



# 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

813/794-2221 Fax: 813/794-2111

727/774-2221 TDD: 813/794-2484

352/524-2221 email: [mwoodall@pasco.k12.fl.us](mailto:mwoodall@pasco.k12.fl.us)

September 17, 2013

## MEMORANDUM

TO: Honorable School Board Members

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

RE: Voluntary Pre-Kindergarten (VPK) Provider Agreement  
Early Learning Coalition of Pasco and Hernando Counties, Incorporated  
Contract #2014000410

The Early Childhood Programs is requesting approval of the attached agreement with the Early Learning Coalition of Pasco and Hernando Counties. The intent is to establish the Voluntary Pre-Kindergarten (VPK) program during the 2013-2014 fiscal school year and summer program.

At this time, we respectfully request your approval to enter into this agreement with the above-referenced organization. The District School Board of Pasco County will receive reimbursement monthly from the Early Learning Coalition of Pasco and Hernando Counties based on attendance. The agreement has been reviewed and approved by Nancy Alfonso, School Board Attorney, on September 19, 2011.

Should you have any questions regarding this matter, please contact Ms. Angela Porterfield, Director of Early Childhood Programs, or me at your earliest convenience.

MJW/plh

Attachments

Date/Time: September 11, 2013 08:16:00



## DISTRICT SCHOOL BOARD OF PASCO COUNTY

Kurt S. Browning, Superintendent of Schools

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

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Memo # ECP-002-13/14

Contact: Angela Porterfield *acp*

Ext. # 42732

DATE: September 17, 2013

TO: HONORABLE SCHOOL BOARD MEMBERS

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

SUBJECT: Voluntary Prekindergarten (VPK) Provider Agreement- 2013-14 School Year.

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### **Introduction:**

The District provides Voluntary Prekindergarten (VPK) education opportunities as a blended model during the school year with our Head Start program. Additionally, the District is required to offer VPK to all qualifying children during the summer.

### **Description:**

In order to receive funding for this program, the District is required to enter into a VPK Provider Agreement (state form OEL-VPK-20) with the Agency for Workforce Innovation (AWI). The Language of the VPK Provider Agreement has been reviewed and approved by the District and the Early Learning Coalition of Pasco and Hernando Counties.

*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 Voluntary Prekindergarten Provider Agreement for the 2013-14 school year and summer program is requested.

### **Recommendation:**

The staff respectfully requests the approval of the Voluntary Prekindergarten Provider Agreement for the 2013-14 school year and summer program.

**District School Board of Pasco County  
Early Childhood Programs  
Voluntary Prekindergarten Agreement  
2013-14**

School Board Approved:

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

\_\_\_\_\_  
Date

CONTRACT REVIEWED  
AND APPROVED:

*W* 9.3.13





STATE OF FLORIDA  
VOLUNTARY PREKINDERGARTEN EDUCATION PROGRAM  
STATEWIDE PROVIDER AGREEMENT

**I. PARTIES AND TERM OF AGREEMENT**

1. **THIS AGREEMENT** is made and entered into this 5 day of August, 2013, by and between the Early Learning Coalition of Pasco & Hernando Counties ("COALITION"), and District School Board of Pasco County (hereinafter referred to as "PROVIDER"), with its principal offices located at 7227 Land O' Lakes Blvd, LOL, FL. If PROVIDER is a school district executing a single Agreement on behalf of multiple public school VPK providers, a list of the public school VPK providers with which the COALITION enters into this Agreement and their physical addresses are included in Attachment A. If PROVIDER is the owner of multiple private providers or multiple sites executing a single Agreement on behalf of multiple private VPK providers or multiple VPK sites, a list of the VPK providers or VPK sites and their physical addresses are included in Attachment \_\_\_\_\_.
2. This Agreement applies to the 2013-2014 Voluntary Prekindergarten Education (VPK) program year. PROVIDER shall offer a 540 hour school-year program and/or a 300 hour summer program. This Agreement begins on August 19, 2013 or on the date on which the Agreement is signed by the last party required to sign the Agreement, whichever occurs last, and expires upon completion or termination of all PROVIDER's VPK program year programs eligible to be offered under this Agreement. PROVIDER will not receive payment for VPK services before this Agreement is fully executed by both parties or after expiration of the Agreement.
3. PROVIDER certifies that each location at which PROVIDER offers the VPK program, meets all of the qualifications and requirements for offering the VPK program established by statute, rule, and this Agreement at all times PROVIDER offers the VPK Program. PROVIDER agrees that failure to comply with all of the qualifications and requirements for offering the VPK program at all times at any location at which PROVIDER offers the VPK program may result in ineligibility to offer the VPK program at that location and termination of this Agreement in whole or in part. In the event PROVIDER has executed this Agreement on behalf of multiple public school VPK providers, private VPK providers, or private VPK sites, and fails to ensure compliance with all qualifications and requirements for offering the VPK program at one or more locations listed in Attachment A, the COALITION may demonstrate termination of this Agreement with respect to that location by striking through the location after following the termination processes outlined in this Agreement. This Agreement will remain in force and effect as to all locations in Attachment A which are not stricken.
4. This Agreement binds the successors, assigns, and legal representatives of PROVIDER and of any legal entity that succeeds to the obligations of the State of Florida, Florida's Office of Early Learning (the Office), or COALITION. If the ownership or corporate structure of PROVIDER changes, PROVIDER must notify COALITION 14 calendar days before the change so that COALITION may obtain the appropriate forms and information.

