



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
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July 30, 2013

MEMORANDUM

TO: Honorable School Board Members

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

RE: School Board of Seminole County
East Coast Technical Assistance Center
Contract for Services Contract # 2014000122

The attached contract between the School Board of Seminole County and the District School Board of Pasco County is for consultation services that will be provided to the District through East Coast Technical Assistance Center for the Title 1 and Migrant Education Programs. There is a cost of \$13,600.00 to the District for services under this contract. The funding for this program will be from Title I funds. This agreement was previously reviewed and approved by Nancy Alfonso, District School Board Attorney, on October 29, 2012.

At this time, we respectfully request your approval to enter into the attached contract with the above-referenced facility for the period of July 31, 2013 through June 30, 2014. Should you have any questions regarding this matter, or if I can be of further assistance, please feel free to contact me at your earliest convenience.

MJW/dp

Attachment

Date/Time: July 23, 2013 08:35:00

CONTRACT

#2014000122

This Contract is entered into between the School Board of Seminole County, Florida, located at 400 E. Lake Mary Blvd., Sanford, Florida 32773-7127 and the School Board of Pasco County, Florida, located at 7227 Land O'Lakes Boulevard, Land O'Lakes, Florida 34639.

WHEREAS, the School Board of Seminole County on behalf of the East Coast Technical Assistance Center (ECTAC) which provides support and technical assistance to Title I and other specified Elementary and Secondary Education Act (ESEA) programs in the State of Florida; and

WHEREAS, the School Board of Pasco County wishes to contract with the School Board of Seminole County for support and technical assistance regarding its Title I and other ESEA programs.

NOW, THEREFORE, in consideration of the mutual covenants and conditions herein, the parties agree as follows:

1. Term. This Contract shall commence on the last date of approval by a party and shall terminate on June 30, 2014. Thereafter, the Contract may be renewed for additional annual terms upon the mutual written consent of both parties.
2. Payment. The School Board of Pasco County agrees to pay to the School Board of Seminole County the amount of \$13,600 for services provided under this Contract. The School Board of Seminole County shall submit an invoice no later than July 31, 2013 and the School Board of Pasco County shall remit payment within 30 days of the invoice date.
3. Scope. In consideration of the payment set forth in paragraph 2 above, the ECTAC shall provide support and technical assistance to the Title I and other specified ESEA programs of the School Board of Pasco County. This support and technical assistance shall include specific program activities and deliverables in support of the approved district Title I Project Applications, as appropriate and other services to be provided which are specified and attached hereto as Exhibit "A" and incorporated by reference. See also Exhibit "B", Operational Procedures and incorporated by reference.
4. Termination. Either party may terminate this Contract without cause upon 30 days written notice to the other party. In the event of termination, the School Board of Seminole County shall immediately cease providing services as described in paragraph 3 above, and both parties shall mutually determine if a reimbursement is appropriate.
5. Notice. All notices required under this Contract shall be in writing, and shall be sent by certified mail, return receipt requested or hand delivery. Notice given in any manner shall be effective only if and when received by the party to be notified. All notices to be given to the parties shall be sent to or delivered at the addresses set forth below:

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W 7.18.13

If to School Board of Seminole County:

Walt Griffin, Ed.D, Superintendent
The School Board of Seminole County, Florida
400 E. Lake Mary Blvd
Sanford, FL 32773-7127

With a copy to:

Mrs. Marjorie Murray, Director
East Coast Technical Assistance Center
400 E. Lake Mary Blvd.
Sanford, FL 32773-7127

If to School Board of Pasco County:

Kurt Browning, Superintendent
The School Board of Pasco County, Florida
7227 Land O'Lakes Boulevard
Land O'Lakes, FL 34639-2805

With a copy to:

Brian Schultz, Director
Title I Programs
7227 Land O'Lakes Boulevard
Land O'Lakes, FL 34639-2805

By giving the other party at least fifteen (15) days written notice, each party shall have the right to change its address and the name of its representative for notice purposes.

6. Entire Agreement. This Contract constitutes the entire Agreement between the parties with respect to the matters covered by this Contract. All prior negotiations, representations, and agreements not incorporated in this Contract are canceled. This Contract can be modified or amended only by a written document duly executed by the parties or their duly appointed representatives.

