



# 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

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June 7, 2011

## MEMORANDUM

**TO:** Honorable School Board Members

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

**RE:** **Cooperative Educational Service Agreements -**  
AMI Kids Pasco, Baycare Behavioral Health, Inc., Department of Juvenile Justice, PACE Center for Girls, Pasco Girls Academy, Pasco Sheriff's Office, and Youth and Family Alternatives, Inc.

The School District has numerous cooperative educational service agreements with various facilities in order to allow for students at the Department of Juvenile Justice Program in Pasco County to participate in educational services for the 2011-2012 school year.

The District must fulfill its constitutional obligation to educate the children of compulsory school age. It has been determined that certain children need alternative programs, setting and/or strategies to achieve their education goals. According to Section 1003.52, Florida Statutes, the District has the authority to engage in contractual relationship with nonprofit corporations and governmental agencies, which have been formed for the purpose of providing a cooperative educational service to the District.

At this time, we respectfully request your approval to enter into the agreements with the above-referenced facilities. These contracts have been reviewed and approved by the School District's attorney, Nancy McClain Alfonso, Esquire.

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

KDG/amj  
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)

Memo # GEP-04-11

Contact: Vanessa Hilton, Director

Ramon Suarez, Supervisor

Curriculum & Instructional Services

DATE: May 25, 2011

TO: Kendra Goodman, Director, Purchasing Department

FROM: Vanessa Hilton, Director, Curriculum and Instructional Services Department  
Ramon Suarez, Supervisor, Curriculum and Instructional Services Department

SUBJECT: 2011-2012 Agreements for Educational Services Between the District School Board of Pasco County and Chris Nocco, Sheriff of Pasco County; Baycare Behavioral Health, Inc.; G4S Youth Services, LLC; Youth and Family Alternatives, Inc.; AMI Kids Pasco; Department of Juvenile Justice; and PACE Center for Girls - Pasco

The District School Board has maintained cooperative agreements with the Sheriff of Pasco County, Baycare Behavioral Health, Inc.; G4S Youth Services, LLC; Youth and Family Alternatives, Inc.; AMI Kids Pasco; Department of Juvenile Justice; and PACE Center for Girls – Pasco.

The District must fulfill its constitutional obligation to education the children of compulsory school age. It has been determined that certain children need alternative programs, setting and/or strategies to achieve their educational goals. According to Section 1003.52, Florida Statutes, the District has the authority to engage in a contractual relationship with nonprofit corporations, which have been formed for the purpose of providing a cooperative educational service to the District.

In summary, the general terms are as follows:

A. Terms. The contracts shall be in effect from July 1, 2011, or the date of District Approval, which ever is later, and continue through June 30, 2012. The term of these contracts is based on a 240-day school term as is required by the state statues and approved by the District in accordance with the District approved calendar.

B. Funding Basis. Of all the contracts, only PACE and AMI receive payments by the District calculated based upon the estimated projected FTE for these two sites. The projected

revenue shall be reduced by 15 percent, which is the District's administrative cost. The other sites are not funded by the District.

C. Coordination (Responsible Positions). The Superintendent of Schools shall assign a designated administrator for monitoring compliance and educational program administration.

The sites shall identify one person with whom the District is to communicate on all compliance issues related to this contract.

These contracts also provide for Notice, Indemnification, Authority, Termination, Student Eligibility, Student Records, Student Assessment, Individual Education Plan, Instruction Program and Academic Expectations, Qualifications and Procedure for Selection of Staff, and other basic contract requirements.

Attached are the 2011-2012 Agreement for Educational Services Between the District School Board of Pasco County and Chris Nocco, Sheriff of Pasco County; Baycare Behavioral Health, Inc.; G4S Youth Services, LLC; Youth and Family Alternatives, Inc.; AMI Kids Pasco; Department of Juvenile Justice; and PACE Center for Girls – Pasco.

cc: Lori Wiggins, Supervisor, Curriculum and Instructional Services



RECEIVED  
4/21/11  
*[Signature]*

**AGREEMENT**

**between**

**DISTRICT SCHOOL BOARD OF PASCO COUNTY**

**and**

**AMI KIDS PASCO**

This agreement, dated June 7, 2011 is by and between the District School Board of Pasco County, Florida, hereinafter referred to as "The School Board" and AMI Kids Pasco, 5324 Sunset Road, New Port Richey, Florida 34652, hereinafter referred to as "AMI KIDS PASCO".

WITNESSETH:

Whereas, AMI Kids Pasco is a non-profit, non-residential agency contracted by the Department of Juvenile Justice (DJJ) to provide a comprehensive education and therapeutic prevention and intervention services to troubled adolescents eligible for this program by State Board of Education Rule 6A-6.05281 FAC and Florida Statute 1003.52; and,

Whereas, The School Board has the authority as provided by FS 1003.01(12) and State Board of Education Rule A-1.994 to engage in a contractual relationship with non-profit corporations which have been formed for the purpose of providing a cooperative educational service to the District; and

Whereas, the School Board is committed to providing appropriate educational programs for school age children in Department of Juvenile Justice dropout prevention programs when school enrollment in their regular school program is not desired, available, recommended, or allowed; and

Whereas, the parties in this agreement desire a maximum degree of cooperation and administrative planning in order to provide an effective program of educational services for students placed in this program by eligibility under Florida Statute 1003.52.

IT IS AGREED for and in consideration of the mutual covenants contained herein, the parties agree as follows:

1. The term of this contract shall be for three (3) school years, and will be renewable on a yearly basis by mutual agreement.
2. The School Board shall pay AMI KIDS PASCO 85% of the FEFP funds generated by eligible students enrolled at AMI KIDS PASCO for both the regular and appropriate summer sessions. FEFP funds will be determined by using the Department of Education's DJJ funding worksheet for the applicable school year. The formula to follow shall be as follows:

FTE x program cost factor x base student allocation x district cost differential factor = FEFP dollars, including ESE Guaranteed Allocation and DJJ Supplemental Allocation. Distribution of funds will be consistent with district procedures and policies.

CONTRACT REVIEWED  
AND APPROVED:  
*Katy* 4/26/11

3. Payments will be made monthly beginning in July. The monthly amount will be annualized FTE for the program as follows:
  - A. Proportionately, amounts for the months of July through May will be based on the projected FTE to the fiscal year.
  - B. The last payment shall be adjusted so that the total monthly distributions do not exceed the total Agreement amount as set forth in Item 2 on this Agreement.
4. In addition to the 85% of the FEFP funds generated by eligible students enrolled at AMI KIDS PASCO, the School Board will provide regularly scheduled ESE consultant and related services, MIS Data Entry / Juvenile Justice Specialist services, Student Transition Services, Academic Guidance Services, and English for Speakers of Other Language (ESOL) services as needed. These services will be covered up to 100% of FEFP funds.

### **Responsibilities of the School Board**

To fulfill the terms of this agreement, The School Board agrees to:

1. Provide one (1) MIS Data Entry / Juvenile Justice Specialist to assist AMI KIDS PASCO with student records and educational files that will include a current Pasco County registration form, a current copy of the student's cumulative transcript which includes the courses in which the student is currently enrolled and the student's total credits attempted and earned at previous schools, including juvenile justice programs. When the most current records are not present, the MIS Data Entry / Juvenile Justice Specialist will make and document (with dates) requests for student educational records, transcripts, and ESE records, including IEPs, within five school days of the student's entry into the AMI KIDS PASCO program. The MIS Data Entry / Juvenile Justice Specialist will make and document (with dates) follow-up requests for records not received through the use of F.A.S.T.E.R., the districts' information system, or by calling and/or faxing detention centers, school districts, and probation officers.
2. Provide training to AMI KIDS PASCO staff in regards to the *Student Progression Plan*. AMI KIDS PASCO staff will advise students in regards to their abilities and aptitudes, educational and occupational opportunities, personal and social adjustments, diploma options (including the benefits and limitations of pursuing a General Education Development (GED) diploma, and post secondary options). The School Board's Guidance Counselor will assist with this process as needed.
3. Assist AMI KIDS PASCO teaching staff in applying for recertification with the state of Florida.
4. Provide textbooks and supplemental instructional materials as needed.
5. Provide inservice training in the areas mentioned above and will permit AMI KIDS PASCO staff to participate in all other inservice training when appropriate.
6. Have AMI KIDS PASCO borrow media materials from the District Media Center via the courier service.

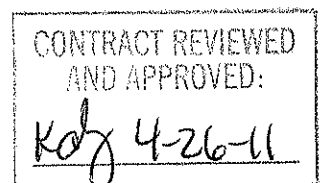
CONTRACT REVIEWED AND APPROVED: <i>Katy 4-26-11</i>
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7. School Board staff serving DJJ sites are responsible for providing the instructional component of the student's overall program. Behavior management, discipline, and emergency intervention actions are the responsibility of DJJ or Program staff. This includes the use of physical restraint and or secured seclusion for students who present a threat to their own safety or the safety of others.

**Responsibilities of AMI KIDS PASCO**

To fulfill the terms of this agreement, the AMI KIDS PASCO agrees to:

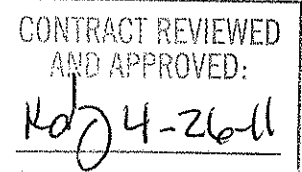
1. Adopt, as part of its governing policies, State Department of Education and School Board policies and procedures relating to Dropout Prevention Juvenile Justice Programs.
2. Serve a maximum of seventy-two (72) students of which a maximum of five (5) can be assigned as an alternative to placement at the Harry Schwettman Education Center. The assignment of these "school board" students will be done cooperatively by the principal of Harry Schwettman Education Center and the executive director of the AMI KIDS PASCO. The students must meet the criteria for placement as DJJ students or Graduation Enhancement (Dropout Prevention) students.
3. Maintain student records in accordance with State requirements for Graduation Enhancement (Dropout Prevention)/ Juvenile Justice Programs as well as the information for data reporting requirements requested by the School Board and State and Federal agencies.
4. Staff and the School Board staff will review the students' past educational records from the Department of Juvenile Justice (DJJ) commitment files from detention assignment, or any previous school.
5. Conduct, within ten (10) calendar days upon entry, the Basic achievement Skills Inventory (BASI) or and any appropriate academic assessments which provide proficiency levels in Reading, Mathematics, Language Arts. Vocational assessments administered at program entry and exit, which are selected by the Department of Education in partnership with representatives from the Department of Juvenile Justice, school districts and providers. All assessment information will be placed in the student educational files. The School Board will be responsible for ensuring the completion of the assessment process.
6. Maintain a student educational file which, at a minimum, contains the students permanent record card, which contains the student's legal name, date of birth, race, sex, date of entry, home address, name of parent or legal guardian, native language, immunization status, state testing information, and name of last school attended (including DJJ programs).
7. Provide students when appropriate, access to Florida Virtual School courses. The teachers and the principal shall work with AMI KIDS PASCO staff to provide secure, supervised access to the Internet for students who qualify to enroll in virtual school courses.



8. Develop an Individualized Academic Plan (IAPs) for all non-ESE students based upon each student's entry assessments and past records within 15 school days of the student's entry into the program. The academic plans will address but are not limited to reading, writing, and mathematics and will be used by all instructional staff regardless of the content area they are teaching. AMI KIDS PASCO staff will also develop an electronic personalized education planner (ePEP) for all middle school students based on individual aspirations and goals for postsecondary education and possible careers. The School Board's support staff including the Guidance Counselor, Math Resource Teacher, ESOL Resource Teacher, and ESE Specialist will assist as needed with the implementation of the plans.
9. Monitor student progress in Reading through the Progress Monitoring and Reporting Network (PMRN) using progress monitoring assessments (FAIR) identified in the Pasco County School District Comprehensive Reading Plan. If needed, the School Board's support staff including the Guidance Counselor, Math Resource Teacher, ESOL Resource Teacher, and ESE Specialist will assist as needed with the implementation of the plan.
10. Obtain current IEPs with the assistance of the ESE Specialist or initiate the development of IEPs for students assigned to ESE programs within 11 days of the student's entry into the program. Written academic plans and IEPs will be placed in the student's educational file.
11. Document student progress through work products, personal observations, continuing assessments, grade books, report cards, progress reports and/or work folders. Where feasible, AMI KIDS PASCO staff will involve parents in efforts to improve the educational achievement of their children.
12. Provide a program of education, training, and related services to the referred students. The instructional calendar will provide a minimum of 240 days of instruction for students. It shall be staffed by qualified personnel as defined in FAC 6A-6.05281, 6A-4.003, 6A-1.0502 and 6A-4.004. Three (3) Florida certified or certificate eligible teachers shall be responsible for the academic instruction and the supervision of elective instructional activities and must certify mastery of student performance objectives and Sunshine State Standards of courses for credit toward a standard high school diploma. The teachers will also be responsible for District reports and for communication with the student's home school.
13. Notify the Pasco County School Board a minimum of thirty days prior to the awarding of contracts for construction or renovations that would effect the educational programs.
14. Work cooperatively with the School Board to implement any "no contact" orders entered by the court that apply to their students.
15. Review and document academic plans as part of treatment team meetings.
16. Be responsible for exit staffings and transition meetings. They will develop an age-appropriate exit plan for each student that identifies, at a minimum, desired diploma option, continuing education needs and goals, anticipated educational placement, after care provider, and job/career or vocational training plans.