**II. PROVIDER ELIGIBILITY**

5. PROVIDER certifies that it has registered with COALITION on forms prescribed by the Office, that any information supplied by PROVIDER is accurate and complete, and that it will notify COALITION within 14 calendar days of any change of the information submitted on those forms. PROVIDER is encouraged to notify COALITION prior to implementing changes as changes may result in PROVIDER's failure to comply with all VPK qualifications and requirements.
6. COALITION has reviewed the documents submitted by PROVIDER and, based on the information submitted, has determined that PROVIDER is currently eligible to deliver the VPK program. COALITION shall return a fully executed copy of this Agreement to PROVIDER as notification that PROVIDER is eligible to begin offering the VPK program. PROVIDER shall not offer the VPK program prior to receiving a fully executed copy of this Agreement from COALITION.
7. PROVIDER certifies and agrees to continually ensure each of its VPK instructor(s) and substitute instructor(s):

*MW 9.3.13*



- a. Has a current attestation of good moral character on file with PROVIDER and COALITION;
  - b. Has provided documentation to be maintained in the files of PROVIDER and COALITION documenting that the individual has undergone a Level 2 background screening within the previous five (5) years in accordance with section 435.04, Florida Statutes, including a federal (Federal Bureau of Investigation), state (Florida Department of Law Enforcement), and local (county of the instructor's residence) screening which demonstrates that the individual is not ineligible to act as a VPK instructor;
  - c. Is eligible to be employed as a VPK instructor in accordance with section 435.06, Florida Statutes;
  - d. Is not ineligible to teach in a public school because his or her educator certificate is suspended or revoked;
  - e. Is qualified to act as a VPK instructor in accordance with sections 1002.55, 1002.61, and 1002.63, Florida Statutes.
8. PROVIDER certifies that it has a prekindergarten director, if required by section 1002.57, Florida Statutes, who has one of the following credentials at each VPK site for the majority of hours in which VPK instructional hours are being delivered:
- a. A child care facility director credential approved by the Florida Department of Children and Family Services under section 402.305(2)(f), Florida Statutes, if the child care facility director credential was issued before December 31, 2006; or
  - b. A VPK director credential approved by the Florida Department of Education under section 1002.57, Florida Statutes, if the child care facility director credential is issued after December 31, 2006.

