

N/A

Action Requested

Approval of the updated agreement is needed in order to satisfy program requirements.

Conclusion

The staff respectfully requests the approval of the 2010-11 agreement between the Prekindergarten Services Department and the Student Services Department, specifically the Students in Transition (SIT) Program .

received
6/11/10

**Agreement for Services Between
District School Board of Pasco County
Prekindergarten Services
and
Student Services
2010-2011**

Purpose

The following agreement has been established between the District School Board of Pasco County Pre-Kindergarten Services Department and the Department of Student Service to develop working procedures as related to children that are identified as students in transition and enrolled in the Early Head Start or Head Start programs. All procedures will maintain compliance with Federal and State laws and regulations for Improving Head Start for School Readiness Act of 2007 and McKinney-Vento Homeless Assistance Act, January 2002 reauthorized as Title X part C of No Child Left Behind Act.

Participants

This agreement is between the Prekindergarten Services Department, including Early Head Start and Head Start, and the Student Services Department, specifically the Students in Transition Program, of the District School Board of Pasco County.

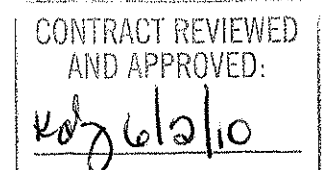
It is the intent of this Agreement to:

- Define what services will be provided by each program.
- Ensure that children experiencing homelessness are identified and given priority for enrollment in Head Start and Early Head Start.
- Ensure that each Department cooperatively maintains communication and shares leadership responsibility at the local level to ensure that all available resources are utilized in the most effective manner.
- Ensure that cooperative arrangements between Pre-Kindergarten Services Department and Student Services Department are developed, implemented, preserved, evaluated and revisited annually.
- Ensure that homeless children are identified and prioritized for enrollment
- Allow homeless families to apply, enroll, and attend Head Start programs while required documents are obtained within a reasonable time frame.
- Establish communication between Head Start staff and the Students in Transition staff to facilitate coordination of services.

Activities and Responsibilities

Prekindergarten Services including Early Head Start/Head Start will:

- Recruit, enroll and serve eligible homeless infants, toddlers and preschoolers age birth to five years.
- Provide parents and families of enrolled students experiencing homelessness parent involvement opportunities, including but not limited to participation in parent meetings, family fairs, training opportunities, and all other educational opportunities.



- Assist enrolled families experiencing homelessness in family goal setting based on identified strengths and needs.
- Provide enrolled students experiencing homelessness with the same educational opportunities provided to all Early Head Start and Head Start Students.
- Maintain ongoing communication between all parties.
- Provide for enrolled homeless families transitioning to elementary school assistance in preparing them to exercise their rights and responsibilities concerning the education of their children in school setting.
- Secure signed domicile form (student residency questionnaire) and forward this documentation to the SIT program.

Student Services (SIT program) will:

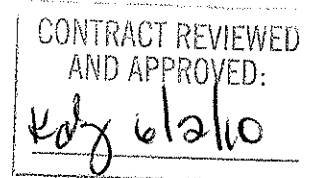
- Offer referral information and a referral letter if requested by the parent to Head Start and Early Head Start for identified preschoolers experiencing homelessness.
- Upon receipt of a domicile form, send every family a resource packet in order to empower the family to access community resources.
- Provide additional services to families as requested by parent or if homeless status falls into categories 2-5 under section A of the domicile form.
- Follow up on referrals from the Prekindergarten Social Worker or the Early Head Start Coordinator, to address attendance barriers related to homelessness.
- Provide assistance to the family in securing school-related paperwork and documentation.
- Provide staff development opportunities that will support staff in identifying and serving families experiencing homelessness.

Confidentiality

The parties shall maintain confidentiality of all data, files, and recordings including client records related to the services provided pursuant to this Agreement and shall comply with State and Federal laws including, but not limited to, Sections 384.29, 381.004, 392.65, and 456.057, Florida Statutes. Procedures must be implemented by all parties to ensure the protection and compliance with State and Federal laws.

Monitoring and Evaluation

Prekindergarten Services including Early Head Start/Head Start and Student Services personnel will meet on a periodic basis to share information, develop policies and procedures, and evaluate the effectiveness of the current service delivery system for continuous quality improvement. These parties will make recommendations for continuation or change in this Agreement on an annual basis.



Implementation of the Agreement

This Agreement becomes effective with the signatures of the following:

- District School Board of Pasco County, Director of Prekindergarten Services including Early Head Start/ Head Start
- District School Board of Pasco County, Director of Student Services
- Head Start/Early Head Start Policy Council Chairperson
- District School Board of Pasco County School board Chairperson

The contents of this Agreement will be shared with the staff of Prekindergarten Services including Early Head Start/Head Start and Student Services, specifically the Students in Transition staff.

Duration

This agreement shall be reviewed on an annual basis and renewed automatically unless changes are proposed by any of the departments. The terms of this Agreement will be effective and may be terminated without cause by any of the departments upon thirty (30) days written notice.

Authorizing Signatures

Each department, by the signature below of its authorized representative, hereby acknowledges that he/she has read this Agreement, understands it and agrees to be bound by its terms.

Signature: Shawn C. Graham
Policy Council Chairperson - Shawn Graham

Date: 5/20/10

Signature: Beth E. Rawls
Director of Prekindergarten Services - Beth E. Rawls

Date: 4/22/10

Signature: Lizette Alexander
Director for Student Services - Lizette Alexander

Date: 4.22.10

Signature: _____
School Board Chairperson - Allen Altman

Date: _____

CONTRACT REVIEWED AND APPROVED: 