



DISTRICT SCHOOL BOARD OF PASCO COUNTY

Kurt S. Browning, Superintendent of Schools

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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 and Office for Student Support Programs and Services
Students in Transition (SIT) Program
Contract #2014001806

Early Childhood Programs and the Office for Student Support Programs and Services is requesting approval of the attached partnership agreement with the Students in Transition (SIT) Program to enhance services to homeless families by delineating what each of the programs will contribute to the effort. 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 May 20, 2014.

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 11:40:00



RECEIVED

5/16/14 [Signature]

District School Board of Pasco County
Agreement for Services Between
Early Childhood Programs and
Offices for Student Support and Services, Division of Student Services
2014-2017

Purpose

The following agreement has been established between the District School Board of Pasco County Early Childhood Programs and the Offices for Student Support Programs and Services, Division for Student Services to develop working procedures as related to children that are identified as students in transition and enrolled in the Early Head Start or Head Start programs. All procedures will maintain compliance with Federal and State laws and regulations for Improving Head Start for School Readiness Act of 2007 and McKinney-Vento Homeless Assistance Act, January 2002 reauthorized as Title X Part C of No Child Left Behind Act.

Participants

This agreement is between the Early Childhood Programs, including Head Start and Early Head Start, and the Offices for Student Support Programs and Services, Division for Student Services, specifically the Students in Transition Program, (SIT) of the District School Board of Pasco County.

It is the intent of this Agreement to:

- Define what services will be provided by each program.
- Ensure that children experiencing homelessness are identified and given priority for enrollment in Head Start/Early Head Start programs.
- Ensure that each Department cooperatively maintains communication and shares leadership responsibility at the local level to ensure that all available resources are utilized in the most effective manner.
- Ensure that cooperative arrangements between Early Childhood Programs and the Offices for Student Support Programs and Services, Division for Student Services are developed, implemented, preserved, evaluated and revisited annually.
- Ensure that homeless children are identified and prioritized for enrollment
- Allow homeless families to apply, enroll, and attend Head Start/Early Head Start programs while required documents are obtained within a reasonable time frame.
- Establish communication between Head Start /Early Head Start staff and the Students in Transition staff to facilitate coordination of services.

Activities and Responsibilities

The Early Childhood Programs including Head Start/Early Head Start will:

- Recruit, enroll and serve eligible homeless infants, toddlers and preschoolers age birth to five years.

CONTRACT REVIEWED
AND APPROVED:

NW 5-21-14

- Provide parents and families of enrolled students experiencing homelessness parent involvement opportunities, including but not limited to participation in parent meetings, family fairs, training opportunities, and all other educational opportunities.
- Assist enrolled families experiencing homelessness in family goal setting based on identified strengths and needs.
- Provide enrolled students experiencing homelessness with the same educational opportunities provided to all Head Start/Early Head Start Students.
- Maintain ongoing communication between all parties.
- Provide for enrolled homeless families transitioning to elementary school assistance in preparing them to exercise their rights and responsibilities concerning the education of their children in school setting.
- Secure signed domicile form (student residency questionnaire) and forward this documentation to the SIT program.

The Offices for Student Support Programs and Services, Division for Student Services (SIT program) will:

- Offer referral information and a referral letter if requested by the parent to Head Start/Early Head Start for identified preschoolers experiencing homelessness.
- Upon receipt of a domicile form and verification of homeless status, the school site provides a resource packet in order to empower the family to access community resources.
- Provide additional services to families as requested by parent or if homeless status falls into categories 2-5 under section A of the domicile form.
- Follow up on referrals from the Early Childhood Programs Social Worker or the Early Head Start Coordinator, to address attendance barriers related to homelessness.
- Assist with school placement decisions and the coordination of transportation of eligible students.
- Assess and guide all families who contact the SIT program and request assistance.
- Provide assistance to the family in securing school-related paperwork and documentation.
- Provide staff development opportunities that will support staff in identifying and serving families experiencing homelessness.

CONTRACT REVIEWED
AND APPROVED:
NW 5.21.14

- Participate in the annual Early Childhood Programs Recruitment, Selection and Enrollment criteria meeting.
- Work in partnership with the Early Childhood Programs to determine eligibility of homeless status for the purpose of School Board enrollment.

Confidentiality

The parties shall maintain confidentiality of all data, files, and recordings including client records related to the services provided pursuant to this Agreement and shall comply with State and Federal laws including, but not limited to, Sections 384.29, 381.004, 392.65, and 456.057, Florida Statutes. Procedures must be implemented by all parties to ensure the protection and compliance with State and Federal laws.

Monitoring and Evaluation

The Early Childhood Programs including Head Start/ Early Head Start and Offices for Student Support Programs and Services, Division for Student Services personnel will meet on a periodic basis to share information, develop policies and procedures, and evaluate the effectiveness of the current service delivery system for continuous quality improvement. These parties will make recommendations for continuation or change in this Agreement on an annual basis.

Implementation of the Agreement

This Agreement becomes effective with the signatures of the following:

- District School Board of Pasco County, Director of Early Childhood Programs including Head Start/Early Head Start
- District School Board of Pasco County, Director of the Offices for Student Support Programs and Services, Division for Student Services
- Head Start/Early Head Start Policy Council Chairperson
- District School Board of Pasco County School board Chairperson

The contents of this Agreement will be shared with the staff of Early Childhood Programs including Head Start/Early Head Start and Offices for Student Support Programs and Services, Division for Student Services, specifically the Students in Transition staff.


<p>CONTRACT REVIEWED AND APPROVED:</p> <p><i>NW 5.21.14</i></p>

Duration

This agreement shall be reviewed on a triennial basis and renewed automatically unless changes are proposed by any of the departments. The terms of this Agreement will be effective and may be terminated without cause by any of the departments upon thirty (30) days written notice.


Authorizing Signatures

Each department, by the 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.



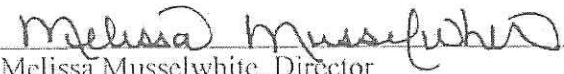
Princess A. Wainwright, Chairperson
Head Start/Early Head Start Policy Council

5/14/14
Date



Angela Porterfield, Director
Early Childhood Programs

4/18/14
Date

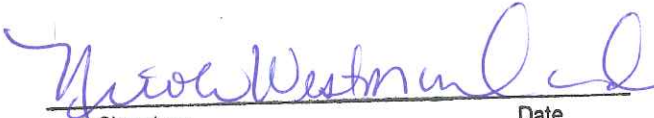


Melissa Musselwhite, Director
Office for Student Support Programs and Services,
Division for Student Services

4/18/14
Date

Alison Crumbley, Chairman
District School Board of Pasco County

Date



Signature Date

Nicole Westmoreland, MBA, Purchasing Agent
District School Board of Pasco County