### III. PROGRAM REQUIREMENTS AND LOW PERFORMING PROVIDERS

9. PROVIDER agrees to deliver the VPK program in accordance with all of the requirements which are set forth in applicable statutes, rules, and this Agreement, including, but not limited to, standards relating to instructional hours; credentials, training, and background screenings of prekindergarten instructors; minimum and maximum VPK class sizes; developmentally appropriate curricula aligned with *Florida's Voluntary Prekindergarten Education Program Standards*; licensing standards established by the Florida Department of Children and Family Services and/or accrediting standards established by PROVIDER's accrediting organization, when applicable; and any statutory requirements which exceed the minimum standards established by the Florida Department of Children and Family Services or the accrediting organization.
10. PROVIDER certifies that it will use curricula to deliver VPK program instruction which:
- a. Are developmentally appropriate;
  - b. Are designed to prepare children for early literacy;
  - c. Enhance the age-appropriate progress of children in attaining each of the performance standards adopted by the Florida Department of Education (*see <http://www.flcbe.org/earlylearning>*); and
  - d. Prepare children to be ready for kindergarten.
11. PROVIDER understands that, in accordance with section 1002.69(5), Florida Statutes, the Florida Department of Education will annually issue kindergarten readiness rates. PROVIDER understands that if it, or any of its public school VPK providers or private VPK providers, receives a kindergarten readiness rate which falls below the minimum readiness rate established by the State Board of Education, in accordance with section 1002.67(3)(c)1., Florida Statutes, PROVIDER must ensure an improvement plan and/or annual progress report is submitted in accordance with rules adopted by the Florida's Office of Early Learning. In the event that PROVIDER fails to meet the minimum readiness rate for a program type (school-year or summer) four consecutive times, PROVIDER may be removed from eligibility to offer the program type.

### IV. CHILD ELIGIBILITY, ENROLLMENT, AND ATTENDANCE

12. PROVIDER understands that COALITION has ultimate responsibility for determining the eligibility of students enrolling in the VPK program. PROVIDER shall not admit a student into its VPK program without authorization from COALITION which shall generally be provided through a Certificate of Eligibility.
13. PROVIDER agrees that PROVIDER will notify COALITION upon admitting a student to PROVIDER's VPK program class in accordance with the procedures of COALITION and the rules of the Florida's Office of Early Learning. PROVIDER understands that it may be ineligible to receive payment if PROVIDER does not notify COALITION that the student has been admitted in accordance with the rules of the Office.





14. PROVIDER certifies that PROVIDER will give a written copy of its attendance policy to the parent or guardian of each student at the time the student is admitted into PROVIDER's VPK program.
15. PROVIDER certifies that, if it chooses to remove a student admitted to PROVIDER's VPK program class(es), PROVIDER will submit to COALITION documentation specifying reasons for removing the student from the class within 14 days of the removal in accordance with COALITION's notification procedures.
16. PROVIDER agrees to document the daily attendance, to certify the monthly attendance, and to certify the annual cumulative attendance of each student admitted to PROVIDER's VPK program class(es) in accordance with rules of the Florida's Office of Early Learning. PROVIDER agrees that, after the annual cumulative attendance has been certified, the certified annual cumulative attendance may not be disputed for payment purposes.
17. PROVIDER agrees to require that the parent or guardian of each child in the VPK program verify, each month, the child's attendance on the prior month's certified child attendance, in accordance with the requirements of section 1002.71(6)(b)2., Florida Statutes. PROVIDER agrees to maintain the Student Attendance and Parental Choice Certificates which have been signed each month by a parent or guardian for each student admitted into PROVIDER's VPK program class(es) in accordance with the rules of the Florida's Office of Early Learning.

#### V. NONDISCRIMINATION AND PARENT PAYMENT

18. PROVIDER agrees that, in accordance with section 1002.53(6)(c), Florida Statutes, and associated federal and state laws, PROVIDER may not discriminate against any parent or child, including the refusal to admit a child to a VPK program class, on the basis of race, color, or national origin.
19. PROVIDER agrees that, in accordance with section 1002.71(8)(a), Florida Statutes, PROVIDER may not require payment of a fee or charge for services provided for a child in the VPK program during instructional hours reported for funding. PROVIDER may not require a fee or payment as a condition of enrollment or participation in the VPK program.
20. PROVIDER agrees that, in accordance with section 1002.71(8)(b), Florida Statutes, PROVIDER may not require a child to enroll for, or require the payment of any fee or charge for, supplemental services (e.g., "extended-day," "extended-year," "wrap-around," or "full-day" services) as a condition of admitting the child in the VPK program. PROVIDER agrees to schedule all VPK hours offered for any VPK class in a fashion which ensures that parents are not constructively required to enroll students in supplemental services or pay any fee or charge.
21. PROVIDER agrees that, if PROVIDER does not receive payment for offering VPK program instruction to a student, PROVIDER may not require the student's parent or guardian to pay for the services.

