



# 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)

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June 19, 2012

## MEMORANDUM

**TO:** Honorable School Board Members

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

**SUBJECT:** Contractual Service Agreement-Carl D. Perkins Postsecondary Grant Project  
Pasco-Hernando Community College

The Community, Career & Technical Education Department is requesting approval of the attached contractual service agreement between the District School Board of Pasco County and Pasco-Hernando Community College (PHCC). This agreement allows for expansion of Marchman Technical Education Center's HVAC program on the Pasco High School campus during the 2012-2013 school year. Performance measurements outlined in the attached agreement will be administered utilizing the Carl D. Perkins Postsecondary Grant funds. The District will submit invoices quarterly to PHCC for fund reimbursement not to exceed \$35,062.

At this time, we are requesting that the Board approve the above-referenced agreement which will cover July 1, 2012 through June 30, 2013. This agreement has been reviewed and approved on May 29, 2012 via email by Nancy Alfonso, School Board Attorney.

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

KDG/sb  
Attachments



# District School Board of Pasco County

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Heather Fiorentino, Superintendent

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## MEMORANDUM CCTE-174 – 11/12

May 24, 2012

To: Kendra Goodman, Purchasing Agent

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

Subject: **Contractual Service Agreement with Pasco-Hernando  
Community College**

### **Description:**

Approval is requested for a Contractual Service Agreement with Pasco-Hernando Community College (PHCC) to enhance postsecondary Career and Technical Education programs in the administration of the 2012-2013 Carl D. Perkins Postsecondary Grant. Performance measures outlined in the Contractual Service Agreement will allow for the expansion of Marchman Technical Education Center's HVAC program on the Pasco High School campus during the 2012-2013 school year.

### **Action Requested:**

School Board approval of the Contractual Service Agreement with Pasco-Hernando Community College on June 19, 2012.

### **Recommendations:**

The staff respectfully requests approval of the Contractual Service Agreement with Pasco-Hernando Community College.

CCA:rmh

Attachment(s)



**RECEIVED**

5-29-12 Den

**Contractual Service Agreement  
Between  
Pasco-Hernando Community College  
And  
District School Board of Pasco County  
Community, Career and Technical Education Department**

This Contractual Service Agreement is made by and between Pasco-Hernando Community College, hereafter referred to as PHCC, and the District School Board of Pasco County hereafter referred to as DSBPC and the Community, Career and Technical Education Department, hereafter referred to as CCTE.

This agreement covers the period beginning July 1, 2012, and ending June 30, 2013.

WHEREAS PHCC AND the DSBPC, CCTE wish to collaborate in the administration of the 2012-13 Carl D. Perkins Postsecondary Grant project. The partnership herein will provide for the enhancement of the existing postsecondary career and technical educational programs in Pasco County by maximizing the use of resources and by collaborating on services offered in the educational service area. The funds will be used to provide the following mutually beneficial services to Career and Technical Education (CTE) students served by postsecondary career and technical initiatives in Pasco County:

- Strengthen the academic and career and technical education skills of postsecondary education students;
- Develop, improve, or expand the use of technology in career and technical education;
- Initiate, improve, expand and modernize quality career and technical education programs, including relevant technology.

THEREFORE, in consideration of the mutual agreement in the provisions, terms, and conditions herein set forth, the DSBPC, CCTE, and PHCC and DSBPC, CCTE mutually agree to the following:

**1. DSBPC, CCTE Agrees:**

- a) To collaborate with the PHCC in the administration of the 2012-13 Carl D. Perkins Postsecondary Grant project.
- b) To provide postsecondary career and technical instructional services to targeted CTE students, complementing state-approved performance standards and goals measured by the Workforce Development Information Service (WDIS).
- c) To submit a quarterly invoice to PHCC for funds designated to modernize equipment, purchase materials and supplies, and provide marketing services needed within postsecondary CTE programs.

Performance Measure: Enrollment and CTE student completion data for the postsecondary Air Conditioning, Refrigeration and Heating program (minimum 12, maximum 15 each quarter) will be available for review by PHCC grant staff. Equipment, materials, supplies, and marketing services will be purchased for use of and utilized by postsecondary career and technical students.

Deliverables: Mid-year and final CTE student enrollment and completion data for scheduled postsecondary program; Copies of purchase orders detailing equipment, materials, supplies, and marketing expenses utilized for the CTE program will be submitted to PHCC on an on-going basis.

CONTRACT REVIEWED  
AND APPROVED:

*4/25/12*

Amount Authorized: Total - \$35,062; On-going invoices will reflect verification of budgeted items.

Remedies for Incomplete or non-compliance: DSBPC, CCTE will submit CTE student enrollment and completion data to PHCC to verify program provision. Reimbursable invoices for all budgeted expenditures (\$35,062) will be submitted to PHCC on an on-going basis, with a minimum of mid-year and final invoice dates of 12/21/2012 and 6/28/2013.

Total Amount Authorized for Completed Measures: \$35,062

Total Contract Amount to DSBPC, CCTE: \$35,062

**2. PHCC Agrees:**

- a) To serve as fiscal agent for the funds received from the Carl D. Perkins Postsecondary Grant, and as such, will be the administrative entity in the management of the grant funds.
- b) To, upon receipt of invoicing from DSBPC, CCTE, provide payment from the Carl D. Perkins Postsecondary grant funds for successful completion and documentation of the mutually agreed upon deliverables as defined in 1 (a), 1 (b), and 1 (c) of this agreement. Should DSBPC, CCTE not fulfill the agreed upon services and corresponding documentation as defined, the PHCC will submit the required Florida Department of Education project amendment for redistribution of remaining funds.
- c) To provide the Florida Department of Education with all necessary documentation, reports, etc., as required for grant funds.
- d) Treat as confidential any student information received pursuant to this agreement that is not defined as directory information by DSBPC, CCTE policies. Such information shall be maintained in a secure manner to avoid disclosure to any unauthorized third party. PHCC shall immediately notify DSBPC, CCTE, in writing, of any unauthorized disclosure; such notice shall include a description of the information disclosed and a description of how the disclosure occurred.

**3. PHCC and the DSBPC, CCTE mutually agree that:**

- a) Funds made available through the Carl D. Perkins Postsecondary grant will be used by partners in accordance with existing Florida Department of Education grant guidelines and the approved grant project.
- b) This Collaborative Partnership Agreement may be terminated by either party at any time upon thirty (30) days written notice to the other party.

IN WITNESS WHEREOF the parties caused this agreement to be executed by their duly Authorized officials.

Signed: [Signature] Date: 5.17.12  
President, Pasco-Hernando Community College

Signed: [Signature] Date: 5/22/12  
Superintendent, District School Board of Pasco County

Approved 5/16/12

Board Chairperson \_\_\_\_\_ Date \_\_\_\_\_

CONTRACT REVIEW AND APPROVAL  
WJ 5/29/12