



## DISTRICT SCHOOL BOARD OF PASCO COUNTY

Kurt S. Browning, Superintendent of Schools

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

### Purchasing Services

Michael J. Woodall, CPPO, Purchasing Agent

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July 23, 2013

### MEMORANDUM

**TO:** Honorable School Board Members

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

**SUBJECT:** Office for Teaching and Learning and Early Childhood Programs  
Partnership Agreement for English Speakers of Other Languages (ESOL)

The attached agreement between the District School Board of Pasco County's Office for Teaching and Learning Department and Early Childhood Programs Department is for English for Speakers of other Languages (ESOL) services. The Head Start/Early Head Start program serves a significant number of families who are speakers of other languages and this agreement will secure ESOL services to be efficiently delivered for these families during the 2013-2014 program year.

The specific services are outlined in the agreement and are attached for your perusal. It is anticipated that annual expenditures for this program will not exceed \$150,000 and will utilize Head Start Federal funding. The services covered under this agreement are considered educational services and therefore are exempt from the competitive pricing requirements as outlined in Department of Education 6A-1.012(11)(b). This agreement has been reviewed and approved by Nancy Alfonso, School Board Attorney.

At this time, we respectfully request your approval to enter into the attached agreement. Should you have any questions regarding this matter, please contact Vanessa Hilton at your earliest convenience.

MJW/sb  
Attachments

Date/Time: July 16, 2013 09:53:00



## DISTRICT SCHOOL BOARD OF PASCO COUNTY

Kurt S. Browning, Superintendent of Schools

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

Memo # PRK-048-12/13  
Contact: Angela Porterfield  
Ext. # 42432

*aaf*

DATE: June 18, 2013

TO: HONORABLE SCHOOL BOARD MEMBERS

FROM: Kurt S. Browning, Superintendent of Schools  
Amelia Van Name Larson, Assistant Superintendent for Student Achievement

SUBJECT: Partnership Agreement- English for Speakers of Other Languages (ESOL) Services

### **Introduction:**

The Head Start/Early Head Start program serves a significant number of families who are speakers of other languages. It is necessary for Head Start program to secure English for Speakers of Other Languages (ESOL) services in order to effectively deliver required services to the families.

### **Description:**

The Office for Teaching and Learning and the Head Start program administrators reviewed and updated the Agreement to reflect current program and funding needs for the 2013-14 school year.

*Strategic Focus: Engage Families, Communities, and Business*

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

### **Action Requested:**

Approval of the 2013-14 Agreement for English for Speakers of Other Languages (ESOL) Services between the Office for Teaching and Learning and the Head Start/Early Head Start programs is needed in order to effectively deliver required services.

### **Recommendation:**

The staff respectfully requests the approval of the 2013-14 Agreement for English for Speakers of Other Languages (ESOL) Services.



**District School Board of Pasco County**  
**Agreement for English for Speakers of other Languages Services**  
**Between ~~Curriculum and Instructional Services~~ the Office for Teaching and Learning and**  
**~~Prekindergarten Services~~ the Early Childhood Programs**

2013-2014

THIS AGREEMENT is made and entered, by and between the ~~Department of Curriculum and Instructional Services~~ Office for Teaching and Learning and the ~~Department of Prekindergarten Services~~ Early Childhood Programs, which includes the Head Start, Early Head Start and Voluntary Pre-Kindergarten preschool programs.

WHEREAS, ~~Curriculum and Instructional Services~~ the Office for Teaching and Learning provides English for Speakers of Other Languages (ESOL), and

WHEREAS, ~~Prekindergarten Services~~ the Early Childhood Programs has been awarded grants for the purpose of providing Head Start and Early Head Start services to children enrolled through the Pasco County school system,

NOW, THEREFORE, the parties agree on the following:

~~Curriculum and Instructional Services~~ **The Office for Teaching and Learning shall provide English for Speakers of Other Languages (ESOL) Services as follows at a cost of \$150,000 for the program year. The fee structure will be reviewed semi-annually to determine needed adjustments.**

- In addition to core services provided by site based ESOL Paraprofessionals, ~~CIS~~ the Office for Teaching and Learning will provide three ESOL Instructional Assistants that are exclusively assigned to providing services to Head Start and Early Head Start children and families according to program needs.
- Identify children who qualify for ESOL services and enter appropriate data into TERMS.
- Establish and monitor school records for identified ESOL children.
- Provide home language assistance with a bilingual interpreter on request.
- Translate high priority program communication documents.
- Translate household communication documents.
- Provide bilingual parent/family involvement print resources as requested.
- Assist with pre-referral meetings related to consideration for exceptional student education placement in cases where the primary language of the child is not English.
- Provide translators at program functions as needed.
- Identify program staff needing to participate in the required ESOL training.
- Offer 18 hours of training for teachers and ~~paraprofessionals~~ Instructional Assistants in accordance with state of Florida requirements.
- Provide access by the classroom teachers to ESOL Resource Teacher/designated English Language Learner (ELL) Chair as needed for technical assistance and support
- Make evening family literacy programs such as "Families Learning at School and at Home" (F.L.A.S.H.) available for enrolled families.

CONTRACT REVIEWED  
AND APPROVED:

rw 6-25-13

~~Prekindergarten Services~~ The Early Childhood Programs shall pay for services provided to enrollees identified as limited in English proficiency and will insure that ESOL services are provided as follows:

- Families with limited English proficient children will be identified and documented through the program application process.
- Limited English proficient children will be tracked on the program's data management system.
- A developmentally appropriate curriculum that addresses multicultural and language needs of the children will be implemented in all classrooms.
- Program teachers and ~~paraprofessionals~~ Instructional Assistants will participate in ESOL training.
- Program support will be provided through substitutes and participant compensation as needed to facilitate completion of necessary training.

Angela Porterfield  
Angela Porterfield, Director  
Early Childhood Programs

5/10/13  
Date

Vanessa Hilton  
Vanessa Hilton, Director  
Office for Teaching and Learning

5/10/13  
Date

Ariana L. Leonard  
Ariana L. Leonard, Supervisor  
ESOL and World Languages

5/10/13  
Date

Jamie Blaine  
Jamie Blaine, Chairperson  
Head Start/Early Head Start Policy Council

5/15/13  
Date

Cynthia Armstrong  
Cynthia Armstrong, Chairman  
District School Board of Pasco County

          
Date

CONTRACT REVIEWED  
AND APPROVED:  
W 6.25.13