#### VI. COMPENSATION AND FUNDING

22. PROVIDER agrees that PROVIDER may not receive payment for VPK instruction for a student who has not been determined eligible for enrollment in the VPK Program or who has not been issued a Certificate of Eligibility.
23. PROVIDER understands that payments for each student may not exceed the amount of funding for one full-time equivalent (FTE) student, as established by the Florida Legislature, except that a student reenrolled for extreme hardship may receive more than one FTE. The amount of funding for one FTE student is calculated by multiplying the base student allocation provided in the General Appropriations Act by the county's district cost differential. The formula for FTE calculation is subject to revision by the Legislature during the course of the program year.
24. PROVIDER understands that PROVIDER will receive monthly payments in accordance with the rules of the Florida's Office of Early Learning. PROVIDER further understands that PROVIDER may elect to receive monthly advance payments based on the number of students enrolled in the PROVIDER's VPK program class(es) by checking the following box:

PROVIDER understands that payments will be reconciled and adjusted in accordance with the rules of the Office.



25. PROVIDER understands that COALITION will not issue a final payment to PROVIDER for the VPK program year until PROVIDER certifies the annual cumulative attendance of each child enrolled in PROVIDER's VPK program in accordance with the rules of the Office.
26. PROVIDER agrees that, if the end-of-year reconciliation of payments reveals that PROVIDER received payments in excess of the amount owed to PROVIDER, COALITION will offset the overpayment against the final payment owed to PROVIDER for the program year and any future payments issued to PROVIDER for early learning programs. If PROVIDER ceases to offer early learning programs before the overpayment is fully offset, PROVIDER agrees to return the funds it was overpaid. If PROVIDER fails to return the funds it was overpaid, PROVIDER may be subject to collection efforts.
27. If PROVIDER is a Head Start Agency, PROVIDER understands that, in accordance with federal law, PROVIDER's Head Start programs must be "in addition to, and not in substitution for, comparable services previously provided without Federal assistance" (Title 42, United States Code, section 9835(c)).
28. If PROVIDER receives federal funds under Title 20, United States Code, sections 6311-6322 (Title I), PROVIDER understands that, in accordance with federal law, PROVIDER may "use [those Title I] Federal funds to supplement, [but] not [to] supplant non-Federal funds" (Title 20, United States Code, section 6314(a)(3)(B)).

## VII. NOTIFICATION

29. PROVIDER agrees that it will comply with each of COALITION's notification requirements listed in Attachment \_\_\_\_\_ for the purpose of:
- Providing notice of class transfers of children at the same provider location;
  - Providing notice of changes to information provided on Forms OEL-VPK 10 and OEL-VPK 11;
  - Providing notice of changes to class calendars;
  - Submitting written documentation demonstrating temporary closure and subsequent reopening; and
  - Providing notice and documentation of dismissal of students.
30. PROVIDER understands that failure to follow COALITION's notification requirements is noncompliance with this Agreement and may result in corrective action under Paragraph 41.

## VIII. MAINTENANCE OF RECORDS, DATA, AND CONFIDENTIALITY

31. PROVIDER agrees that, in accordance with section 1002.72, Florida Statutes, records of students enrolled in the VPK program, including personal identifying information, are confidential and exempt from disclosure as public records. PROVIDER certifies that it will keep all VPK records confidential and disclose the records and information found within the records only in accordance with law or this Agreement. PROVIDER agrees that it will release the records of students enrolled in the VPK program to COALITION, COALITION's representative or agent, and/or the Office upon request. PROVIDER further agrees that a parent of a VPK student has the right to inspect and review the records of his or her child and obtain a copy of his/her child's records.
32. PROVIDER certifies that it will maintain all VPK records, including the VPK records of each VPK student, VPK instructor, substitute instructor, or VPK director for the greater of: five (5) years after the student's last day of attendance or the employee's last day of employment as a VPK instructor, substitute instructor, or VPK director; until all investigations to which the records are pertinent have been resolved; or the time period established under the retention schedules and disposal process adopted under section 119.021(2), Florida Statutes.
33. In the event that PROVIDER permanently ceases to offer the VPK program before the conclusion of the retention period for VPK records as described in paragraph 32., whether as a result of unilateral or mutual termination of PROVIDER's eligibility to offer the VPK program or as a result of PROVIDER ceasing to do business, PROVIDER shall transfer all VPK records required to be maintained under paragraph 32. to COALITION, in a manner and form to be determined by COALITION, no later than the close of business on the day PROVIDER ceases to offer the VPK program.