17. Place in the students DJJ commitment file or DJJ discharge packet or transfer file prior the student's exit the following: a copy of the student's exit file, a current copy of the student's exit plan, a current permanent record card (which the Juvenile Justice Specialist will provide), a current IEP and/or academic plan, all assessment data including state and district-wide assessment results, academic post-testing, length of participation in the program (including entry and exit dates), and copies of certificates earned at the program.
18. Have the AMI KIDS PASCO teaching staff to develop a curriculum that is based on the district's current *Student Progression Plan*, the *Florida Course Code Directory and Instructional Personnel Assignments*, and the course descriptions of the courses the students are taking. The courses will be consistent with the Florida's New Generation Sunshine State Standards.
19. Have the AMI KIDS PASCO teaching staff to provide an educational program, which includes lesson plans, materials, and activities that reflect cultural diversity. In addition, teachers will use a variety of teaching strategies including the use of classroom technology to ensure students meet high academic achievement standards.
20. Implement an educational program, which includes a minimum of 300 minutes per day (or its weekly equivalent) of instruction.
21. Not dismiss, withdraw or transfer any student unless academic interventions are performed and such results demonstrate the student placement at AMI KIDS PASCO is not meeting the student academic and behavior needs. These results will be shared with the District's Graduation Enhancement Supervisor or designee prior student dismissal for collaboration and future student placement. The AMI KIDS PASCO shall notify the School Board within 10 school days prior to any student transfer, transition and student placement purposes.
22. Have the teaching staff develop a curriculum that will include but not be limited to appropriate academic courses which lead to high school graduation, employability skills, career awareness, character development and law education, health and life skills, vocational offerings, and social skills that are appropriate to the student's needs.
23. Develop classroom management procedures that are equitable and apply appropriate behavior, classroom management strategies, maintain instructional momentum, promote positive student self-esteem, empowers students to become independent learners, and ensure that they remain on task.
24. Provide the School Board with copies of the teaching certificates of all teaching staff to ensure they are highly qualified to teach their subject areas and other pertinent information needed to assist with the recertification process.
25. Have and use professional development plans or annual teacher evaluations to foster professional growth.
26. Develop a School Improvement Plan in cooperation with the School Board administrators that addresses student outcomes and performance. The SIP will include AMI KIDS PASCO budget, training, instructional materials, technology, staffing, and student support services. Portions of the SIP may be included in the Marchman Technical Education Center 's SIP.





27. Develop written educational policies and procedures that address the current quality assurance standards, accurately reflect the roles and responsibilities of all educational personnel (including district personnel who work on a consultant basis).
28. The School Board will provide an annual school calendar that includes a minimum of 240 instructional days and all state and district-wide testing dates. The School Board will coordinate all state and district-wide testing required by Sections 1008.22, 1008.25, 1003.23, and 1003.438, Florida Statutes for all AMI KIDS PASCO students.
29. To be involved in the School Board's breakfast and lunch program. AMI KIDS PASCO will provide transportation of breakfasts and lunches from a satellite school.
30. Provide weekly attendance records for each student along with the monthly invoice for payment.
31. AMI KIDS PASCO agrees to participate to the extent necessary in the review of placement process guaranteed parents or guardians of a student under FS 1003.52.
32. Not use or disclose any information concerning a recipient of services under this contract for any purpose not in conformity with State and Federal regulations except on written consent of the recipient or his parent or guardian where authorized by law.
33. Agree in writing that it complies with the Civil Rights Acts of 1964, Title IX of the Education Amendments of 1974 and Section 504 of the Rehabilitation Act of 1973 and will at all times comply with local or state standards for health and safety of students.
34. Be liable, and agrees to be liable for, and shall indemnify, defend and hold the School Board harmless for all claims, suits, judgments or damages, including court costs and attorney fees, arising out of or in the course of its provision of the services called for in this agreement, and shall secure and maintain in force liability insurance to provide such indemnification.
35. Provide classroom space, furniture and equipment for the teachers and students participating in the school program.
36. Provide adequate and appropriate educational materials and supplies for the students in the program.
37. Notify the School Board in writing within a minimum of sixty days prior to any change that would impact the future of the education program.

**Other Provisions:**

The staff of the School Board will be permitted to review the program provided by AMI KIDS PASCO and confer with its staff at reasonable times. Further, the School Board and AMI KIDS PASCO agree to abide by all procedures and guidelines developed and mutually agreed upon by both parties regarding the implementation of this contract.



Exiting students, over the age of 16, whose pre-test scores qualify them, may take the GED exam, prior to exiting the program. However, they must have written approval from their parents/guardians AMI KIDS PASCO is responsible for students GED testing fees.

The AMI KIDS PASCO agrees to provide transportation to and from the AMI KIDS PASCO for its enrolled students. The AMI KIDS PASCO will receive 85% basic Bus FTE funding for the operation of their transportation system. The amount of funding will be in compliance with the guidelines set forth by the Department of Education and the school district's Transportation Department.

The AMI KIDS PASCO shall comply with all applicable laws, ordinances, codes, and statutes of any and all local, state, or national governing bodies included within this section. The AMI KIDS PASCO shall comply with the regulations of the Civil Rights Act of 1964, in which no person in the United States shall on the grounds of race, creed, color, or national origin be excluded from participation in or be denied the proceeds of, or be subject to discrimination in the performance of this Contract. Also, all the funds, services, materials, property, etc. inclusive in this Contract shall not be used in the performance of any partisan political activity or to further the election or defeat of any candidate for public office.

In the event that the instructional staff and AMI KIDS PASCO personnel are unable to agree upon a function not specified in this agreement, the Executive Director of AMI KIDS PASCO and the Supervisor of Graduation Enhancement Program will attempt to resolve any differences which may arise under this agreement. In the event such differences cannot be resolved between the personnel described herein, any such disagreement shall be submitted to the Director of Curriculum and Instruction and the Executive Director of AMI KIDS PASCO.

To the extent authorized by Florida law, the parties indemnify and hold harmless each other and/or all of its officers, employees, or agents from any and all suits, claims, demands, actions, causes of actions, judgments, liability, loss, damage, attorney's fees, court costs or expenses of any kind, which each party, its officers, employees or agents, may incur arising from the negligence of the other party during the performance of any provision of this agreement or from the activities of The Board and AMI KIDS PASCO, Pasco personnel, students, faculty, as aforesaid under the provisions of the agreement.

The School Board will be responsible for providing AMI KIDS PASCO with the four FTE surveys for their review.

#### CERTIFICATION FOR EMPLOYEE/EMPLOYMENT BACKGROUND

AMI KIDS PASCO will comply with all requirements of Sections 1012.32 and 1012.465, Florida Statute, by certifying that all of its employees who provide services under this contract have completed the background screening required by the referenced statutes and meet the standards established by the statutes. Background screenings must be completed through the District School Board of Pasco County, Human Resources Department.

AMI KIDS PASCO will bear the cost of acquiring the background screening required by Section 1012.32, F.S., and any fee imposed by the Florida Department of Law Enforcement to maintain the fingerprints provided with respect to AMI KIDS PASCO and its employees.



AMI KIDS PASCO will provide a list of its employees who have completed background screening as required by the referenced statutes and meet the statutory requirements.

AMI KIDS PASCO will update these lists in the event that any employee listed fails to meet the statutory standards or new employees who have completed the background check and meet standards are added.

AMI KIDS PASCO will notify the District School Board of Pasco County within 48 hours in the event that any employee who AMI KIDS PASCO has certified as completing the background check and meeting the statutory standards then is convicted of any disqualifying offense.

The parties agree that in the event that AMI KIDS PASCO fails to perform any of the duties described in this paragraph, this will constitute a material breach of the contract entitling the District School Board of Pasco County to terminate immediately with no further responsibility to make payment or perform any other duties under this contract. AMI KIDS PASCO agrees to indemnify and hold harmless the District School Board of Pasco County, its officers and employees from any liability in the form of physical injury, death, or property damage resulting from AMI KIDS PASCO's failure to comply with the requirements of this paragraph or Sections 1012.32 and 1012.465, Florida Statutes.

AMI KIDS PASCO assures the District School Board of Pasco County, Florida, that it does not discriminate on the basis of race, sex, marital status, national origin, religion, handicap, or age in the operation of its business or provision of services.

Neither party shall assign this agreement; however, the parties may modify it in writing in mutual agreement.

**This agreement is a three-year agreement, renewable annually by mutual agreement of both parties. The first year of the agreement covers the period of July 1, 2011 through June 30, 2012. This agreement and subsequent renewals will be subject to final approval by the School Board.**


**DISTRICT SCHOOL BOARD OF PASCO COUNTY**

\_\_\_\_\_  
Chairman  
District School Board of Pasco County

\_\_\_\_\_  
Date Signed

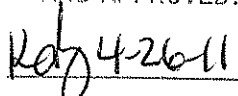
\_\_\_\_\_  
Superintendent  
District School Board of Pasco County

\_\_\_\_\_  
Date Signed

  
\_\_\_\_\_  
Executive Director  
AMI Kids Pasco

**AMI KIDS PASCO**

5-16-11  
\_\_\_\_\_  
Date Signed

CONTRACT REVIEWED  
AND APPROVED:  
  
4-26-11

 RECEIVED  
4/21/11 Pam

AGREEMENT

between

DISTRICT SCHOOL BOARD OF PASCO COUNTY

and

BAYCARE BEHAVIORAL HEALTH, INC.

This agreement, made and entered into this June 7, 2011, by and between the DISTRICT SCHOOL BOARD OF PASCO COUNTY, FLORIDA, hereinafter referred to as the "SCHOOL BOARD", and BAYCARE BEHAVIORAL HEALTH, INC., hereinafter referred to as "MANDALA ADOLESCENT PROGRAM".

WITNESSETH:

WHEREAS, MANDALA ADOLESCENT PROGRAM, provides services at 8005 King Helie Drive, New Port Richey, Florida; and,

WHEREAS, MANDALA ADOLESCENT PROGRAM is approved by the SCHOOL BOARD as a school conducting educational alternative programs of education, training and related services for students identified and made eligible for such programs by State Board of Education Rule 6A-6.0528 FAC and FS 1003.52; and,

WHEREAS, the SCHOOL BOARD has the authority as provided by FS 1003.01(12) and State Board of Education Rule 6 A-1.099 to engage in a contractual relationship with non-profit corporations which have been formed for the purpose of providing a cooperative educational service to the District; and,

WHEREAS, the SCHOOL BOARD wishes to provide special educational alternative programs and training for students who meet the aforementioned criteria and believes that MANDALA ADOLESCENT PROGRAM offers such a program, now therefore:

IT IS AGREED for and in consideration of the mutual covenants contained herein, the parties agree as follows:

1. The term of this contract shall be for three (3) school years, and will be renewable on a yearly basis.
2. The educational program will be based on the district's current *Student Progression Plan*, the *Florida Course Code Directory* and *Instructional Personnel Assignments*, Florida's Next Generation Sunshine State Standards, and the course descriptions of the courses the students are taking.
3. The curriculum will include, but not be limited to, appropriate academic courses which lead to high school graduation, employability skills, career awareness, character development, law education, health and life skills, vocational offerings, fine or performing arts, and social skills that are appropriate to the student's needs. Courses available will include: Language Arts, Mathematics, Social Studies, Science, Physical Education, and various elective courses.
4. The educational program will consist of a minimum of 300 minutes per day (or its weekly equivalent) of instruction and the instructional calendar will provide a minimum of 240

CONTRACT REVIEWED  
AND APPROVED:

*Kdy 4-26-11*

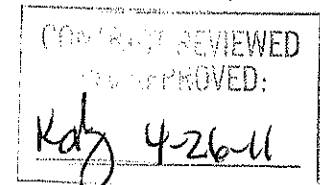
days of instruction. Classes shall be held during the times indicated on the DJJ school calendar. Any deviation from the DJJ school calendar must be requested in writing and approved by the Supervisor of the Graduation Enhancement Program.

5. The instruction shall be classified as Graduation Enhancement – DJJ, and funded under Dropout Prevention DJJ category, due to the make up and characteristics of the students.
6. Corporal punishment will in no way be condoned as a means of discipline.

