



DISTRICT SCHOOL BOARD OF PASCO COUNTY

Kurt S. Browning, Superintendent of Schools

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

Purchasing Services

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June 3, 2014

MEMORANDUM

TO: Honorable School Board Members

FROM: Nicole Westmoreland, MBA, Purchasing Agent *NW*

SUBJECT: Early Childhood Programs
Pasco Kids First, Inc. D/B/A Healthy Families Pasco-Hernando
Contract #2014001809

Early Childhood Programs is requesting approval of the attached partnership agreement with the Pasco Kids First, Inc. D/B/A Healthy Families Pasco-Hernando to ensure that the provision of services is in keeping with the most current Early Head Start requirements during the 2014-2015 school year. Please reference the attached memo from Angela Porterfield, Director, Early Childhood Programs. The agreement was approved by the District School Board's Attorney, Ms. Nancy Alfonso, on April 25, 2012.

At this time, we respectfully request your approval to enter into the attached agreement for the 2014 - 2015 school year. There are no associated costs with this agreement to the District.

Should you have any questions regarding this matter, please contact Angela Porterfield or Debra Reaves, Purchasing Services, at your earliest convenience.

NW/dr

Attachments

Date/Time: May 28, 2014 11:37:00



DISTRICT SCHOOL BOARD OF PASCO COUNTY

Kurt S. Browning, Superintendent of Schools

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

Memo # ECP-026-13/14
Contact: Angela Porterfield *AP*
Ext. # 42730

DATE: June 3, 2014
TO: HONORABLE SCHOOL BOARD MEMBERS
FROM: Kurt S. Browning, Superintendent of Schools
Amelia Van Name Larson, Assistant Superintendent for Student Achievement
SUBJECT: Partnership Agreement 2014-2015 Pasco Kids First, Inc. D/B/A Healthy Families Pasco-Hernando

Introduction

Head Start and Early Head Start Programs must partner with existing community agencies to deliver necessary health services to enrolled families. An agreement with Pasco Kids First, Inc. D/B/A Healthy Families Pasco-Hernando is necessary in order to ensure the provision of needed services. Performance Standards 1304.20 (c) (5) state that funds "may be used for professional and medical services when no other source of funding is available." When grant funds are used for such services, written documentation must be provided to demonstrate efforts to access other available sources of funding. This agreement is necessary to document the willingness of individual community health providers to charge Head Start and Early Head Start Medicaid rates for their services.

Description

The agreement has been updated and approved by the Policy Council on May 14, 2014.

Strategic Focus: Engage Families, Communities and Businesses

Strategic Plan Goal: The district and schools will communicate with and engage all stakeholders in the educational process.

Action Requested

Approval of the 2014-2015 Pasco Kids First, Inc., D/B/A Healthy Families Pasco-Hernando Partnership Agreement with the Head Start/Early Head Start Programs is needed in order to satisfy program health services requirements.

Recommendation

The staff respectfully requests the approval of the 2014-2015 Pasco Kids First, Inc., D/B/A Healthy Families Pasco-Hernando Partnership Agreement with the Head Start/Early Head Start Programs.



RECEIVED

5/16/2014

Contract # 2014001809

**District School Board of Pasco County
Early Head Start and Pasco Kids First, Inc. D/B/A Healthy Families Pasco-Hernando
Partnership Agreement
2014-2015**

I. PURPOSE

Pasco Kids First, Inc. D/B/A Healthy Families Pasco-Hernando, hereinafter referred to as HFPH and the Early Head Start (EHS) Program of the District School Board of Pasco County, enter into this mutual Partnership Agreement, including all attachments referred to herein, for the period commencing August 1, 2014 and extending through July 31, 2015, in order to implement the Healthy Families Pasco program.

The purpose of this agreement is to work collaboratively to implement the Healthy Families program (HFPH), a positive parent support program providing intensive home visiting services to expectant parents and families of newborns.

II. SERVICES

HFPH and the Early Head Start, District School Board of Pasco County agree to work collaboratively toward the achievement of the HFPH overall objective to support families of newborns residing in a contracted area of Pasco county to prevent poor child hood outcomes.

III. RESPONSIBILITIES

A. As part of this collaboration, Early Head Start agrees to provide the following services to HFPH

- Referrals to HFPH- Early Head Start agrees to initiate referral to HFPH for assessment of identified overburdened families.
- Staff Training- EHS agrees to share ongoing staff training opportunities with HFPH regarding services offered through Early Head Start and any other pertinent subjects.
- Meeting Space- EHS agrees to provide meeting space, as available, to HFPH.
- Collaborative Support- Early Head Start agrees to collaborate with HFPH on community events and activities.
- Advisory Committee- EHS agrees to send a representative to HFPH Advisory Committee meetings to serve in an advisory capacity.
- Services- EHS agrees to provide services, as appropriate, to eligible HFPH participants.
- Service Coordination- EHS agrees to work with HFPH to avoid duplication of services to families mutually served.
- Additional Services-EHS agrees to provide the following additional services/resources to HFPH.
 - a. Telephone case management will occur between Resource Moms and Early Head Start Home Services Workers on common families.
 - b. Provide a copy of the Family Support Plan to HFPH for common families.
 - c. EHS Participates in coordination meetings with HFPH monthly to recommend most appropriate services for families.
 - d. Provide a copy of Ages & Stages information to Early Head Start common families.