34. PROVIDER shall provide complete and accurate information and data regarding the VPK program and students enrolled in PROVIDER's VPK program class(es) to COALITION and/or the Office upon request.

#### IX. COMPLIANCE VERIFICATION

35. If PROVIDER is a public school district, then the public school district may choose to monitor the compliance of its public school(s) with statute, rules, and this Agreement, or to designate COALITION to monitor the school district's public school(s). If the public school district chooses to monitor the compliance of its public school(s), the public school district certifies that it will ensure each public school complies with statute, rules, and this Agreement and certifies that it will require corrective action plans from its public school(s) upon failure to comply with the terms of statute, rule, or this Agreement.
36. PROVIDER is a (check one):  
 Public school district which chooses to monitor its public school VPK providers .  
 Public school district which designates COALITION to monitor its public school VPK providers.  
 Private VPK provider which will be monitored by COALITION.
37. If PROVIDER is monitored by COALITION, PROVIDER must permit COALITION, COALITION's representative or agent, or the Office, at any reasonable time, to enter PROVIDER's VPK program site(s) to verify PROVIDER's compliance with the requirements of the VPK program. This paragraph does not convey authority to COALITION, COALITION's representative or agent, or the Office to enforce licensing requirements established by the Department of Children and Family Services, accreditation requirements established by PROVIDER's accrediting organization, or impose any requirement beyond the requirements of statute, rule, and this Agreement.

#### X. TERMINATION AND NONCOMPLIANCE

38. PROVIDER and COALITION may mutually agree to terminate this Agreement or PROVIDER may unilaterally terminate this Agreement for any reason. PROVIDER must ensure that COALITION is notified at least 14 calendar days before PROVIDER terminates this Agreement so that COALITION can make arrangements for uninterrupted services for children admitted in PROVIDER's VPK program class(es). PROVIDER must, at least 7 calendar days prior to ceasing the VPK program, notify the parent or guardian of each student of the date on which PROVIDER will cease to offer the VPK program and ensure the parent or guardian receives a student reenrollment form.
39. Any obligation for payment under this Agreement is contingent upon an appropriation by the Florida Legislature. If funds required to finance this Agreement are unavailable, COALITION shall terminate this Agreement after providing written notice, delivered in person with proof of delivery or by certified mail with return receipt requested, at least 24 hours before termination of this Agreement. In the event of termination of this Agreement under this paragraph, PROVIDER shall be paid in accordance with rule 6M-8.204, F.A.C., for the instructional hours completed prior to termination of the Agreement.
40. PROVIDER agrees that COALITION may require corrective action, withhold funds, or terminate this Agreement if PROVIDER fails to comply with the requirements of statute, rule, or this Agreement.
41. COALITION must notify PROVIDER in writing, of the failure to comply with the requirements of statute, rule, or this Agreement prior to requiring corrective action. The notice shall state the manner in which PROVIDER failed to comply with statute, rule, or this Agreement and state a date by which the corrective action must be completed. COALITION may temporarily withhold funds until PROVIDER completes the corrective action. If PROVIDER fails to complete the corrective action, COALITION may permanently withhold funds for the period PROVIDER was not in compliance after notifying PROVIDER in writing, delivered in person with proof of delivery or by certified mail with return receipt requested, at least 14 calendar days before the funds are permanently withheld. Actions taken under this paragraph are subject to dispute resolution as described in this Agreement.
42. COALITION may terminate this Agreement if PROVIDER fails to comply with statute, rule, this Agreement, or corrective action required under this Agreement or if the actions of PROVIDER substantially impair the provision of VPK instruction. COALITION shall notify PROVIDER in writing, delivered in person with proof of delivery or by certified mail with return receipt requested, at least 14 calendar days before terminating this Agreement under this paragraph. PROVIDER shall be entitled to



request dispute resolution, as described in this Agreement, regarding notice of termination, during the time period following receipt of notice and prior to termination of this Agreement. Engaging in the dispute resolution process tolls the termination of this Agreement under this paragraph.

- 43. Notwithstanding any other provision of this Agreement, COALITION may immediately terminate this Agreement upon revocation/termination of PROVIDER's licensure or accreditation. COALITION may also immediately terminate this Agreement upon a determination by the Department of Children and Family Services that the health and safety of students admitted to PROVIDER's VPK class(es) is currently in jeopardy, including, but not limited to, a finding that personnel do not have current level 2 background screenings.