**Responsibilities of the SCHOOL BOARD**

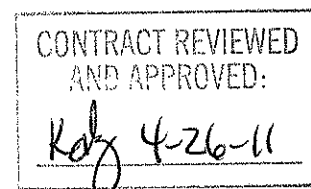
To fulfill the terms of this agreement, The SCHOOL BOARD agrees to:

1. Provide Florida certified teachers, funded under Dropout Convention - DJJ category, who will be responsible for the academic instruction and the supervision of instructional activities.
2. Provide two (2) full time teaching allocations based on course needs and/or student needs. In order to offer optimum educational services, the SCHOOL BOARD and MANDALA ADOLESCENT PROGRAM shall permit not more than eleven (11) students in any one academic class.
3. Provide two (2) full time paraprofessionals, funded under Dropout Prevention - DJJ category, to provide support in the classrooms. Additional allocations may be provided based on individual student needs.
4. Employ approved substitute teachers for the regular classroom teachers when needed.
5. Provide adequate classroom space at the program site.
6. Provide student support services, as needed, by an itinerant guidance counselor. Assistance will also be provided to MANDALA ADOLESCENT PROGRAM in seeking mental and physical health services as needed.
7. Provide educational support services, including regularly scheduled ESE consultant services and English for Speakers of Other Language (ESOL) services as needed.
8. Provide students access to Virtual School courses, when appropriate. The school guidance counselor, the teachers and the principal shall work with MANDALA ADOLESCENT PROGRAM staff to provide secure, supervised access to the internet for students who qualify to enroll in Virtual School courses.
9. Provide access to MANDALA ADOLESCENT PROGRAM staff to borrow media materials from the District Media Center
10. School Board staff serving DJJ sites are responsible for providing the instructional component of the student's overall program. Behavior management, discipline, and emergency intervention actions are the responsibility of DJJ or Program staff. This includes the use of physical restraint and or secured seclusion for students who present a threat to their own safety or the safety of others.



11. Provide professional development for instructional staff, as needed, in topics related to the Student Progression Plan, classroom management, and any others identified areas of need. MANDALA ADOLESCENT PROGRAM staff will be allowed to participate in any in-service training opportunities when appropriate.
12. Provide MANDALA ADOLESCENT PROGRAM access to the school district's courier service. A courier stop will be provided at MANDALA ADOLESCENT PROGRAM.
13. Provide supervision and evaluation of the teaching staff, which will be provided by the principal of Marchman Technical Education Center.
14. Require assigned teaching staff to:
  - a. Implement approved curriculum, following requirements of the district's current *Student Progression Plan*, the course descriptions as identified in the *Florida Course Code Directory and Instructional Personnel Assignments*, and the Florida Next Generation Sunshine State Standards.
  - b. Certify the students' mastery of performance objectives and the New Generation Sunshine State Standards for all courses offered for credit toward a standard high school diploma as defined in FAC 6A-6.05281, 6A-4.003, 6A-1.0502 and 6A-4.004.
  - c. Provide an educational program, which includes lesson plans, materials, and activities that reflect cultural diversity. In addition, teachers will use a variety of teaching strategies including the use of classroom technology to ensure students meet high academic achievement standards.
  - d. Provide weekly, by period, attendance records for each student.
  - e. Complete required District reports.
  - f. Maintain annual professional development plans to foster professional growth.
  - g. Maintain, in collaboration with MANDALA ADOLESCENT PROGRAM staff, an educational file for each student served.
  - h. Administer, within ten (10) calendar days upon entry, the Basic Achievement Skills Inventory (BASI) to obtain proficiency levels in Reading, Mathematics, Language Arts. Obtain, with the assistance of the ESE Specialist, current IEPs (or initiate the development of IEPs) for students assigned to ESE within 11 days of the student's entry into the program. For non-ESE students, teachers shall obtain current IAPs (or initiate the development of new IAPs) within 15 days of the student's entry into the program. The academic plans will address reading, writing, mathematics, and/or other educational needs, and will be used by all instructional staff regardless of the content area they are teaching. All assessment information and educational plans (i.e., IEPs or IAPs) will be placed in the student's educational files.

Document student progress through work products, personal observations, continuing assessments, grade books, report cards, progress reports and/or work folders. Where feasible, teachers will involve parents in efforts to improve the educational achievement of their children and prevent the further involvement of such children in delinquent activities.



- i. Monitor student progress in Reading through the Progress Monitoring and Reporting Network (PMRN) using progress monitoring assessments (FAIR) identified in the Pasco County School District Comprehensive Reading Plan. The SCHOOL BOARD's support staff including the Guidance Counselor, ESOL Resource Teacher, and ESE Specialist will assist as needed with implementation.
- j. Develop classroom management procedures that are equitable and which apply appropriate behavior, classroom management strategies, maintain instructional momentum, promote positive student self-esteem, empowers learners to become independent learners, and ensure that students remain on task.
- k. Cooperate with the Mandala staff to implement any "no contact " orders entered by the court that apply to their students.
- l. Advise students in regards to their abilities and aptitudes, educational and occupational opportunities, personal and social adjustments, diploma options (including the benefits and limitations of pursuing a General Education Development (GED) diploma, and post secondary options). The school guidance counselor will assist with this process.

**Responsibilities of MANDALA ADOLESCENT PROGRAM**

To fulfill the terms of this agreement, the MANDALA ADOLESCENT PROGRAM agrees to:

1. Adopt, as part of its governing policies, State Department of Education and SCHOOL BOARD policies and procedures relating to Graduation Enhancement (Dropout Prevention) Juvenile Justice Programs.
2. Provide the necessary utilities (including telephone service), and maintenance to house the students. Additionally, MANDALA ADOLESCENT PROGRAM will maintain the upkeep of grounds surrounding classrooms and teacher planning areas by mowing and pruning foliage as needed to be well maintained.
3. Provide meals, medical treatment, counseling and social services for the students.
4. Maintain student records in accordance with State requirements for Dropout Prevention/Juvenile Justice Programs, as well as the information for data reporting requirements requested by the SCHOOL BOARD and State and Federal agencies.
5. Maintain educational files for each student, which, at a minimum, contains the student's permanent record card reflecting the student's legal name, date of birth, race, sex, date of entry, home address, name of parent or legal guardian, native language, immunization status, state testing information, and name of last school attended (including DJJ programs).
6. Collaborate with SCHOOL BOARD employees to provide ongoing access to all relevant student records.
7. Ensure the safety of educational personnel by placing one (1) Mandala staff in each classroom during instruction. In addition, one Mandala floating staff member will be

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available at any time during school hours. The ratio will be one (1) MANDALA ADOLESCENT PROGRAM staff per ten (10) students.

8. Notify teaching staff of any "no contact" orders entered by the court that apply to their students.
9. Assist school district staff with review the student's past educational records from the Department of Juvenile Justice (DJJ) commitment files from detention assignment, or prior commitment programs. When the most current records are not present, the Juvenile Justice Specialist will make and document (with dates) requests for student educational records, transcripts, and ESE records, including IEPs, within five school days of the student's entry into the facility. The Juvenile Justice Specialist will make and document (with dates) follow-up requests for records not received through the use of F.A.S.T.E.R., the district's information system, or by calling and/or faxing detention centers, school districts, and probation officers.
10. Contact the Supervisor of Graduation Enhancement Programs immediately when there is a complaint lodged against a classroom teacher, so that both agencies may investigate the charges.
11. Provide, via the Juvenile Justice Specialist, the following for the educational file: a current Pasco County registration form, a current copy of the student's cumulative transcript which includes the courses in which the student is currently enrolled and the student's total credits attempted and earned at previous schools, including juvenile justice programs.
12. Assign MANDALA ADOLESCENT PROGRAM staff to participate in treatment team meetings to review and document students' academic plans.
13. Conduct exit staffings and transition meetings. The team will develop an age-appropriate exit plan for each student that identifies, at a minimum, desired diploma option, continuing education needs and goals, anticipated educational placement, after care provider, and job/career or vocational training plans.
14. Place in the students DJJ commitment file or DJJ discharge packet, prior to the student's exit, the following: a copy of the student's exit file, a current copy of the student's exit plan, a current permanent record card (which the Juvenile Justice Specialist will provide), a current IEP and/or academic plan, all assessment data including state and district-wide assessment results, academic post-testing, length of participation in the program (including entry and exit dates), and copies of certificates earned at the program.
15. Develop a School Improvement Plan (SIP), in cooperation with the school district administrators, which addresses student outcomes and performance. The SIP will include budget, training, instructional materials, technology, staffing, and student support services. Portions of the SIP may be included in Marchman Technical Education Center's SIP.
16. Develop written educational policies and procedures that address the current quality assurance standards and accurately reflect the roles and responsibilities of all educational personnel (including district personnel who work on a consultant basis).

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AND APPROVED:

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17. Participate to the extent necessary in the review of placement process guaranteed to parents or guardians of a student under FS 1003.52.
18. Maintain confidentiality and not to use or disclose any information concerning a recipient of services under this contract for any purpose not in conformity with State and Federal regulations except on written consent of the recipient or his parent or guardian where authorized by law.
19. Comply with the Civil Rights Acts of 1964, Title IX of the Education Amendments of 1974 and Section 504 of the Rehabilitation Act of 1973 and will at all times comply with local or state standards for health and safety of students.
20. Notify the SCHOOL BOARD in writing within a minimum of thirty days prior to the awarding of contracts for construction or renovations that would affect the educational programs.
21. Notify the SCHOOL BOARD in writing within a minimum of sixty days prior to any change that would impact the future of the education program.

**Other Provisions:**

The staff of the SCHOOL BOARD will be permitted to review the program provided by MANDALA ADOLESCENT PROGRAM and confer with its staff at reasonable times. Further, the SCHOOL BOARD and MANDALA ADOLESCENT PROGRAM agree to abide by all procedures and guidelines developed and mutually agreed upon by both parties regarding the implementation of this contract.

The instructional and non-instructional staff members are bound by their respective U.S.E.P. agreements with the District SCHOOL BOARD of Pasco County. SCHOOL BOARD employees will respond to the Principal of Marchman Technical Education Center. MANDALA ADOLESCENT PROGRAM staff are bound by their agreement with MANDALA ADOLESCENT PROGRAM and respond to the Director of MANDALA ADOLESCENT PROGRAM.

MANDALA ADOLESCENT PROGRAM shall comply with all applicable laws, ordinances, codes, and statutes of any and all local, state, or national governing bodies included within this section.

MANDALA ADOLESCENT PROGRAM shall comply with the regulations of the Civil Rights Act of 1964, in which no person in the United States shall on the grounds of race, creed, color, or national origin be excluded from participation in or be denied the proceeds of, or be subject to discrimination in the performance of this Contract. Also, all the funds, services, materials, property, etc. inclusive in this Contract shall not be used in the performance of any partisan political activity or to further the election or defeat of any candidate for public office.

In the event that the instructional staff and MANDALA ADOLESCENT PROGRAM personnel are unable to agree upon a function not specified in this agreement, the Director of MANDALA ADOLESCENT PROGRAM and the Supervisor for Graduation Enhancement (Dropout Prevention) will attempt to resolve any differences that may arise under this agreement. In the event such differences cannot be resolved between the personnel described herein, any such disagreement shall be submitted to the Superintendent or his designee and to the Chief Executive Officer of MANDALA ADOLESCENT PROGRAM.



To the extent authorized by Florida law, the parties indemnify and hold harmless each other and/or all of its officers, employees or agents from any and all suits, claims, demands, actions, causes of actions, judgments liability, loss, damage, attorney's fees, court costs or expenses of any kind, which each party, its officers, employees or agents, may incur arising from the negligence of the other party during the performance of any provision of this agreement or from the activities of the SCHOOL BOARD and MANDALA ADOLESCENT PROGRAM personnel, students, faculty, as aforesaid under the provisions of the agreement, and shall secure and maintain in force liability insurance to provide such indemnification.

Neither party shall assign this agreement; however, the parties may modify it in writing in mutual agreement.

This agreement is a three-year agreement, renewable annually by mutual agreement of both parties. The first year of the agreement covers the period of July 1, 2011 through June 30, 2012. This agreement and subsequent renewals will be subject to final approval by the School Board.

IN WITNESS WHEREOF, the parties hereto have executed this agreement the day and year first above written.

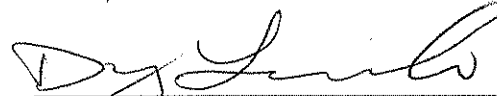
DISTRICT SCHOOL BOARD OF  
PASCO COUNTY

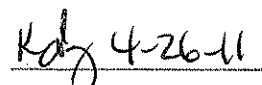
BAYCARE BEHAVIORAL HEALTH, INC.  
A Florida corporation not for pecuniary profits.

\_\_\_\_\_  
Chairman  
District School Board of Pasco County

  
\_\_\_\_\_  
Chair, Board of Directors

\_\_\_\_\_  
Superintendent  
District School Board of Pasco County

  
\_\_\_\_\_  
Chief Executive Officer  
Doug Leonardo

CONTRACT REVIEWED  
AND APPROVED:  
 4-26-11

**AGREEMENT**

**between**

**DISTRICT SCHOOL BOARD OF PASCO COUNTY**

**and**

**DEPARTMENT OF JUVENILE JUSTICE**

This agreement made by and between the District School Board of Pasco County, Florida, hereinafter referred to as the "School Board", and the Department of Juvenile Justice, hereinafter referred to as "DJJ".

