



## DISTRICT SCHOOL BOARD OF PASCO COUNTY

Kurt S. Browning, Superintendent of Schools

7227 Land O' Lakes Boulevard • Land O' Lakes, Florida 34638

Department of Purchasing  
Michael J. Woodall, CPPO, Purchasing Agent  
813/ 794-2221 Fax: 813/ 794-2112  
727/ 774-2221 TDD: 813/794-2484  
352/ 524-2221 e-mail: mwoodall@pasco.k12.fl.us

February 19, 2013

### MEMORANDUM

TO: Honorable School Board Members

FROM: Michael J. Woodall, CPPO, Purchasing Agent *MJW*

RE: In-school Youth Program Agreement  
Goodwill Industries-Suncoast, Inc.

The attached agreement is being forwarded for your review and subsequent approval in order to allow career academy students to participate in a STEM program. Please reference the attached memo from Mr. Rob Aguis, Director of Community, Career and Technical Education, for further information regarding this agreement.

At this time, we respectfully request your approval to enter into this agreement with the above-referenced entity. The services are outlined in the agreement and are attached for your perusal. The attached agreement has been reviewed and approved by the District School Board's Attorney, Ms. Nancy Alfonso. The agreement will commence upon Board approval and shall continue through June 16, 2013.

Should you have any questions regarding this matter, please contact Mr. Aguis or me at your earliest convenience.

KDG/acf

Attachments

Date/Time: February 13, 2013 08:49:00



# DISTRICT SCHOOL BOARD OF PASCO COUNTY

Kurt S. Browning, Superintendent of Schools

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

**MEMORANDUM**  
CCTE-111-12/13

February 19, 2013

To: Michael J. Woodall, Purchasing Agent

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

Subject: **In-School Youth Program with Goodwill Industries-Suncoast, Inc. and Pasco-Hernando Workforce Board Memorandum of Understanding**

**Introduction:**

The District School Board of Pasco County has been selected to partner with Goodwill Industries-Suncoast, Inc. and Pasco-Hernando Workforce Board to offer an In-School Youth Program.

**Description:**

The purpose of the In-School Youth Program allows a total of 55+ career academy juniors and seniors to participate in a STEM Program. The program will assist graduating seniors with credentials and positive outcomes including placement into employment, enrollment to postsecondary education or the military.

**Action Requested:**

The staff requests Board approval of the 2013 In-School Youth Program with Goodwill Industries-Suncoast, Inc. and Pasco-Hernando Workforce Board to provide In-School Youth Services to eligible youth age 16 through 21.

**Recommendations:**

The staff requests School Board approval of the 2013 In-School Youth Program with Goodwill Industries-Suncoast, Inc. and Pasco-Hernando Workforce Board.

RA:rmh

Attachment(s)

## Memorandum of Understanding Youth Program Sub-Agreement

Goodwill Industries-Suncoast, Inc. will assume the lead role in the provision of services for the 2013 In-School Youth Program on behalf of the Pasco-Hernando Workforce Board, and hold a sub-contract Agreement with the District School Board of Pasco County for the provision of services in assisting Goodwill with the recruitment of eligible and suitable youth at District High Schools.

- A. Parties-** This Agreement is between *Goodwill Industries-Suncoast, Inc.*, (herein after referred to as "Goodwill"), and the *District School Board of Pasco County* (herein after referred to as the "District School Board"). Goodwill enters into this Agreement under the authority as the Grant Awardee under contract with the Pasco Hernando Workforce Board to provide Youth Services to eligible youth age 16 through 21.
- B. Terms of Agreement-** Agreement Term: Date of Execution (anticipated being on or about February 19, 2013 – through – June 16, 2013.
- C. Program Content-** Goodwill will enroll 55 eligible District School Board youth into the In-School Youth Program and focus on creating student awareness of STEM, career clusters and career academies while assisting graduating seniors with credentials and positive outcomes including placement into employment, enrollment in to post-secondary education or entrance into the military. The youth will be comprised of District School Board students with an emphasis on those enrolled in the following academies at the following high schools:
- i. Adobe Certified Associate -Gulf , Zephyrhills and MTEC
  - ii. Certified Medical Administrative Assistant-Gulf, Zephyrhills and METC
  - iii. Certified Nursing Assistant - Anclote, Gulf, Zephyrhills and METC
  - iv. Comp TIA/A++/Cyber Security - MTEC
  - v. Emergency Medical Responder - Zephyrhills
  - vi. Microsoft Office Assistant -Anclote