B. As part of this collaboration, HFPH agrees to provide the following services to Early Head Start:

- Referrals-HFPH agrees to refer HFPH participants to Early Head Start as appropriate.

CONTRACT REVIEWED AND APPROVED: <i>nw 5.19.14</i>

- Training-HFPH agrees to share staff training opportunities related to the HFPH program to Early Head Start as requested.
- Collaborative Support- HFPH agrees to collaborate with Early Head Start on community events and activities.
- Advisory Services- HFPH agrees to participate in advisory committees, focus groups, etc. with Early Head Start as requested.
- Additional Services- HFPH agrees to provide the following additional services/resources to Early Head Start:
 - a. Provide a copy of Ages & Stages information to Early Head Start on common families
 - b. Telephone case management will occur between Resource Moms and Early Head Start Home Services Workers on common families.
 - c. Screen families for participation in Early Head Start Assessment Meeting.
 - d. Provide a copy of the Family Support Plan to Early Head Start common families.
 - e. EHS participates in coordination meetings with HFPH monthly to recommend most appropriate services for families.

IV. FUNDS

No financial transactions will occur between HFPH and Early Head Start as a result of this Partnership Agreement, unless otherwise specified herein:

V. TERMINATION

This Working Agreement may be terminated by either party upon no less than (30) days written notice. Said notice shall be delivered by certified mail, return receipt requested, or in person with proof of delivery.

VI. AUTHORIZATION

Rebecca Bennett 5/7/14
 Rebecca Bennett, MHA, Manager Date
 Pasco Kids First, Inc.
 D/B/A Healthy Families Pasco-Hernando

Angela Porterfield 5/9/14
 Angela Porterfield, Director Date
 Pasco County Early Childhood Programs

Nicole Westmoreland 5-9-14
 Nicole Westmoreland Date
 Purchasing Agent
 District School Board of Pasco County

Princess A. Wainwright 5/14/14
 Princess A. Wainwright, Chairman Date
 Head Start/Early Head Start Policy Council

 Alison Crumbley, Chairman Date
 District School Board of Pasco County

Attachment A – Healthy Families Pasco-Hernando

A) This contract is subject to Act of God or government regulation, disaster, strikes, civil disorder, or other emergency making it illegal or impossible to provide facilities or hold the events. Should Healthy Families Pasco-Hernando cancel this contract for reasons other than Act of God, etc., and another date time cannot be mutually agreed upon, Healthy Families Pasco-Hernando shall refund all monies (including deposits) to the School Board.

In addition, when the Department of Homeland Security issues a "Red Alert Status," the District School Board of Pasco County has the right to cancel this agreement without penalty and Healthy Families Pasco-Hernando shall refund all monies (including deposits) to the School Board within thirty (30) calendar days.

- B) Healthy Families Pasco-Hernando hereby agrees to indemnify and save harmless the contracting party and the contracting party's representative, successors, and assigns from and against any and all costs, damages, losses, demands, claims, actions and causes of actions whatsoever arising from or connected with the engagement to the same which do not arise from act or omissions within the reasonable control of the contracting party.
- C) Termination of Contract: This contract may be terminated when it is in the best interest of the District within 30 days notice. Contracts cancelled by the vendor because of non-performance may result in exclusion from participating on any other similar contracts offered by any public school in Pasco County, FL. Contracts cancelled because of non-performance will be excluded from future business with the District for the full term of the contract plus one year.
- D) 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.
- E) This contract is governed by the laws put forth by the State of Florida.
- F) The School Board normally issues payment for services within 30 days from receipt of invoices, provided the services have been received in a satisfactory and proper manner. No advance payments will be made.
- G) The company and/or individual shall remain independent and not an employee or agent of the Board for the purpose of providing services not otherwise available to the Board.
- H) Healthy Families Pasco-Hernando shall not assign, sublet, or otherwise dispose of, without first obtaining the written consent of the Board, any portion of services to be performed under this contract.
- I) Healthy Families Pasco-Hernando shall comply with all applicable laws, ordinances, codes, and statutes of any and all local, state, or national governing bodies included within this section. Healthy Families Pasco-Hernando 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.
- J) Children receiving treatment at Healthy Families Pasco-Hernando will be accompanied at all times by a parent or by a level II screened employee of the District School Board of Pasco County.

Rebecca L. Bennett 5/7/14
Rebecca Bennett, MHA, Manager Date
Healthy Families Pasco-Hernando

Nicole Westmoreland 5-19-14
Nicole Westmoreland Date
Purchasing Agent
District School Board of Pasco County

Angela Porterfield 5/9/14
Angela Porterfield, Director Date
Early Childhood Programs