WITNESSETH:

WHEREAS, the School Board is committed to providing appropriate educational programs for school age children in alternative settings when school placement in a center is not desired or recommended; and,

WHEREAS, the parties to this agreement desire a maximum degree of cooperation and administrative planning in order to provide an effective program of educational services for children placed in this program,

NOW, THEREFORE, in consideration of the foregoing, the parties agree as follows:

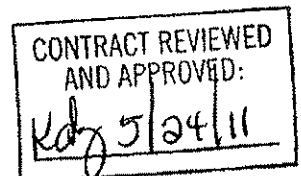
**I. Purpose**

The School Board and DJJ are committed to cooperate in the development of programs designed to provide a comprehensive system of care that meets the health, educational, mental health, and social welfare needs of children and youth served in juvenile justice settings.

Because each agency has specific statutory responsibilities and resources to provide for the needs of these children and youth, it is only through a concerted effort of interagency cooperation that a full array of services can be ensured.

The Superintendent of Schools and DJJ administrators within the county shall develop and support joint program initiatives that will facilitate the more effective and efficient delivery of services for children and youth served in DJJ settings including residential programs, detention centers, and youth under any non-residential supervision.

This agreement ensures that in the implementation of applicable provisions of Florida's statutes and rules, the School Board is the responsible agency and exercises general authority over all education programs within the county.

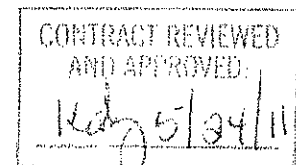


This agreement also ensures that the School Board and DJJ shall cooperatively plan for the provision of education and social services to all children and youth who are eligible and in need of such services. This agreement replaces and terminates any prior agreements between DJJ and the School Board in regards to matters covered by this agreement.

## II. Roles and Responsibilities

DJJ and the School Board agree that the stated purposes can be achieved only through coordinated planning, resource sharing, and staff training. To accomplish this goal, the agencies agree to:

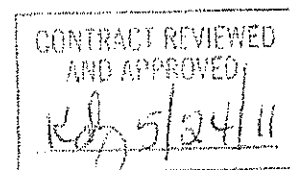
1. Assign staff to meet regularly to exchange pertinent information regarding agency regulations and policies.
2. Clarify agency responsibilities through a joint procedures manual.
3. Conduct joint facility needs assessments, planning, implementation, and evaluation activities.
4. Encourage local staff and parent participation in planning, program development, and staffing;
5. Monitor and effectively implement state legislation concerning the education of students in DJJ settings.
6. Share applicable student/client information in a manner consistent with rules and regulations dealing with confidentiality.
7. Share the responsibility of providing technical assistance in the development, implementation, and evaluation of effective programs.
8. Disseminate this agreement to appropriate personnel in each agency and provide technical assistance in the implementation of the requirements of the agreement.
9. Participate in a School Board/DJJ Workgroup. The Workgroup shall:
  - a. Provide a liaison network between the two agencies.
  - b. Monitor the implementation of this agreement.
  - c. Receive and review questions concerning apparent conflicts in agencies regulations/policies and practices and recommend resolution.
  - d. Provide for the regular exchange of agency information.
  - e. Provide students with access to virtual school.



### Responsibilities of DJJ

To implement this agreement, DJJ shall:

1. Receive and utilize technical assistance from the School Board regarding the development and implementation of any rules/policies developed by DJJ pertaining to the provision of educational programs for students in DJJ or DJJ-supported facilities in a manner consistent with state and federal laws, rules, and regulations.
2. Receive and utilize information regarding educational best practices for students in DJJ or DJJ-supported facilities disseminated by the Florida Department of Education, Bureau of Exceptional Education and Student Services.
3. Provide early notice to school districts regarding the siting of new juvenile justice facilities, consulting with school districts regarding the types of students expected to be assigned to commitment facilities for educational planning and budgeting purposes, notifying in writing to the Department of Education when a request for proposal is issued for the construction or operation of a commitment or detention facility anywhere in the state, notifying in writing the appropriate school district when a request for proposal is issued for the construction or operation of a commitment or a detention facility when a county or site is specifically identified, and notify the school district superintendent after the award of a contract for the construction or operation of a commitment or detention facility within that school district.
4. Anticipate and assist in the monitoring and evaluation of programs for students served in DJJ settings to ensure compliance with applicable state and federal laws, rules, and regulations.
5. For each student exiting a DJJ facility, develop a transition plan, jointly, involving a representative of the School Board in planning for the student's next placement (DJJ and the School Board representative shall document the transition plan jointly).
6. Maintain responsibility and make final decisions for youth while not in the educational programs relative to student care, to include security, housing, feeding, clothing, non-instructional record keeping, evaluation, discipline, medical services, and supervision of youth.



### **Responsibilities of the School Board**

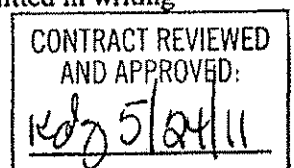
To implement this agreement, the School Board shall:

1. Provide a free appropriate public education, including but not limited to academic, career, and special education services as appropriate for students 5 to 18 years of age, consistent with all state and federal rules, regulations, and laws.
2. Coordinate activities for the identification, location, evaluation and transition of all children served in educational programs in DJJ settings.
3. Develop a School Improvement Plan (SIP) that addresses student outcomes and performance. The SIP will address budget, training, instructional materials, technology, staffing, and student support services. Portions of the plan may be included in the Moore-Mickens Education Center SIP.
4. Provide general supervision of educational services through a review of the procedures & documents for providing education programs to determine compliance with provisions of the agreement and applicable State Board of Education rules.
5. Monitor and evaluate education programs provided for students by or through DJJ-supported facilities to ensure compliance with Florida Statutes, applicable federal laws, rules, and regulations.
6. Provide technical assistance to DJJ in the development, coordination, and review of personnel training needs for contracted staff responsible for providing education and related services to students in DJJ or DJJ-supported facilities.
7. School Board staff serving DJJ sites are responsible for providing the instructional component of the student's overall program. Behavior management, discipline, and emergency intervention actions are the responsibility of DJJ or Program staff. This includes the use of physical restraint and or secured seclusion for students who present a threat to their own safety or the safety of others.

### **III. Administrative Procedures**

#### **Timelines**

This cooperative agreement shall become effective with the signature of the School Board and DJJ. It will be reviewed annually and either party may request amendments at such time as the agreement is reviewed. Any proposed amendments or modifications shall be submitted in writing



by either party at least thirty (30) days prior to formal discussion or negotiation on the issue. Any amendments shall become effective only if agreed to in writing observing all the formalities of this agreement.

#### Confidentiality

Each agency will protect the rights of students and juvenile justice youth with respect to records created, maintained, and used by public institutions within the state. It is the intent of this agreement to ensure that parents, students, and juvenile justice youth have the rights of access, the rights of challenge, and the rights of privacy with respect to records and reports, and that applicable laws and regulations for these rights shall be strictly adhered to. Necessary student information will be shared between agencies in accordance with Florida Statutes.

#### Notice Provision

When any of the parties desire to give notice to the other, such notice must be in writing, sent by U.S. Mail or via electronic mail, postage prepaid, and addressed to the party for whom it is intended at the place last specified; the place for giving notice shall remain such until it is changed by written notice in compliance with the provision of the paragraph.

#### Authority

Each person signing this agreement on behalf of either party individually warrants that he or she has full legal power to execute this agreement on behalf of the party for whom he or she is signing and to bind and obligate such party with respect to all provisions contained in this agreement.

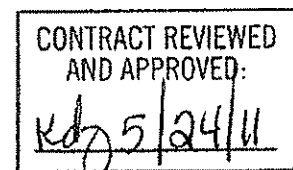
Each agency specifies by position the persons who have primary responsibility for implementing and signing the agreement.

#### IV. Allocation of Resources

So that the mutually agreed-upon objectives of the agreement can be adequately met, resources from the School Board and DJJ will be allocated based on the previously identified roles and responsibilities of each agency.

DJJ agrees to

1. Work jointly with educational personnel on matters relative to discipline and educational programming during the instruction process.



2. Provide DJJ staff members in each classroom during instruction for the purpose of maintaining safety. For the Juvenile Detention Center specifically, the DJJ staff to student ratio will be maintained at a minimum of 1:12 at all times.
3. Provide adequate facilities that are conducive to the learning process, including utilities and maintenance, to house the educational program.

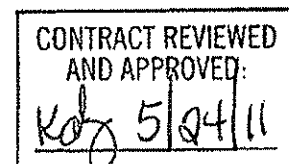
The School Board agrees to

1. Furnish adequate classroom teachers and teacher assistants for DJJ facilities in which School Board personnel provide direct instruction. Substitute teachers, if available, will be provided when the regular classroom teacher is absent. Instruction shall be classified as Graduation Enhancement - DJJ due to the make up and characteristics of the students. The units shall be allocated to maintain a teacher to student ratio of no more than 1:18. Instructional and support staff shall be funded under the Graduation Enhancement - DJJ category.
2. Purchase and maintain materials, equipment, and supplies used in the students' educational program, including classroom technology to ensure students meet high academic achievement standards.
3. Provide DJJ Specialist support to maintain appropriate educational records, including data entry, in compliance with DOE rules and regulations. DJJ Specialists are funded under the Graduation Enhancement - DJJ category.
4. Provide supervision of teaching staff and educational services in compliance with provisions of the agreement and applicable State Board of Education rules.

#### V. Educational Evaluation

DJJ and the School Board agree to

1. Collaboratively define assessment protocols for intake, service implementation, and transition planning. For the Juvenile Detention Center, appropriate academic assessment will be conducted within five (5) calendar days upon entry to determine proficiency levels in Reading, Mathematics, and Writing. In addition, vocational assessments will be administered. All assessment information will be placed in the student educational files. The school district will be responsible for ensuring the completion of the assessment process.
2. Collaboratively define and implement evaluations of treatment and educational services.





## **VI. Curriculum and Instruction**

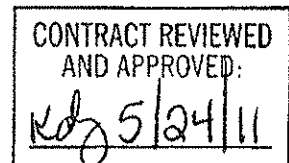
DJJ and the School Board agree to ensure that:

1. The education, treatment, and residential programs are integrated.
2. Educational services follow a defined curriculum appropriate to the student's age and identified needs and are consistent with the DJJ or DJJ-supported facility's length of program services.
3. Instructional delivery methods are appropriate for the target student population.
4. All youth have an individually prescribed, integrated treatment/education plan.
5. The courses offered are in accordance with the Florida Course Code Directory
6. General Education Diploma (GED) prep courses and the GED Exit Option Program are available to the students.
7. Students will receive a minimum of 300 minutes of instruction daily.

## **VII. Classroom Management and Attendance**

DJJ and the School Board agree to ensure that:

1. There is a written common discipline plan for the educational and treatment programs agreed to by the Superintendent of each facility and the Director of the educational program and between DJJ and the Board.
2. Specific procedures for out-of-control students and class attendance are included in each facility's operation manual.
3. All classes will be conducted with a minimum of one classroom teacher and one DJJ staff member.
4. DJJ is responsible for safety and security of students and educational personnel.
5. All students will be required to attend class in accordance with School Board policy.
6. They will work cooperatively in scheduling DJJ programs to minimize interference with school attendance.
7. They will follow the School Board-provided testing calendar for state tests.



8. They will collaborate on the educational calendar, providing school days, in-service days, and holidays. For the Juvenile Detention Center, instruction will be provided for 240 days per year.

### **VIII. Qualified Instructional Personnel**

Professionals instructing students are Florida certified, including Florida ESE certification or willingness to work toward Florida ESE certification, or provide evidence to the School Board that they have applied for Florida certification.

Instructional staff is assigned to graduation enhancement activities relating to their specific duties and responsibilities as provided for in the School Board's approved School Improvement Plan.

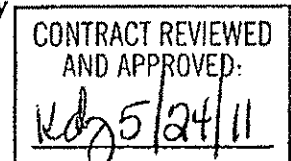
### **IX. Teaching Skills**

DJJ and the School Board agree to the following:

1. Certified teachers are responsible for the academic instruction and elective instructional activities, and must certify mastery of student performance objectives and Sunshine State Standards.
2. Teachers are expected to use a variety of evidenced-based instructional strategies, including the use of classroom technology to ensure students meet high academic achievement standards.
3. Written academic plans will be developed for all non-ESE students within 15 school days of the student's entry into the facility. The academic plans will be based upon each student's entry assessments and past records, and shall address reading, writing, and mathematics. Academic plans will be used by all instructional staff regardless of the content area they are teaching. The school district's support staff including a Guidance Counselor, ESOL Resource Teacher, and ESE Specialist will assist as needed with the implementation of the plans.
4. For students with disabilities, current IEPs will be obtained with the assistance of the ESE Specialist.
5. Both parties will support continuing education efforts by instructional personnel.