### C.1. Goodwill will:

- a. Provide staff and business representatives for class presentations in which students will be exposed to 3 areas of content, to supplement the academic and vocational curriculum through:
  - i. Local Occupational Exploration – Local Labor Market Demand
  - ii. Industry Tours
  - iii. Planning for Vocational Internships to occur in the summer months or direct placement into employment
- b. Provide case management services to students enrolled to assure that sufficient progress is secured in the program and to provide authorization of payment for agreed upon services to benefit the student. These services include, but may not be limited to:
  - i. Academy Certification exams identified in C. i-vi above.

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- ii. Criminal Background Checks
  - iii. Use of software, equipment, materials and supplies.
  - iv. Additional items may be added as the need is identified which may include but not limited to gas cards, incentive cards, support payments for appropriate clothing, tools, supplies and equipment.
  - v. Enrollment into further technical education components as deemed appropriate.
- c. Provide mentoring services as one of its youth program elements.
- d. Allocate funds not to exceed \$13,350.00 for the District School Board as reimbursement for the following specified purposes:
- vii. Software - \$3,250.00
  - viii. Supplies/Materials - \$5,500.00
  - ix. Equipment - \$2500.00
  - x. Transportation - \$2,100.00
- e. Goodwill has set aside funds and will issue vouchers directly to the certifying authority for each enrolled and eligible program participant for the following:
- i. Academy Certification Exams - \$11,000.00
  - ii. Criminal Background Checks - \$1,031.25
  - iii. Additional items may be added as the need is identified which may include but not limited to gas cards, incentive cards, support payments for appropriate clothing, tools, and supplies.

**C.2. District School Board will:**

- a. Provide Career Central staff and recruited business professionals the opportunity to make classroom presentations in which students will be exposed to 3 areas of content, to supplement the academic and vocational curriculum through:
  - iv. Local Occupational Exploration - Labor Market Demand
  - v. Industry Tours
  - vi. Planning for Vocational Internships during the summer months or direct placement
- b. Identify students who may be likely eligible given the current WIA definitions for the targeted seniors as well as juniors should the number of seniors be insufficient to reach the total enrollment goal of 55 students.
- c. Promote the connection of students with industry mentors and facilitate ongoing contact and communication
- d. Provide documents that include but may not be limited to: documentation of eligibility items, assessments, academic records and/or IEPs
- e. Provide copies of certifications, diplomas, and other credentials critical for documentation of planned outcomes.
- f. Ensure that Goodwill staff is effectively notified when certain milestones as planned are achieved.

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- g. The District School Board will assist in the development and recruitment of businesses and lay people to include mentoring, youth internships, and youth job opportunities.
- h. Seek approval from Goodwill before the purchase of any item identified in Section C.1.d.

**D. Invoicing and Payment.** Payment, will be made to:

District School Board of Pasco County  
7227 Land O' Lakes Boulevard  
Land O' Lakes, FL 34638

1. Invoicing. Payment will be made against invoices submitted. The District School Board will invoice Goodwill-Suncoast monthly over the course of the In-School Youth Program (January – June). Payments will be structured on a unit price per service per person served with each served participant identified on the invoice.
  - a. Details of such payments will be negotiated on the following basis:
    - i. proportionate share costs of transportation services. If costs are 100% attributable to program participants then Goodwill's reimbursement would be at 100%.
    - ii. proportionate share costs of software, equipment, materials and supplies. If costs are 100% attributable to program participants then Goodwill's reimbursement would be at 100%.
  - b. Customer support and training expenses will follow the existing Training Vendor Agreement between Goodwill and the District School Board. Goodwill will issue vouchers for each enrolled and eligible student for the following:
    - i. Academy Certification Exams - \$11,000.00
    - ii. Criminal Background Checks - \$1,031.25
    - iii. Additional items may be added as the need is identified which may include but not limited to gas cards, incentive cards, support payments for appropriate clothing, tools, and supplies.
2. Payment. Goodwill-Suncoast will verify billings and process these within 30 days of receipt. Discrepancies may be disallowed and discussed with the District School Board by the Director of Workforce and Community Development or appropriate designee. The District School Board may resubmit corrected invoice once discrepancy is resolved, should this be determined to be necessary. All inquiries and billing paperwork should be submitted to the point of contact as specified in this Agreement.

