



# 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  
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June 21, 2011

## MEMORANDUM

TO: Honorable School Board Members

FROM: Kendra Goodman, CPPO, CPPB, Purchasing Agent 

RE: Prekindergarten Services, Curriculum and Instructional Services and  
Community, Career and Technical Education Program  
Intra-Agency Agreement for Enhanced Services

The attached agreement is between the Prekindergarten Services, Curriculum and Instructional Service (CIS), Community, Career and Technical Education Program (CCTE) to implement an agreement in which low income families can receive enhanced services including but not limited to a positive teen parent support program, referrals to community resources, access to adult education programs and employees the opportunity to complete the Child Development Associate Equivalency Credential commencing on August 1, 2011 and extending through July 31, 2014.

The specific services are outlined in the agreement and are attached for your perusal. It is at no cost to the District. The services covered under this agreement have been updated and approved by the Policy Council on May 18, 2011. This is an intra-agency agreement between Prekindergarten Services, CIS and CCTE. This agreement has been reviewed and approved by Nancy Alfonso, School Board Attorney on June 10, 2011.

At this time, we respectfully request your approval to enter into the attached agreement. Should you have any questions regarding this matter, please contact Beth Rawls, Director of Prekindergarten Services. If you should have any Purchasing-related questions, please contact me at your earliest convenience.

KDG/mv

Attachments



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Memo # PRK-047-10/11

Contact: Beth E. Rawls *BER*

Ext.# 42732

DATE: June 21, 2011

TO: HONORABLE SCHOOL BOARD MEMBERS

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

SUBJECT: **Approval of the updated agreement between Curriculum and Instructional Services (CIS) Community, Career and Technical Education Program (CCTE) and the Head Start Program**

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## History

The Head Start Performance Standards encourage the implementation of formal collaboration agreements with existing community programs and agencies that will enhance services to low-income families. An agreement between the CIS, CCTE and the Head Start Program will enhance services to teen parents by delineating what each of the programs will contribute to the effort. The focus of the agreement is collaboration in the implementation of a positive teen parent support program.

## Description of Problem

The 2011-2014 CIS, CCTE and Head Start agreement has been updated and approved by the Policy Council on May 18, 2011.

## Action Requested

Approval of the 2011-2014 CIS, CCTE and Head Start agreement is needed in order to satisfy program requirements.

## Conclusion

The staff respectfully requests the approval of the 2011-2014 CIS, CCTE and Head Start agreement.



**RECEIVED**

*5-26-11 Dan*

**District School Board Of Pasco County  
Head Start  
Curriculum and Instructional Services  
Community, Career and Technical Education Program  
Partnership Agreement  
2011-2014**

**I. Purpose**

The Head Start Program, Curriculum and Instructional Services, and Community, Career, and Technical Education Program under the District School Board of Pasco County enter into this mutual Partnership Agreement for the period commencing on August 1, 2011 and extending through July 31, 2014.

The purpose of this partnership is to:

- Work collaboratively to implement a positive teen parent support program through home visiting and comprehensive services.
- Provide referrals to community resources, and opportunities for placement in the Early Head Start and Head Start classroom.
- Provide employees the opportunity to complete the Child Development Associate Equivalency Credential (CDAE).
- Ensure that services provided to teen parents are not duplicated and best meet their individual and academic needs.
- Provide families access to adult education programs.

**II. Services**

The Head Start Program, Curriculum and Instructional Services, and Community, Career and Technical Education Program under the District School Board of Pasco County agree to partner toward the achievement of the overall objective to provide services to expectant mothers, teen parents, young children and the educational needs of families, which support positive childhood outcomes. The term "teen parent" refers to teen parents who may be enrolled in the Head Start program and/or a teen parent who is enrolled in the district teen parenting program. The term "parent" refers to any parent from the community enrolled in the Head Start program.

**III. Responsibilities**

A. As part of this partnership, the Head Start Program agrees to provide the following services:

- Dually enroll eligible expectant mothers, infants and toddlers, and preschool age children as openings occur, who are enrolled in the district teen parenting program
- Cooperatively maintain communication, leadership and responsibility to ensure that all available resources are used in the most effective manner, including participating in collaboration meetings with the teen parenting program periodically throughout the year
- Provide parents opportunities to identify and achieve family goals through the Family Partnership Agreement process and build on preexisting family support plans

CONTRACT REVIEWED  
 AND APPROVED:  
*Kay 6/13/11*

- Work in collaboration to refer and support parents to adult education programs, such as GED Preparation, On-line Education, English for Speakers of Other Languages (ESOL), and Adult Literacy
  - Provide parents the opportunity to enhance their parenting skills, knowledge, and understanding of the educational and developmental needs of their child
  - Provide parents opportunities to participate in the development of the program's curriculum and develop an individualized plan for their own child's growth and development
  - Support family involvement by offering socialization group meetings and parent meetings, parent advocacy, and opportunities for volunteering
  - Provide screening, assessment, parent conferencing and home visitation services
  - Provide comprehensive services to expectant mothers, infants and toddlers and their families by working with community agencies and health professionals, including resources for prenatal health care, prenatal education and postpartum health care
  - Provide support to the teen parents, children and families as they transition into and out of the Head Start program
  - Designate a representative to participate in advisory committees, school and community based events, and case management meetings when requested
- B.** As part of this partnership, Curriculum and Instructional Services, and Community, Career and Technical Education Program agree to provide the following services:
- Support staff to make referrals to the Early Head Start/Head Start Program as needed
  - Cooperatively maintain communication, leadership and responsibility to ensure that all available resources are used in the most effective manner.
  - Provide the Child Development Associate Equivalency Credential (CDAE) classes at the Technical/Educational centers and sites
  - Work in collaboration to provide adult education programs, such as GED Preparation, On-line Education, English for Speakers of Other Languages (ESOL), and Adult Literacy

**Duration, Monitoring and Evaluation**

The Head Start, Curriculum and Instructional Services, and Community, Career and Technical Education Program will meet periodically to share information, develop procedures and evaluate the effectiveness of the current service delivery system for continuous quality improvement. The agreement will be renewed triennially. It can be modified or cancelled by request of any of the signing parties, with a 30 day written notice.

**Dispute/Conflict Resolution**

Every attempt will be made to resolve any disagreement to the satisfaction of all parties.

<p>CONTRACT REVIEWED AND APPROVED: <i>Kdy</i> 6/13/11</p>
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**Authorizing Signatures**

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

Beth E. Rawls 5/10/11  
Beth E. Rawls, Director  
Prekindergarten Services Date

Vanessa Hilton 5/11/11  
Vanessa Hilton, Director  
Curriculum and Instructional Services Date

Lori Wiggins 5/11/11  
Lori Wiggins, Supervisor  
Curriculum and Instructional Services Date

Ramon Suarez 5-11-11  
Ramon Suarez, Supervisor  
Curriculum and Instructional Services Date

Rob Aguis 5/11/2011  
Rob Aguis, Director  
Community, Career and Technical Education Date

Barbara Donaghy 5-17-2011  
Barbara Donaghy, Supervisor  
Community, Career and Technical Education Date

Daniel DeJesus 5-18-11  
Daniel DeJesus, Chairman  
Head Start/Early Head Start Policy Council Date

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Joanne Hurley, Chairman Date  
District School Board of Pasco County

CONTRACT REVIEWED  
AND APPROVED:  
Kozy 6/13/11