### **X. Transition**

DJJ and the School Board agree to coordinate the preparation and planning necessary for student movement within and between programs involving educational, facility, and aftercare staff in addition to other appropriate personnel, significant others, and program or agency



representatives. Transition is the driving force behind the youth performance contract and educational plan, where the emphasis is placed on change as opposed to compliance; that is, what the student learns at the facility is solidified so that he or she can apply that learning effectively on transition to home, school, and community.

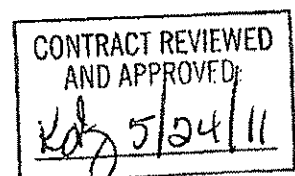
DJJ and the School Board agree to ensure that:

1. A specific transition program is in place at the facility and in the school system.
2. A transition plan is developed for each of the students upon admission to the program, is incorporated into the performance contract, and is reviewed on a regular basis. Transition planning involves educational, facility, and aftercare staff in addition to designated individuals from outside agencies and/or programs.
3. DJJ will notify the educational services provider thirty (30) days prior to a student's preparing to exit the program, except for youth in Juvenile Detention Centers, which are generally expected to be committed for no more than 21 days. For those youth, DJJ will notify the educational services provider as soon as practicable.
4. Student records (including educational records contained in the commitment packet) will be accessed by the educational staff upon a student's entry into the program.

#### **XI. Student Records**

The School Board shall:

1. Maintain grade books including Sunshine State Standards checklists.
2. Provide the following for the educational file: a current Pasco County registration form, a current copy of the student's cumulative transcript which includes the courses in which the student is currently enrolled from the MIS System and the student's total credits attempted and earned at previous schools, including juvenile justice programs.
3. Transfer and receive records via the student's DJJ commitment packet or conduct an interagency transfer of records via school board and DJJ.



To implement this agreement, DJJ shall:

1. Ensure that all student records from previous schools attended shall be included in the youth's commitment package prior to entry into a DJJ facility.

## **XII. Interagency Disputes**

Staff from the grieving agency shall provide written communication that identifies the conflict, proposed action, and a summary of factual, legal, and policy grounds.

Staff from the receiving agency shall provide written response, which includes proposed solutions to the conflict, within forty-five (45) days of receipt of the notice of conflict.

Upon resolution of the conflict, a joint written statement indicating the resolution will be developed and disseminated by a representative from each agency. Should further action be required, a report from each agency will be submitted to the appropriate agency heads for resolution.

Should further action be required to resolve a conflict, state agency heads shall request an administrative hearing consistent with the procedures in s. 120.57(1), F.S., the Administrative Procedures Act. The resolution of all the conflicting issues, while this agreement is in effect, will occur at the lowest level possible.

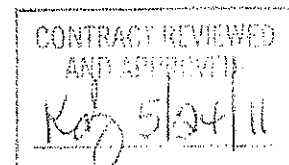
Neither party shall assign this agreement; however, it may be modified in writing by the parties in mutual agreement.

To the extent authorized by Florida law, the parties indemnify and hold harmless each other and/or all of its officers, employees or agents from any and all suits, claims, demands, actions, causes of actions, judgments liability, loss, damage, attorney's fees, court costs or expenses of any kind, which each party, its officers, employees or agents, may incur arising from the negligence of the other party during the performance of any provision of this agreement or from the activities of The Board and DJJ personnel, students, faculty, as aforesaid under the provisions of the agreement.

## **XIII. Safety and Support Responsibilities of the DJJ**

To implement this agreement, DJJ shall:

1. Provide a safe and secure environment for all youth and personnel.
2. Investigate all safety violation incidents that arise.



3. Participate and assist in the monitoring and education programs provided by or through DJJ-supported facilities to ensure compliance with Florida Statutes, applicable federal and state laws, rules, and regulations (This statement in no way abrogates the School Board's responsibility in monitoring educational programs).
4. Implement recommendations made through the evaluation process.

To implement this agreement, the School Board shall

1. Monitor and evaluate education programs provided by or through DJJ-supported facilities to ensure compliance with Florida Statutes, applicable federal and state laws, rules, and regulations.
2. Implement recommendations made through the evaluation process.

#### **XIV. Quality Assurance**

DJJ and the School Board agree to the following:

1. Jointly work on reviewing the Quality Assurance Report and will collaborate on correction of deficiencies.
2. Determine action steps necessary to implement recommendations in the report.
3. Determine responsibility for each action step to be implemented.
4. Establish time frames to implement recommendations.

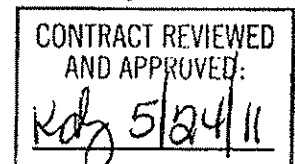
#### **XV. No Contact Orders and Zero Tolerance**

DJJ and the School Board agree, pursuant to s. 1006.13, F.S., to the following guidelines for ensuring that all children who have been found to have committed one or more of the enumerated felony offenses in s.1006.13(5)(a), F.S., or who have had a no contact order entered by the court are reported and for ensuring that all steps necessary are taken to protect the victim.

To implement this agreement, DJJ shall:

1. Notify the School Board at the time of adjudication, withholding of adjudication, or plea of guilty or nolo contendere when:

the felony offense is: homicide, assault, battery, culpable negligence, kidnapping, false imprisonment, luring or enticing a child, custody offenses, sexual battery,



lewdness and indecent exposure, abuse of children, robbery, robbery by sudden snatching, carjacking, and home-invasion-robbery

AND

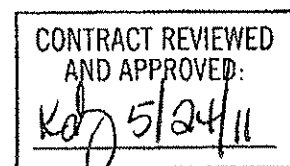
the offender and the victim or the victim's sibling(s) attend school in the same school district or ride the same school bus.

Notification will be from DJJ to one person or office designated by the School Board.

2. Notify the School Board when a judge enters a no contact order; notification will come from DJJ to the person or office designated by the School Board. Notification will be from DJJ to one person or office designated by the School Board.
3. Notify the victim's parents or legal guardian of the right to attend the sentencing or disposition of the offender and the right of the victim to request that the offender be required to attend a different school.
4. Notify the School Board when a court orders that the offender and the victim and the victim's sibling(s) are allowed to attend the same school. DJJ will send the notification to the person or office designated by the School Board.

**To implement this agreement, the School Board shall**

1. Facilitate allowing the offender to attend another school in the district provided the other school is not attended by the victim or sibling of the victim.
2. Facilitate allowing the offender to attend a school in a different district if the offender is unable to attend a different school in the same district.
3. Agree that if the offender is unable to attend school in a different school district or is unable to attend a different school within the district, the school district shall take appropriate steps to take any reasonable precaution necessary to keep the offender separated from the victim and victim's siblings in school and on school transportation; the steps include, but are not limited to: in-school suspension of the offender, and the scheduling of classes, lunch, or other school activities of the victim and the offender so as not to coincide.
4. The School Board will work with the parents in order to facilitate the parents' paying for transportation if the offenders attend a different school; the School Board will provide this transportation if it exists at no additional cost.



Neither party shall assign this agreement; however, the parties may modify it in writing in mutual agreement.

This agreement is a three-year agreement, renewable annually by mutual agreement of both parties. The first year of the agreement covers the period of July 1, 2011 through June 30, 2012. This agreement may be terminated, by either party with 30 days notice. This agreement and subsequent renewals will be subject to final approval by the School Board.

DISTRICT SCHOOL BOARD OF PASCO COUNTY, Florida

\_\_\_\_\_  
Chairman  
District School Board of Pasco County

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Superintendent  
District School Board of Pasco County

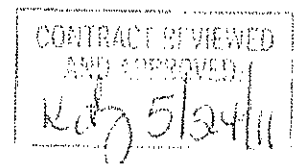
\_\_\_\_\_  
Date Signed

STATE OF FLORIDA DEPARTMENT OF JUVENILE JUSTICE

Adrienne Conwell  
Pasco Chief Probation Officer

5/24/11

\_\_\_\_\_  
Date Signed





**AGREEMENT**

**between**

**DISTRICT SCHOOL BOARD OF PASCO COUNTY**

**and**

**PACE CENTER FOR GIRLS - PASCO**

This agreement, dated June 7, 2011 is by and between the District School Board of Pasco County, Florida, hereinafter referred to as "The School Board" and PACE Center for Girls - Pasco, 12200 US Highway 19, Hudson, Florida 34667, hereinafter referred to as "PACE".

WITNESSETH:

Whereas, PACE is a non-profit, non-residential agency contracted by the Department of Juvenile Justice (DJJ) to provide a comprehensive education and therapeutic prevention and intervention services to troubled adolescent girls eligible for this program by State Board of Education Rule 6A-6.05281 FAC and Florida Statute 1003.52; and,

Whereas, The School Board has the authority as provided by FS 1003.01(12) and State Board of Education Rule A-1.994 to engage in a contractual relationship with non-profit corporations which have been formed for the purpose of providing a cooperative educational service to the District; and

Whereas, the School Board is committed to providing appropriate educational programs for school age children in Department of Juvenile Justice dropout prevention programs when school enrollment in their regular school program is not desired, available, recommended, or allowed; and

Whereas, the parties in this agreement desire a maximum degree of cooperation and administrative planning in order to provide an effective program of educational services for students placed in this program by eligibility under Florida Statute 1003.52.

IT IS AGREED for and in consideration of the mutual covenants contained herein, the parties agree as follows:

1. The term of this contract shall be three (3) school years, and will be renewable on a yearly basis by mutual agreement.
2. The School Board shall pay PACE 85% of the FEFP funds generated by eligible students enrolled at PACE for both the regular and appropriate summer sessions. FEFP funds will be determined by using the Department of Education's DJJ funding worksheet for the applicable school year. The formula to follow shall be as follows:

FTE x program cost factor x base student allocation x district cost differential factor = FEFP dollars, including ESE Guaranteed Allocation and DJJ Supplemental Allocation. Distribution of funds will be consistent with district procedures and policies.

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*Kaly* 4-26-11



3. Payments will be made monthly beginning in July. The monthly amount will be annualized FTE for the program as follows:
  - A. Proportionately, amounts for the months of July through May will be based on the projected FTE to the fiscal year.
  - B. The last payment shall be adjusted so that the total monthly distributions do not exceed the total Agreement amount as set forth in Item 2 on this Agreement.
4. In addition to the 85% of the FEFP funds generated by eligible students enrolled at PACE, the School Board will provide regularly scheduled ESE consultant and related services, MIS Data Entry/Juvenile Justice Specialist services, Student Transition Services, Academic Counselling Services, and English for Speakers of Other Language (ESOL) services as needed. These services will be covered up to 100% of FEFP funds.

### Responsibilities of the School Board

To fulfil the terms of this agreement, The School Board agrees to:

1. Provide one (1) MIS Data Entry/Juvenile Justice Specialist to assist PACE with student records and educational files that will include a current Pasco County registration form, a current copy of the student's cumulative transcript which includes the courses in which the student is currently enrolled and the student's total credits attempted and earned at previous schools, including juvenile justice programs. When the most current records are not present, the MIS Data Entry/Juvenile Justice Specialist will make and document (with dates) requests for student educational records, transcripts, and ESE records, including IEPs, within five school days of the student's entry into the PACE program. The MIS Data Entry/Juvenile Justice Specialist will make and document (with dates) follow-up requests for records not received through the use of F.A.S.T.E.R., the districts' information system, or by calling and/or faxing detention centers, school districts, and probation officers.
2. Provide training to PACE staff in regards to the *Student Progression Plan*. PACE staff will advise students in regards to their abilities and aptitudes, educational and occupational opportunities, personal and social adjustments, diploma options (including the benefits and limitations of pursuing a General Education Development (GED) diploma, and post secondary options). The School Board's Guidance Counselor will assist with this process as needed.
3. Assist PACE teaching staff in applying for recertification with the state of Florida.
4. Provide textbooks and supplemental instructional materials as needed.
5. Provide inservice training in classroom management and will permit PACE staff to participate in all other school board inservice trainings when appropriate.
6. Permitted PACE to borrow media materials from the District Media Center via the courier service.

CONTRACT REVIEWED AND APPROVED: <i>Katy H. Bell</i>
-----------------------------------------------------------

7. School Board staff serving DJJ sites are responsible for providing the instructional component of the student's overall program. Behavior management, discipline, and emergency intervention actions are the responsibility of DJJ or Program staff. This includes the use of physical restraint and or secured seclusion for students who present a threat to their own safety or the safety of others.