**XI. DISPUTE RESOLUTION**

- 44. PROVIDER agrees to give COALITION the opportunity to address any disputes or disagreements concerning this Agreement by providing notice of the dispute in writing to COALITION. COALITION agrees to respond to the notice of the dispute or disagreement within 5 business days after receiving the dispute or disagreement, and, where applicable, to present a proposed method for resolution of the dispute or disagreement within 15 business days after receiving the notice. If PROVIDER does not agree to the proposed method for resolution or if COALITION fails to comply with the time requirements above, PROVIDER and COALITION agree to address the dispute or disagreement before a quorum of COALITION's board of directors or a committee of COALITION which is authorized to take final action on behalf of COALITION's board of directors.

**XII. INDEMNIFICATION**

- 45. PROVIDER is fully liable for the actions of its agents, employees, partners, contractors, and subcontractors and must indemnify, defend, and hold harmless COALITION, the Office, and their officers, agents, employees, contractors, and subcontractors from suits, actions, damages, and costs of every name and description, including attorneys' fees, arising from or relating to personal injury and damage to real or personal tangible property alleged to be caused in whole or in part by the PROVIDER, its agents, employees, partners, contractors, or subcontractors. If PROVIDER is a public school or school district, this paragraph is limited to the extent required by section 768.28, Florida Statutes.

**XIII. SEVERABILITY**

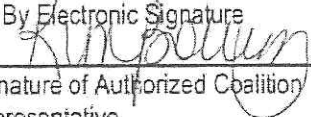
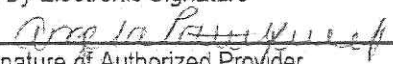
- 46. If any provision of this Agreement is held to be unenforceable by a court of competent jurisdiction, the remaining terms and conditions remain in full force and effect.

**XIV. AMENDMENTS**

- 47. An amendment, attachment or exhibit may not be made a part of this Agreement unless the amendment, attachment or exhibit is provided in writing, signed by both the COALITION and the PROVIDER, and approved in writing by the Florida's Office of Early Learning. Requests to amend this agreement, including requests to use attachments or exhibits, shall be submitted to the Florida's Office of Early Learning at the email address: OELPOLICY@oel.myflorida.com.

**XV. EXECUTION OF AGREEMENT**

PROVIDER and COALITION have caused this Agreement to be executed as of the date set forth in Paragraph 1:

<input type="checkbox"/> By Electronic Signature	<input type="checkbox"/> By Electronic Signature
	
Signature of Authorized Coalition Representative	Signature of Authorized Provider Representative
8/8/13	
Date	Date
KIM BORREGO, PROGRAM MANAGER	Arnela Porter, Director of Early Childhood Programs
Print Name and Title	Print Name and Title

CONTRACT REVIEWED AND APPROVED:  
*W 9.3.13*

<b>PASCO COUNTY HEAD START SITES</b>		
<b>Site Name</b>	<b>Address</b>	<b>CITY</b>
ANCLOTE ELEMENTARY SCHOOL	3610 Madison St.	New Port Richey
CENTENNIAL ELEMENTARY SCHOOL	38501 Centennial Rd.	Dade City
CHASCO ELEMENTARY SCHOOL	7906 Ridge Rd.	Port Richey
CHESTER W.TAYLOR ELEMENTARY SCHOOL	3638 Morris Bridge Rd.	Zephyrhills
DR. MARY GIELLA ELEMENTARY SCHOOL	14710 Shady Hills Rd.	Spring Hill
FOX HOLLOW ELEMENTARY SCHOOL	8309 Fox Hollow Dr.	Port Richey
GULF HIGHLANDS ELEMENTARY	8019 Gulf Highlands Dr.	Port Richey
GULF TRACE ELEMENTARY SCHOOL	3303 Gulf Trace Blvd.	Holiday
HUDSON ELEMENTARY SCHOOL	7229 Hudson Ave.	Hudson
LACOOCHEE ELEMENTARY SCHOOL	38815 Cummer Rd.	Dade City
MITTY P. LOCKE ELEMENTARY SCHOOL	4339 Evans Ave.	Elfers
MOONLAKE ELEMENTARY SCHOOL	12019 Tree Breeze Dr.	New Port Richey
NORTHWEST ELEMENTARY SCHOOL	14302 Cobra Way	Hudson
PASCO ELEMENTARY SCHOOL	37350 Florida Ave.	Dade City
PINEVIEW ELEMENTARY SCHOOL	5333 Parkway Blvd.	Land O/ Lakes
RICHEY ELEMENTARY SCHOOL	6850 Adams St.	New Port Richey
RODNEY B. COX ELEMENTARY SCHOOL	37615 Martin Luther King Blvd.	Dade City
SAN ANTONIO ELEMENTARY SCHOOL	32416 Darby Rd.	Dade City
VETERANS ELEMENTARY SCHOOL	26940 Progress Parkway	Wesley Chapel
WEST ZEPHYRHILLS ELEMENTARY SCHOOL	37900 14th Ave.	Zephyrhills
WOODLAND ELEMENTARY SCHOOL	38203 Henry Dr.	Zephyrhills