7. Right To Contract. Each party warrants and represents with respect to itself, that neither the execution of this Contract nor the performance of its obligations under this Contract shall violate any legal requirement or other commitment or restriction to which it is a party or by which it is bound. Each party also warrants and represents, with respect to itself, that the execution of this Contract and the performance of its obligations under this Contract shall not require any consent, vote, or approval which has not been obtained, or at the appropriate time shall not have been given or obtained. Each party agrees that it has or will continue to have throughout the term of this Contract the full right and authority to enter into this Contract and to perform its obligations. Upon written request, each party agrees to supply the other party with evidence of its full right and authority.

8. Access and Retention of Documents. Each party will, upon request, provide access to the other party, the Federal Grantor agency, the Comptroller General of the United States or any of their duly authorized representatives, to any books, documents, papers and records which are directly related to this project. Both parties to this Contract will retain all records related to the services provided pursuant this Contract, for five (5) years after the School Board of Pasco County has made final payments and all other matters between the parties in connection with this Contract, are closed.

9. Copyrights. The parties are hereby notified that the federal awarding agency reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish or otherwise use, and to authorize others to use, for federal government purposes: the copyright in any work developed under a grant,

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subgrant, or contract under a grant or subgrant; and, any rights of copyright to which a grantee, subgrantee or a contractor purchases ownership with grant support. Furthermore, the parties agree that the School Board of Seminole County has the right to make copies of any materials, whether in tangible or electronic means or media, that are delivered under the provisions of this Contract for use within the School District of Seminole County for purposes related to the School Board of Seminole business, operations, the delivery of the educational program or to comply with the requirements of law, rule, policy or regulation.

10. Debarment. By signing this Contract, the parties certify, to the best of their knowledge and belief, that they and their principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by a federal department or agency.

(b) Have not, within the preceding five-year period, been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction or contract under public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property.

(c) Are not presently indicted or otherwise criminally charged by a governmental entity (federal, state or local) with commission of any of the offenses enumerated in the preceding paragraph (b).

(d) Have not within the preceding five-year period had one or more public transactions (federal, state or local) terminated for cause or default.

The parties agree to notify each other within 30 days after the occurrence of any of the events, actions, debarments, proposals, declarations, exclusions, convictions, judgments, indictments, informations, or terminations as described in paragraphs (a) – (d) above, with respect to the parties or their principals.

[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK.]

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IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date first set forth above.

**THE SCHOOL BOARD OF
SEMINOLE COUNTY, FLORIDA:**

By: Karen Almond
Karen Almond, Chairman

Date Approved: April 23, 2013

ATTEST:

By: Walt Griffin
Walt Griffin, Ed.D, Superintendent

**THE SCHOOL BOARD OF
PASCO COUNTY, FLORIDA:**

By: _____

Print Name: _____

Title: _____

Date: _____

ATTEST:

By: _____

Print Name: _____

Title: _____

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Walt Griffin 7.18.13

EXHIBIT A
ECTAC TECHNICAL ASSISTANCE SERVICES

The purpose of the East Coast Technical Assistance Center is to:

- assist in closing the academic achievement gap in Florida by providing technical assistance to member school districts regarding selective programs contained in the Elementary and Secondary Education Act (ESEA) and
- maintain a network of school districts that collaborate on the implementation of selective ESEA programs.

The selective ESEA programs are:

1. Title I, Part A
2. Title I, Part C
3. Title I, Part D
4. Other grant funded programs as they interact with Title I.

The services include assisting member school districts in:

1. the development and implementation of Title I programs consistent with the requirements of The Elementary and Secondary Education Act (ESEA) and Differentiated Accountability.
2. the administration of Title I, and building the capacity of Title I district administrators and key staff in the understanding of appropriate laws, rules, regulations, guidance, policies, and best practices through periodic professional development meetings and activities.
3. the development and implementation of Title I plans, project applications, and amendments to include schoolwide, targeted assistance, nonpublic, migrant, neglected and delinquent, school improvement, and others as requested.
4. effectively utilizing Title I resources, and other resources in the school improvement/school reform process.
5. the implementation of effective instructional strategies and educational best practices identified in scientifically based research.
6. building capacity for the effective engagement of families in the education of their children.
7. networking with high performing/high poverty schools across the state for the purpose of sharing effective practices.
8. accessing other collaborative service providers, such as ESCORT, the Bureau of Federal Educational Programs, the Grants Management Office, No Child Left Behind Office (NCLB), other Bureaus and Offices at the Florida Department of Education (FLDOE), Florida Association of State and Federal Education Program Administrators (FASFEP), National Association of Federal Education Program Administrators (NAFEPA), as well as other offices and organizations.
9. advocating for the needs of the Local Educational Agencies (LEAs).
10. other areas as necessary.