**Responsibilities of PACE Center for Girls -Pasco**

To fulfil the terms of this agreement, the PACE agrees to:

1. Adopt, as part of its governing policies, State Department of Education and School Board policies and procedures relating to Dropout Prevention Juvenile Justice Programs.
2. Serve a maximum of 50 female students between the ages of 12 and 18. The students must meet the criteria for placement as DJJ students or Graduation Enhancement students.
3. Maintain student records in accordance with State requirements for Graduation Enhancement (Dropout Prevention)/ Juvenile Justice Programs as well as the information for data reporting requirements requested by the School Board and State and Federal agencies.
4. Review students' past educational records from the Department of Juvenile Justice (DJJ) commitment files from detention assignment, or any previous school.
5. Conduct, within ten (10) calendar days upon entry, the Basic achievement Skills Inventory (BASI) or and any appropriate academic assessments which provide proficiency levels in Reading, Mathematics, Language Arts. Vocational assessments administered at program entry and exit, which are selected by the Department of Education in partnership with representatives from the Department of Juvenile Justice, school districts and providers. All assessment information will be placed in the student educational files. The School Board will be responsible for ensuring the completion of the assessment process.
6. Maintain a student educational file which, at a minimum, contains the student's permanent record card, which contains the student's legal name, date of birth, race, sex, date of entry, home address, name of parent or legal guardian, native language, immunization status, state testing information, and name of last school attended (including DJJ programs).
7. Provide students, when appropriate, access to Florida Virtual School, course recovery for middle school students and/or access for high school credit recovery. The teachers and the principal shall work with PACE staff to provide secure, supervised access to the Internet for students who qualify to enroll in virtual school courses.
8. Develop an Individualized Academic Plan (IAPs) for all non-ESE students based upon each student's entry assessments and past records within 15 school days of the student's entry into the program. The academic plans will address but are not limited to reading, writing, and mathematics and will be used by all instructional staff regardless of the

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*Katy H-26-11*

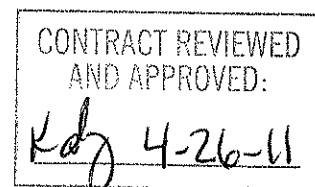
content area they are teaching. PACE staff will also develop an electronic personalized education planner (ePEP) for all middle school students based on individual aspirations and goals for postsecondary education and possible careers. The School Board will provide Academic Counseling support, ESOL services, and ESE Services as needed with the implementation of the plans.

9. Monitor student progress in Reading through the Progress Monitoring and Reporting Network (PMRN) using progress monitoring assessments (FAIR) identified in the Pasco County School District Comprehensive Reading Plan. If needed, the School Board will provide support, including Academic Counseling services, ESOL Resource Teacher, and ESE Specialist to assist with the implementation of the plan.
10. Obtain current IEPs with the assistance of the ESE Specialist or initiate the development of IEPs for students assigned to ESE programs within 11 days of the student's entry into the program. Written academic plans and IEPs will be placed in the student's educational file.
11. Document student progress through work products, personal observations, continuing assessments, grade books, report cards, progress reports and/or work folders. Where feasible, PACE staff will involve parents in efforts to improve the educational achievement of their children.
12. Provide a program of education, training, and related services to the referred students. The instructional calendar will provide a minimum of 230 days of instruction for students. It shall be staffed by qualified personnel as defined in FAC 6A-6.05281, 6A-4.003, 6A-1.0502 and 6A-4.004. Three (3) Florida certified or certificate eligible teachers shall be responsible for the academic instruction and the supervision of elective instructional activities and must certify mastery of student performance objectives and Sunshine State Standards of courses for credit toward a standard high school diploma. The teachers will also be responsible for District reports and for communication with the student's home school.
13. Work cooperatively with the School Board to implement any "no contact" orders entered by the court that apply to their students.
14. Review and document academic plans as part of treatment team meetings.
15. Be responsible for exit staffings and transition meetings. They will develop an age-appropriate exit plan for each student that identifies, at a minimum, desired diploma option, continuing education needs and goals, anticipated educational placement, after care provider, and job/career or vocational training plans.
16. Place in the students DJJ commitment file or DJJ discharge packet or transfer file prior the student's exit the following: a copy of the student's exit file, a current copy of the student's exit plan, a current permanent record card (which the Juvenile Justice Specialist will provide), a current IEP and/or academic plan, all assessment data including state and district-wide assessment results, academic post-testing, length of participation in the program (including entry and exit dates), and copies of certificates earned at the program.
17. Develop a curriculum that is based on the district's current *Student Progression Plan*, the *Florida Course Code Directory and Instructional Personnel Assignments*, and the course

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descriptions of the courses the students are taking. The courses will be consistent with Florida's New Generation Sunshine State Standards.

18. Provide an educational program, which includes lesson plans, materials, and activities that reflect cultural diversity. In addition, teachers will use a variety of teaching strategies including the use of classroom technology to ensure students meet high academic achievement standards.
19. Implement an educational program, which includes a minimum of 300 minutes per day (or its weekly equivalent) of instruction.
20. Not dismiss, withdraw or transfer any student unless academic interventions are performed and such results demonstrate the student placement at PACE is not meeting the student's academic needs. These results will be shared with the District's Graduation Enhancement Supervisor or designee prior to student dismissal for collaboration and future student placement. PACE shall notify the School Board within 10 school days prior to any student transfer for appropriate student transition placement.
21. Develop a curriculum that will include but not be limited to appropriate academic courses which lead to high school graduation, employability skills, career awareness, character development and law education, health and life skills, vocational offerings, and social skills that are appropriate to the student's needs.
22. Develop classroom management procedures that are equitable and apply appropriate behavior, classroom management strategies, maintain instructional momentum, promote positive student self-esteem, empowers students to become independent learners, and ensure that they remain on task.
23. Provide the School Board with copies of the teaching certificates of all teaching staff to ensure they are highly qualified to teach their subject areas and other pertinent information needed to assist with the recertification process.
24. Have and use professional development plans or annual teacher evaluations to foster professional growth.
25. Develop a School Improvement Plan in cooperation with the School Board administrators that addresses student outcomes and performance. The SIP will include PACE budget, training, instructional materials, technology, staffing, and student support services. Portions of the SIP may be included in the Marchman Technical Education Center's SIP.
26. Develop written educational policies and procedures that address the current quality assurance standards, accurately reflect the roles and responsibilities of all educational personnel (including district personnel who work on a consultant basis).
27. Provide the School Board will provide an annual school calendar that includes a minimum of 230 instructional days and all state and district-wide testing dates. The School Board will coordinate all state and district-wide testing required by Sections 1008.22, 1008.25, 1003.23, and 1003.438, Florida Statutes for all PACE students.

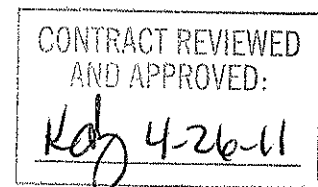


28. Provide students with the opportunity to be involved in the School Board's breakfast and lunch program. PACE will provide transportation of breakfasts and lunches from a satellite school.
29. Provide weekly attendance records for each student along with the monthly invoice for payment.
30. Participate to the extent necessary in the review of placement process guaranteed parents or guardians of a student under FS 1003.52.
31. Agree not to use or disclose any information concerning a recipient of services under this contract for any purpose not in conformity with State and Federal regulations except on written consent of the recipient or his parent or guardian where authorized by law.
32. Comply with the Civil Rights Acts of 1964, Title IX of the Education Amendments of 1974 and Section 504 of the Rehabilitation Act of 1973 and will at all times comply with local or state standards for health and safety of students.
33. Be liable for, and shall indemnify, defend and hold the School Board harmless for all claims, suits, judgments or damages, including court costs and attorney fees, arising out of or in the course of its provision of the services called for in this agreement, and shall secure and maintain in force liability insurance to provide such indemnification.
34. Provide classroom space, furniture and equipment for the teachers and students participating in the school program.
35. Provide adequate and appropriate educational materials and supplies for the students in the program.
36. Notify the Pasco County School Board a minimum of 30 days prior to the awarding of contracts for construction or renovations that would effect the educational programs.
37. Notify the School Board in writing within a minimum of 60 days prior to any change that would impact the future of the education program.

**Other Provisions:**

The staff of the School Board will be permitted to review the program provided by PACE and confer with its staff at reasonable times. Further, the School Board and PACE agree to abide by all procedures and guidelines developed and mutually agreed upon by both parties regarding the implementation of this contract. Exiting students, over the age of 16, whose pre-test scores qualify them, may take the GED exam, prior to exiting the program. However, they must have written approval from their parents/guardians.

PACE shall comply with all applicable laws, ordinances, codes, and statutes of any and all local, state, or national governing bodies included within this section. PACE shall comply with the regulations of the Civil Rights Act of 1964, in which no person in the United States shall on the grounds of race, creed, color, or national origin be excluded from participation in or be denied the proceeds of, or be subject to discrimination in the performance of this Contract. Also, all the funds, services, materials, property, etc. inclusive in this Contract shall not be used in the performance of any partisan political activity or to further the election or defeat of any candidate for public office.



In the event that the instructional staff and PACE personnel are unable to agree upon a function not specified in this agreement, the Executive Director of PACE and the Supervisor of Dropout Prevention Programs will attempt to resolve any differences which may arise under this agreement. In the event such differences cannot be resolved between the personnel described herein, any such disagreement shall be submitted to the Director of Curriculum and Instruction and the Executive Director of PACE .

To the extent authorized by Florida law, the parties indemnify and hold harmless each other and/or all of its officers, employees, or agents from any and all suits, claims, demands, actions, causes of actions, judgments, liability, loss, damage, attorney's fees, court costs or expenses of any kind, which each party, its officers, employees or agents, may incur arising from the negligence of the other party during the performance of any provision of this agreement or from the activities of The Board and PACE Center for Girls – Pasco personnel, students, faculty, as aforesaid under the provisions of the agreement.

The School Board will be responsible for providing PACE with the four FTE surveys for their review.

#### **CERTIFICATION FOR EMPLOYEE/EMPLOYMENT BACKGROUND**

PACE will comply with all requirements of Sections 1012.32 and 1012.465, Florida Statutes, by certifying that all of its employees who provide services under this contract have completed the background screening required by the referenced statutes and meet the standards established by the statutes. Background screenings must be completed through the District School Board of Pasco County, Human Resources Department.

PACE will bear the cost of acquiring the background screening required by Section 1012.32, F.S., and any fee imposed by the Florida Department of Law Enforcement to maintain the fingerprints provided with respect to PACE and its employees. PACE will provide a list of its employees who have completed background screening as required by the referenced statutes and meet the statutory requirements. PACE will update these lists in the event that any employee listed fails to meet the statutory standards or new employees who have completed the background check and meet standards are added.

PACE will notify the District School Board of Pasco County within 48 hours in the event that any employee who PACE has certified as completing the background check and meeting the statutory standards then is convicted of any disqualifying offense.

The parties agree that in the event that PACE fails to perform any of the duties described in this paragraph, this will constitute a material breach of the contract entitling the District School Board of Pasco County to terminate immediately with no further responsibility to make payment or perform any other duties under this contract. PACE agrees to indemnify and hold harmless the District School Board of Pasco County, its officers and employees from any liability in the form of physical injury, death, or property damage resulting from PACE failure to comply with the requirements of this paragraph or Sections 1012.32 and 1012.465, Florida Statutes.

PACE assures the District School Board of Pasco County, Florida, that it does not discriminate on the basis of race, sex, marital status, national origin, religion, handicap, or age in the operation of its business or provision of services.

CONTRACT REVIEWED  
AND APPROVED:  
*Katy* 4-26-11

Neither party shall assign this agreement; however, the parties may modify it in writing in mutual agreement.

This agreement is a three-year agreement, renewable annually by mutual agreement of both parties. The first year of the agreement covers the period of July 1, 2011 through June 30, 2012. This agreement and subsequent renewals will be subject to final approval by the School Board.

**DISTRICT SCHOOL BOARD OF PASCO COUNTY**

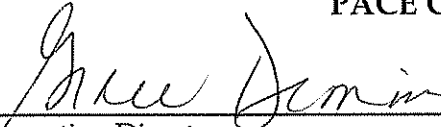
\_\_\_\_\_  
Chairman  
District School Board of Pasco County

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Superintendent  
District School Board of Pasco County

\_\_\_\_\_  
Date Signed

**PACE CENTER FOR GIRLS - PASCO**

  
\_\_\_\_\_  
Executive Director  
PACE Center for Girls - Pasco

5/25/11  
\_\_\_\_\_  
Date Signed

CONTRACT REVIEWED  
AND APPROVED:  
 4-26-11



RECEIVED

4/24/11 *[Signature]*

AGREEMENT

between

DISTRICT SCHOOL BOARD OF PASCO COUNTY

and

PASCO GIRLS ACADEMY  
operated by G4S Youth Services, LLC.

This agreement, made and entered into this June 7, 2011, by and between the District School Board of Pasco County, Florida, hereinafter referred to as the "School Board", and G4S Youth Services, LLC, hereinafter referred to as "Pasco Girls Academy" or "PGA".