**E. Release of Information-**It is the intent of Goodwill Industries-Suncoast, Inc., as the primary provider under contract with Career Central, to ensure that information released in conjunction with or attendant to Career Central conducted by Goodwill Industries-Suncoast, Inc. is done so in an appropriate, consistent, and legal manner. Therefore, it is agreed that any and all information generated or recorded during the course of performing any function under this agreement is the exclusive property of

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Goodwill Industries-Suncoast, Inc. and the Pasco Hernando Workforce Board. This includes all information related to staff and/or participants in the Career Central program, which may be released by all sub-contractors and vendors only to Goodwill Industries-Suncoast, Inc. and the Pasco Hernando Workforce Board. All requests for such information made of any and all sub-contractors and/or vendors by any third party, including the general public, and any agency representing the State of Florida, news agencies, partner agencies and other community based organizations, must be forwarded to the designated contract manager of Goodwill Industries-Suncoast, Inc., who shall maintain the sole authority as to the release of said information. Information covered under this section includes, but is not limited to; specific and general participant status, all program statistics, financial information, contract information and information that is in any manner indicative of the program policies, procedures and status. Except as may be required by law, release of any information in contravention of this section shall be deemed a breach of Agreement and will immediately terminate this Agreement.

**F. Revisions-**This Agreement is subject to periodic revision based on experience and legislative change. Input of the District School Board will be considered as well as that of Goodwill-Suncoast; however, Goodwill-Suncoast will retain the right of final decision to modifications. This Agreement is subject to review and approval by the Pasco Hernando Workforce Board and is subject to change at the recommendation of the Pasco Hernando Workforce Board.

**G. Termination-**This Agreement may be terminated by either party at any time with 14 calendar days' notice. Appropriate arrangements must be made by each party to transfer pertinent info and status reports to Goodwill-Suncoast, without a break in services, prior to the termination of this Agreement. This notification should be provided, in writing to the agency representative noted below at the address indicated:

Kris Rawson  
Director of Workforce and Program Development  
Goodwill Industries-Suncoast, Inc.  
10596 Gandy Blvd.  
St. Petersburg, Florida 33702

Telephone #727-523-1512 ext. 1251 TDD #727-576-0882

**H. Court Venue-**Venue for any and all legal action regarding or arising out of the transaction covered herein shall be solely in the appropriate Court in and for Pasco County, State of Florida.

**I. Employment/Employee Background Checks-**

1. Vendors conducting business, with the District School Board of Pasco County, who will (1) be at the school when students are present, (2) have direct contact with students, or (3) have access to or control of school funds must be Level 2 fingerprinted by the District's Human Resources

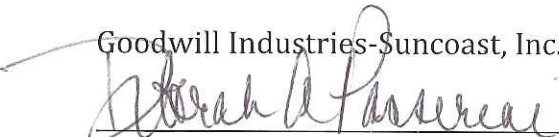
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AND APPROVED:

*MW 2-8-13*

- Department. If any of the above applies to this contract, you must have those individuals Level 2 fingerprinted and screened by the District's Human Resource Department prior to commencement of services or work.
2. Goodwill Industries-Suncoast, Inc. shall be fully and solely responsible (the liabilities of the employees are not eliminated) for all matters regarding the personal safety of school personnel and students. By signing this document you are attesting to the fact that your employees working on School Board property, have been properly screened, Level 2 (criminal background checks, fingerprinting, etc.) in accordance with Florida State Statute 1012.32(2)(a) and 1012.465(1) and have not been found guilty or pled guilty or nolo contendere (no contest) regardless of adjudication, to any crime listed in State Statute 435.04, including but not limited to; murder, rape, molestation, aggravated assault, aggravated battery, kidnapping, sexual battery, lewdness and indecent exposure, incest, child abuse, negligent treatment of children, etc. Any costs associated with the screening are the sole responsibility of the Company/Consultant.

This Agreement is subject to funding availability and shall otherwise terminate on June 16, 2013. All billables yet to be invoiced through this date are required to be submitted no later than 10 business days following this date.

Goodwill Industries-Suncoast, Inc.

  
Deborah A. Passerini  
Executive VP/COO

District School Board of Pasco County

\_\_\_\_\_  
Chairman

CONTRACT REVIEWED  
AND APPROVED:

*Allen 2-8-13*