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EXHIBIT B OPERATING PROCEDURES

The name of the Center will be the East Coast Technical Assistance Center (ECTAC). The Center may change its name by a simple majority vote of the membership.

Purpose:

The purpose of the East Coast Technical Assistance Center is to:

- assist in closing the academic achievement gap in Florida by providing technical assistance to member school districts regarding selective programs contained in the Elementary and Secondary Education Act (ESEA) and
- maintain a network of school districts that collaborate on the implementation of selective ESEA programs.

Members:

Membership in ECTAC will be open to all school districts in Florida.

Advisory Board:

An Advisory Board will ensure the proper development, approval, and execution of the operation of ECTAC and approve the annual budget.

Advisory Board Members:

The Advisory Board will be composed of five administrators that are representative of small, medium, and large school districts comprising the organization. Board members receive no compensation for their services. The number of Board members may be increased by vote of the general membership but will never be less than five.

Election and Term of Advisory Board Members:

Election of Advisory Board members will occur annually at the last quarterly meeting of the membership. Board members will be elected by a simple majority vote of the membership. The terms will be staggered, with initial Board members serving staggered terms of one and two years. Each Board member shall hold office until the last quarterly meeting when his/her term expires and until his/her successor has been elected.

Vacancies will be filled by simple majority vote of the membership for the unexpired term. A Board member elected to fill a vacancy will be elected for the unexpired term of his/her predecessor in office and will serve until his/her successor is elected.

A Board member may be removed by a simple majority vote of the membership, at any regularly scheduled or special meeting of the membership, whenever in its judgment the best interests of the organization would be served thereby.

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[Signature] 7.18.13

A Board member may resign from the Board at any time by giving notice in writing to the Board at least thirty days before such resignation. No acceptance of such resignation will be necessary to make it effective.

Quorum of the Advisory Board:

A simple majority of the Advisory Board members will constitute a quorum for the transaction of business. The act of a simple majority of Advisory Board members present at a meeting at which a quorum is present will be the act of the Board. Each Advisory Board member will have one vote and no proxy will be allowed.

Meetings of the Board:

An annual meeting will be held once a year at a time and location set by the Advisory Board, with additional meetings scheduled as needed. Minutes of the meetings will be shared with general membership.

Action may be taken by the Advisory Board without a meeting if a simple majority of the Board members consent in writing through fax, mail, or by electronic mail to the action. Such actions will be filed with the Board minutes.

Absence of Board Members:

Each Board member is expected to communicate in advance of all Board meetings stating whether or not he/she is able to attend or participate by conference telephone or other agreed-upon means of communication. Any Board member who is absent from three successive Board meetings will be deemed to have resigned due to non-participation, and his/her position will be declared vacant, unless the Board affirmatively votes to retain that member.

Fiscal Year:

The fiscal year of the organization will be aligned July 1 to June 30.

Fiscal Agent:

Seminole County Public Schools (SCPS) is the fiscal agent for ECTAC. All employees of ECTAC are employees of SCPS. The interview committees for vacant ECTAC positions will have representation from an ECTAC member district.

Travel will be approved by the fiscal agent to ensure ECTAC staff travel to member districts as well as attend events, meetings, and/or conferences that will benefit the purpose of ECTAC.

SCPS assures that the operation of ECTAC will be excluded from any freeze on vacant positions or travel restrictions that might be imposed by SCPS due to budget shortfalls.

SCPS will charge the ECTAC budget an administrative fee equal to the SCPS approved indirect cost rate. Any additional administrative charges must be requested through and approved by the ECTAC Advisory Board. Other than the administrative fee described above, the ECTAC budget will be used solely for ECTAC purposes. ECTAC will provide an annual budget report to ECTAC member districts.

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Contract:

A contract for ECTAC services will be executed annually with ECTAC member districts. The contract will include attachments of the description of services and operating procedures.

Website:

An ECTAC website will be established and maintained to provide school districts with information that will facilitate proper implementation of Title I program services.

Representation in State and National Organizations, Committees, and Meetings:

The ECTAC Director will represent ECTAC member districts in state and national organizations, committees, and meetings as appropriate.

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