WITNESSETH:

WHEREAS, Pasco Girls Academy, provides services at 2953 Wilson Road, Land O' Lakes, Florida; and,

WHEREAS, Pasco Girls Academy is approved by the School Board as a school conducting educational alternative programs of education, training and related services for students identified and made eligible for such programs by State Board of Education Rule 6A-6.0528 FAC and FS 1003.52; and,

WHEREAS, the School Board has the authority as provided by FS 1003.01(12) and State Board of Education Rule 6 A-1.099 to engage in a contractual relationship with for-profit corporations which have been formed for the purpose of providing a cooperative educational service to the District; and,

WHEREAS, the School Board wishes to provide special educational alternative programs and training for students who meet the aforementioned criteria and believes that Pasco Girls Academy offers such a program, now therefore:

IT IS AGREED for and in consideration of the mutual covenants contained herein, the parties agree as follows:

1. This agreement is a three-year agreement, renewable annually by mutual agreement of both parties. The first year of the agreement covers the period of July 1, 2011 through June 30, 2012. This agreement and subsequent renewals will be subject to final approval by the School Board.
2. The educational program will be based on the district's current *Student Progression Plan*, the *Florida Course Code Directory and Instructional Personnel Assignments*, the Florida Next Generation Sunshine State Standards, and the course descriptions of the courses the students are taking.
3. The curriculum will include, but not be limited to, appropriate academic courses which lead to high school graduation, employability skills, career awareness, character development, law education, health and life skills, vocational offerings, fine or performing arts, and social skills that are appropriate to the student's needs. Courses

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AND APPROVED:  
*Kay* 4-26-11



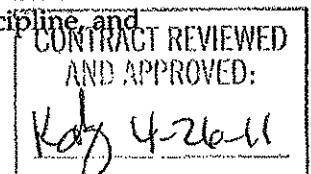
available will include: Language Arts, Mathematics, Social Studies, Science, Physical Education, and various elective courses.

4. The educational program will consist of a minimum of 300 minutes per day (or its weekly equivalent) of instruction and the instructional calendar will provide a minimum of 240 days of instruction. Classes shall be held during the times indicated on the DJJ school calendar. Any deviation from the DJJ school calendar must be requested in writing and approved by the Supervisor of the Graduation Enhancement Program.
5. The instruction shall be classified as Graduation Enhancement – DJJ, and funded under Dropout Prevention DJJ category, due to the make up and characteristics of the students.
6. Corporal punishment will in no way be condoned as a means of discipline.

### Responsibilities of the School Board

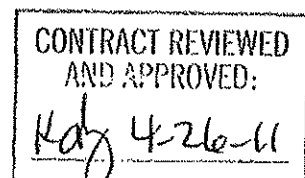
To fulfill the terms of this agreement, The School Board agrees to:

1. Provide Florida certified teachers, funded under Graduation Enhancement - DJJ category, who will be responsible for the academic instruction and the supervision of instructional activities.
2. Provide two (2) full time teaching allocations based on course needs and/or student needs. In order to offer optimum educational services, the School Board and Pasco Girls Academy shall permit not more than eighteen 1:18 students in any one academic class.
3. Provide two (2) full time Instructional Assistants, funded under Graduation Enhancement - DJJ category, to provide support in the classrooms. Additional allocations may be provided based on individual student needs.
4. Provide one (1) Juvenile Justice Specialist responsible for transitioning and maintaining academic records. The Juvenile Justice Specialist is also responsible for data entry and student enrollment in the Management Information System (MIS).
5. Provide, via the Juvenile Justice Specialist, the following for the educational file: a current Pasco County registration form, a current copy of the student's cumulative transcript which includes the courses in which the student is currently enrolled and the student's total credits attempted and earned at previous schools, including juvenile justice programs.
6. Assist with review the student's past educational records from the Department of Juvenile Justice (DJJ) commitment files from detention assignment, or prior commitment programs. When the most current records are not present, the Juvenile Justice Specialist will make and document (with dates) requests for student educational records, transcripts, and ESE records, including IEPs, within five school days of the student's entry into the facility. The Juvenile Justice Specialist will make and document (with dates) follow-up requests for records not received through the use of F.A.S.T.E.R., the district's information system, or by calling and/or faxing detention centers, school districts, and probation officers.
7. Employ approved substitute teachers for the regular classroom teachers when needed.
8. Provide adequate classroom space at the program site.
9. School Board staff serving DJJ sites are responsible for providing the instructional component of the student's overall program. Behavior management, discipline and



emergency intervention actions are the responsibility of DJJ or Program staff. This includes the use of physical restraint and or secured seclusion for students who present a threat to their own safety or the safety of others.

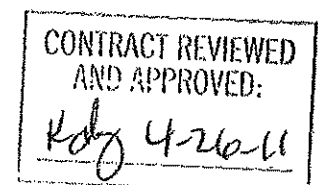
10. Provide student support services, as needed, by an itinerant guidance counselor.
11. Provide educational support services, including regularly scheduled ESE consultant services and English for Speakers of Other Language (ESOL) services as needed.
12. Provide students access to virtual school courses, when appropriate. The school guidance counselor, the teachers and the principal shall work with Pasco Girls Academy staff to provide secure, supervised access to the Internet for students who qualify to enroll in virtual school courses.
13. Provide professional development for instructional staff, as needed, in topics related to the Student Progression Plan, classroom management, and any others identified areas of need. Pasco Girls Academy staff will be allowed to participate in any in-service training opportunities when appropriate.
14. Develop a School Improvement Plan, in cooperation with the school district administrators, which addresses student outcomes and performance. The SIP will include budget, training, instructional materials, technology, staffing, and student support services. Portions of the SIP may be included in Marchman Technical Education Center's SIP.
15. Provide access to Pasco Girls Academy staff to borrow media materials from the District Media Center.
16. Provide Pasco Girls Academy access to the school district's courier service. A courier stop will be provided at Pasco Girls Academy.
17. Provide supervision and evaluation of the teaching staff, which will be provided by the principal of Marchman Technical Education Center
18. Require assigned teaching staff to:
  - a. Implement approved curriculum, following requirements of the district's current *Student Progression Plan*, the course descriptions as identified in the *Florida Course Code Directory and Instructional Personnel Assignments*, and the Florida's New Generation Sunshine State Standards.
  - b. Certify the students' mastery of performance objectives and Sunshine State Standards for all courses offered for credit toward a standard high school diploma as defined in FAC 6A-6.05281, 6A-4.003, 6A-1.0502 and 6A-4.004.
  - c. Provide an educational program, which includes lesson plans, materials, and activities that reflect cultural diversity. In addition, teachers will use a variety of teaching strategies including the use of classroom technology to ensure students meet high academic achievement standards.
  - d. Provide weekly, by period, attendance records for each student.
  - e. Complete required District reports.



- f. Develop written educational policies and procedures that address the current quality assurance standards and accurately reflect the roles and responsibilities of all educational personnel (including district personnel who work on a consultant basis).
  - g. Maintain annual professional development plans to foster professional growth.
  - h. Maintain, in collaboration with Pasco Girls Academy staff, an educational file for each student served.
  - i. Administer, within ten (10) calendar days upon entry, the Basic Achievement Skills Inventory (BASIS) to obtain proficiency levels in Reading, Mathematics, Language Arts.
  - j. Obtain, with the assistance of the ESE Specialist, current IEPs (or initiate the development of IEPs) for students assigned to ESE within 11 days of the student's entry into the program. For non-ESE students, teachers shall obtain current IAPs (or initiate the development of new IAPs) within 15 days of the student's entry into the program. The academic plans will address reading, writing, mathematics, and/or other educational needs, and will be used by all instructional staff regardless of the content area they are teaching. All assessment information and educational plans (i.e., IEPs or IAPs) will be placed in the student's educational files.
19. Document student progress through work products, personal observations, continuing assessments, grade books, report cards, progress reports and/or work folders. Where feasible, teachers will involve parents in efforts to improve the educational achievement of their children and prevent the further involvement of such children in delinquent activities.
  20. Monitor student progress in Reading through the Progress Monitoring and Reporting Network (PMRN) using progress monitoring assessments (FAIR) identified in the Pasco County School District Comprehensive Reading Plan. The SCHOOL BOARD's support staff including the Guidance Counselor, ESOL Resource Teacher, and ESE Specialist will assist as needed with implementation.
  21. Develop classroom management procedures that are equitable and which apply appropriate behavior, classroom management strategies, maintain instructional momentum, promote positive student self-esteem, empowers learners to become independent learners, and ensure that students remain on task.
  22. Advise students in regards to their abilities and aptitudes, educational and occupational opportunities, personal and social adjustments, diploma options (including the benefits and limitations of pursuing a State of Florida High School Diploma through a General Education Development (GED) diploma, and post secondary options). The school district's Dropout Intervention Counselor will assist with this process.

Responsibilities of Pasco Girls Academy

To fulfill the terms of this agreement, the Pasco Girls Academy agrees to:



1. Provide the necessary physical plant, utilities (including telephone service), and maintenance to house the students. Pasco Girls Academy will sweep, mop and empty trash in classrooms and teacher planning areas a minimum of one time weekly. Pasco Girls Academy will maintain air filters monthly, lights, and heat and air services in the teachers' office area as needed. Additionally, Pasco Girls Academy will maintain the upkeep of grounds surrounding classrooms and teacher planning areas by mowing and pruning foliage as needed to be well maintained.
2. Provide meals, medical treatment, counseling and social services for the students.
3. Collaborate with School Board employees to provide ongoing access to all relevant student records.
4. Ensure the safety of educational personnel by placing one (1) PGA staff in each classroom during instructional time. In addition, one PGA floating staff member will be available at the facility during school hours.
5. Notify teaching staff, if known, of any "no contact " orders entered by the court that apply to their students.
6. Contact the Principal of Marchman Technical Education Center immediately when there is a complaint lodged against a classroom teacher, so that both agencies may investigate the charges.
7. Assign Pasco Girls Academy staff to participate in treatment team meetings to review and document students' academic plans.
8. Conduct exit staffing and transition meetings. The team will develop an age-appropriate exit plan for each student that identifies, at a minimum, desired diploma option, continuing education needs and goals, anticipated educational placement, after care provider, and job/ career or vocational training plans.
9. Place in the students DJJ commitment file or DJJ discharge packet, prior to the student's exit, the following: a copy of the student's exit file, a current copy of the student's exit plan, a current permanent record card (which the Juvenile Justice Specialist will provide), a current IEP and/or academic plan, all assessment data including state and district-wide assessment results, academic post-testing, length of participation in the program (including entry and exit dates), and copies of certificates earned at the program.
10. Participate to the extent necessary in the review of placement process guaranteed to parents or guardians of a student under FS 1003.52.
11. Maintain confidentiality and not to use or disclose any information concerning a recipient of services under this contract for any purpose not in conformity with State and Federal regulations except on written consent of the recipient or his parent or guardian where authorized by law.
12. Comply with the Civil Rights Acts of 1964, Title IX of the Education Amendments of 1974 and Section 504 of the Rehabilitation Act of 1973 and will at all times comply with local or state standards for health and safety of students.

CONTRACT REVIEWED  
AND APPROVED:  
*Kdy 4-26-11*

13. Notify the School Board in writing within a minimum of 60 days prior to the awarding of contracts for construction or renovations that would affect the educational programs.
14. Notify the School Board in writing within a minimum of 60 days prior to any change that would impact the future of the education program.

**Other Provisions:**

The staff of the School Board will be permitted to review the program provided by Pasco Girls Academy and confer with its staff at reasonable times. Further, the School Board and Pasco Girls Academy agree to abide by all procedures and guidelines developed and mutually agreed upon by both parties regarding the implementation of this contract. The instructional and non-instructional staff members are bound by their respective U.S.E.P. agreements with the District School Board of Pasco County. School Board employees will respond to the Principal of Marchman Technical Education Center. Pasco Girls Academy staff are bound by their agreement with G4S and respond to the Director of Pasco Girls Academy.

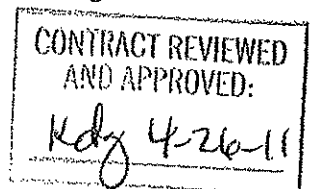
Pasco Girls Academy shall provide written notification to the District School Board of Pasco County regarding any intentions to increase its youth capacity. Notifications must be received with a minimum of 90 days prior to any increases. In the event of an enrollment increase, Pasco Girls Academy shall provide adequate classroom space and all necessary equipment, including student's desks and other classroom equipment. The District School Board of Pasco County shall provide one Teacher and one Instructional Assistant per classroom, with a maximum enrollment of 18 students per classroom.

Pasco Girls Academy shall comply with all applicable laws, ordinances, codes, and statutes of any and all local, state, or national governing bodies included within this section. Pasco Girls Academy shall comply with the regulations of the Civil Rights Act of 1964, in which no person in the United States shall on the grounds of race, creed, color, or national origin be excluded from participation in or be denied the proceeds of, or be subject to discrimination in the performance of this Contract. Also, all the funds, services, materials, property, etc. inclusive in this Contract shall not be used in the performance of any partisan political activity or to further the election or defeat of any candidate for public office.

In the event that the instructional staff and Pasco Girls Academy personnel are unable to agree upon a function not specified in this agreement, the Program Director of Pasco Girls Academy and the Supervisor for Graduation Enhancement (Dropout Prevention) will attempt to resolve any differences that may arise under this agreement. In the event such differences cannot be resolved between the personnel described herein, any such disagreement shall be submitted to the Superintendent or his designee and to the ~~Chief Operating Officer~~ of G4S.

To the extent authorized by Florida law, the parties indemnify and hold harmless each other and/or all of it's officers, employees or agents from any and all suits, claims, demands, actions, causes of actions, judgments liability, loss, damage, attorney's fees, court costs or expenses of any kind, which each party, it's officers, employees or agents, may incur arising from the negligence of the other party during the performance of any provision of this agreement or from the activities of the School Board and Pasco Girls Academy personnel, students, faculty, as aforesaid under the provisions of the agreement, and shall secure and maintain in force liability insurance to provide such indemnification.

Neither party shall assign this agreement; however, the parties may modify it in writing in mutual agreement.



This agreement is a three-year agreement, renewable annually by mutual agreement of both parties. The first year of the agreement covers the period of July 1, 2011 through June 30, 2012. This agreement and subsequent renewals will be subject to final approval by the School Board.

IN WITNESS WHEREOF, the parties hereto have executed this agreement the day and year first above written.

DISTRICT SCHOOL BOARD OF  
PASCO COUNTY

\_\_\_\_\_  
Chairman  
District School Board of Pasco County

\_\_\_\_\_  
Superintendent  
District School Board of Pasco County

PASCO GIRLS ACADEMY

  
~~Chief Executive Officer,~~ **PRESIDENT**  
G4S Youth Services/Pasco Girls Academy

\_\_\_\_\_  
Witness

CONTRACT REVIEWED  
AND APPROVED:

*Rdy* 4-26-11

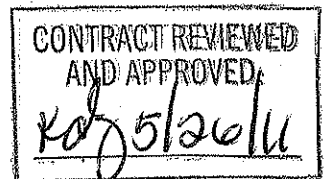
## EDUCATIONAL SERVICE AGREEMENT

This agreement is entered into this June 7, 2011, between the District School Board of Pasco County, Florida (Board) and Chris Nocco, Sheriff of Pasco County, Florida (PSO) to facilitate the provision of educational services to certain adult individuals housed in the Pasco Sheriff's Office Detention Facility in accordance with F.S. 1006.07(5).

### RESPONSIBILITIES:

#### A: PASCO COUNTY SCHOOL BOARD

1. Employees of the District School Board of Pasco County who teach at the detention center will be covered under the District School Board of Pasco County's Worker's Compensation Policy.
2. Board personnel who enter the detention center will abide by all rules imposed by the PSO as to what is acceptable in a secure facility.
3. The teaching staff will develop classroom management procedures consistent with the PSO policies and procedures.
4. The Board will provide classroom management in-service as needed and will allow detention center staff to participate.
5. A class will consist of no more than eighteen (18) students.
6. The Board will be notified immediately of any complaints made against one of their employees. Every complaint will be investigated by the detention center, but the board may choose to conduct an independent investigation.
7. A Level 2 criminal history will be obtained on all employees of the Board who will be entering the detention facility. PSO will have final determination of access of Board employees into the Detention Facility.
8. Properly trained substitute teachers may be used to fill in for regular teachers when necessary.
9. The Board agrees to indemnify and hold harmless PSO to the extent PSO incurs liability as a result of the negligence, violation of civil rights, intentional actions or other fault of the Board or its agents, servants or employees arising out of the performance of this Agreement.
10. Supervision, training and evaluation of the educational staff will be the responsibility of the Board.



11. Employees of the District School Board of Pasco County are responsible for providing the instructional component of the student's overall program. Behavior management, discipline, and emergency intervention actions are the responsibility of PSO staff. This includes the use of physical restraint and or secured seclusion for students who present a threat to their own safety or the safety of others."

B. PASCO SHERIFF'S OFFICE

1. The PSO will notify the Board when an individual under the age of 22 is booked into the detention center.
2. The PSO will provide a location suitable for the classes to be held as well as the amenities required by the staff.
3. The PSO agrees to indemnify and hold harmless Board to the extent Board incurs liability as a result of the negligence, violation of civil rights, intentional actions or other fault on the part of the Sheriff's or his deputies or employees arising out of the performance of this Agreement.

C. CONDITIONS

1. This agreement may not be assigned by either party, but may be modified in writing by mutual agreement.
2. This Agreement will be effective July 1, 2011 until June 30, 2012 and can be renewed by mutual agreement.
3. This Agreement may be terminated by either party upon thirty (30) Days written notice.

The parties have executed this Agreement to be effective on the day and year written above.

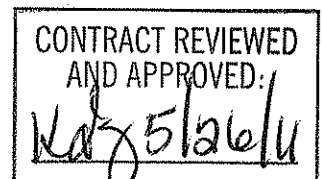
DISTRICT SCHOOL BOARD OF

PASCO SHERIFF'S OFFICE

\_\_\_\_\_  
Chairman  
District School Board of Pasco County

  
\_\_\_\_\_  
Chris Noeco, Sheriff of Pasco County

\_\_\_\_\_  
Superintendent  
District School Board of Pasco County





**CSC PROGRAM**

**AGREEMENT**

between

**DISTRICT SCHOOL BOARD OF PASCO COUNTY**

and

**YOUTH AND FAMILY ALTERNATIVES, INC.**

**AGREEMENT**

This agreement, dated June 7, 2011, is by and between the District School Board of Pasco County, Florida, hereinafter referred to as "The School Board" and Youth and Family Alternatives, Inc., hereinafter referred to as "Y.F.A."; such program of prevention to be named the Caring School Community Program, (CSC) whose locations are identified as Pasco Elementary School and Gulfside Elementary School.

**WITNESSETH**

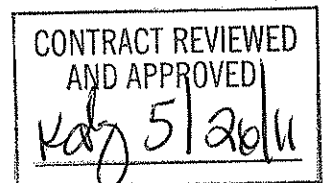
WHEREAS, Y. F. A. provides a wide range of prevention for children at risk of becoming chemically dependent and intervention for children experimenting with or using drugs and alcohol; and

WHEREAS, The School Board is committed to providing appropriate educational programs to prevent children from becoming at risk of drug and alcohol abuse; and

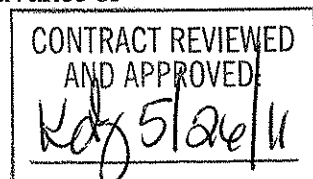
WHEREAS, the parties to this agreement desire a maximum degree of long-range cooperation and administrative planning in order to provide an effective program of educational services for children placed in this program.

NOW THEREFORE, in consideration of the foregoing, the parties agree as follows:

1. The School Board shall provide transportation for the CSC students with arrival and departure times consistent with the host school hours.
2. The School Board will provide the school administrative staff who will assist in the coordination of the program's operation.
3. The School Board shall provide counselors space at each of the CSC sites.
4. The School Board shall provide, through the host schools, Art, Music, Physical Education and school food services.
5. The School Board shall support the CSC Program with telephone service in the counselors' offices.
6. The School Board shall determine CSC Program schools, in consultation with Y. F. A.



7. The day to day management of the CSC Program shall be conducted in coordination with Y. F. A.'s CSC Program Director as described in the CSC contracts between Y. F. A. and Central Florida Behavioral Health Network, Inc.
8. All non-educational services shall be guided by the terms of the grants and contracts between Y. F. A. and Central Florida Behavioral Health Network, Inc. which provide funding for the CSC Program.
9. Y. F. A. shall provide two agency counselors at each CSC Program site pending available funding.
10. The CSC Program will serve at-risk elementary school students. The program offers an opportunity for elementary students to strengthen and improve their behavior, and their social and academic skills. It will operate as outlined in the Graduation Enhancement and Academic Intervention Program Descriptions manual.
11. Classes shall be held during the times indicated on the school schedule.
12. The School Board's instructional calendar shall be applicable to the CSC Program. The program/coordinator shall be responsible to Supervisor of Graduation Enhancement Programs and works in cooperation with the school/based principals. The instructional staff is bound by the USEP agreement with the Pasco County School Board.
13. Contractor agrees to comply with all rules, regulations and provisions outlined in the Civil Rights Act.
14. In the event that the instructional staff and Y. F. A. personnel are unable to agree upon a function not specified in this agreement, the Y. F. A. Program Director and the Supervisor of Graduation Enhancement will attempt to resolve any differences which may arise under this agreement. In the event such differences cannot be resolved between the personnel described herein, any such disagreement shall be submitted to the Director of Curriculum and Instruction and the Vice President of Program and Services, Youth and Family Alternatives.
15. Neither party shall assign this agreement; however, it may be modified in writing by the parties of mutual agreement.
16. To the extent authorized by Florida law, the parties indemnify and hold harmless each other and/or all of its officers, employees or agents from any and all suits, claims, demands, actions, causes of actions, judgments liability, loss, damage, attorney's fees, court costs or expenses of any kind, which each party, its officers, employees or agents, may incur arising from the negligence of the other party during the performance of any provision of this agreement or from the activities of The Board and Youth and Family Alternatives, Inc. personnel, students, faculty, as aforesaid under the provisions of the agreement.
20. CERTIFICATION FOR EMPLOYEE/EMPLOYMENT BACKGROUND
  - A. Y. F. A will comply with all requirements of Sections 1012.32 and 1012.465, Florida Statutes, by certifying that the vendor and all of its employees who provide services under this contract have completed the background screening required by the referenced statutes and meet the standards established by the statutes. Background screenings must be completed through the District School Board of Pasco County Human Resources Department. This certification will be provided to the school in advance of

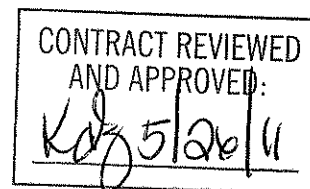


the vendor providing any services on campus while students are present. The vendor will bear the cost of acquiring the background screening required by Section 1012.32, F.S., and any fee imposed by the Florida Department of Law Enforcement to maintain the fingerprints provided with respect to vendor and its employees. Vendor will provide school a list of its employees who have completed background screening as required by the referenced statutes and meet the statutory requirements. Vendor will update these lists in the event that any employee listed fails to meet the statutory standards or new employees who have completed the background check and meet standards are added. Vendor agrees that in the event the vendor or any employee who the vendor has certified as completing the background check and meeting the statutory standards then is convicted of any disqualifying offense, the vendor will notify The School or District Department within 48 hours of such. The parties agree that in the event that vendor fails to perform any of the duties described in this paragraph, this will constitute a material breach of the contract entitling School, District to terminate immediately with no further responsibility to make payment or perform any other duties under this contract.

- B. Y. F. A shall comply with all applicable laws, ordinances, codes, and statutes of any and all local, state, or national governing bodies included within this section. Y. F. A shall comply with the regulations of the Civil Rights Act of 1964, in which no person in the United States shall on the grounds of race, creed, color, or national origin be excluded from participation in or be denied the proceeds of, or be subject to discrimination in the performance of this Contract. Also, all the funds, services, materials, property, etc. inclusive in this Contract shall not be used in the performance of any partisan political activity or to further the election or defeat of any candidate for public office.
- C. Y. F. A agrees to indemnify and hold harmless School, District, its officers and employees from any liability in the form of physical injury, death, or property damage resulting from vendor's failure to comply with the requirements of this paragraph or Sections 1012.32 and 1012.465, Florida Statutes.
- D. Y. F. A must provide a list of employees that will participate in this contract for fingerprinting appointments with the District's Human Resources Department. Any costs associated with the screening are the sole responsibility of the vendor, contractor, or subcontractor.

Neither party shall assign this agreement; however, the parties may modify it in writing in mutual agreement.

**This agreement is a three-year agreement, renewable annually by mutual agreement of both parties. The first year of the agreement covers the period of July 1, 2011 through June 30, 2012. This agreement and subsequent renewals will be subject to final approval by the School Board.**



IN WITNESS WHEREOF, the parties hereto have executed this agreement the day and year first above written.

DISTRICT SCHOOL BOARD OF  
PASCO COUNTY

\_\_\_\_\_  
Chairman  
District School Board of Pasco County

\_\_\_\_\_  
Superintendent  
District School Board of Pasco County

YOUTH AND FAMILY ALTERNATIVES,  
INC.

*M. Mary Magrill*  
\_\_\_\_\_  
President and C.E.O.  
Youth and Family Alternatives

*Gloria Garby*  
\_\_\_\_\_  
Witness

CONTRACT REVIEWED  
AND APPROVED:  
*Katy Stowell*