CONTRACT REVIEWED  
AND APPROVED:

*JW* 9.3.13





ATTACHMENT I  
2013 - 2014

I have multiple VPK sites which are listed below:

Primary VPK Site Name: District School Board of Pasco County, PreK Services  
Primary VPK Site Address: 7227 Land O' Lakes Blvd.  
Land O' Lakes, FL 34638

Telephone Number: 727-774-2730  
Primary VPK Site Director: Angela Porterfield

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Additional VPK Site Name: Anclote Elementary  
Additional VPK Site Address: 3610 Madison St.  
New Port Richey, FL 34652  
Telephone Number: 727-774-3200  
Additional VPK Site Director: Barbara Kleinsorge

Additional VPK Site Name: Centennial Elementary  
Additional VPK Site Address: 38501 Centennial Rd.  
Dade City, FL 33525  
Telephone Number: 352-524-5000  
Additional VPK Site Director: Cynthia Harper

Additional VPK Site Name: Chasco Elementary  
Additional VPK Site Address: 7906 Ridge Rd.  
Port Richey, FL 34668  
Telephone Number: 727-774-1200  
Additional VPK Site Director: Terri Mutell

Additional VPK Site Name: Chester W. Taylor Elementary  
Additional VPK Site Address: 3638 Morris Bridge Rd.  
Zephyrhills, FL 33543  
Telephone Number: 813-794-6900  
Additional VPK Site Director: Julie Marks

CONTRACT REVIEWED  
AND APPROVED:

*LW 9.3.13*

Additional VPK Site Name: Dr. Mary Giella  
Additional VPK Site Address: 14710 Shady Hills Road  
Spring Hills, Fl 34610  
Telephone Number: 727-774-5800  
Additional VPK Site Director: George Papaemanuel

Additional VPK Site Name: Fox Hollow Elementary  
Additional VPK Site Address: 8309 Fox Hollow Dr.  
Port Richey, FL 34668  
Telephone Number: 727-774-7600  
Additional VPK Site Director: Dawn Scilex

Additional VPK Site Name: Gulf Highlands Elementary  
Additional VPK Site Address: 8019 Gulf Highlands Dr.  
Port Richey, FL 34668  
Telephone Number: 727-774-7700  
Additional VPK Site Director: Judith Cosh

Additional VPK Site Name: Gulf Trace Elementary  
Additional VPK Site Address: 3303 Gulf Trace Blvd.  
Holiday, FL 34691  
Telephone Number: 727-774-3600  
Additional VPK Site Director: Hope Schooler

Additional VPK Site Name: Hudson Elementary  
Additional VPK Site Address: 7229 Hudson Ave.  
Hudson, FL 34667  
Telephone Number: 727-774-4000  
Additional VPK Site Director: Tracy Graziaplene

Additional VPK Site Name: Lacochee Elementary  
Additional VPK Site Address: 38815 Cummer Rd.  
Dade City, FL 33523  
Telephone Number: 352-524-5600  
Additional VPK Site Director: Latoya Jordan

Additional VPK Site Name: Mittye P. Locke Elementary  
Additional VPK Site Address: 4339 Evans Ave.  
New Port Richey, FL 34652  
Telephone Number: 727-774-3100  
Additional VPK Site Director: Adam Woli

CONTRACT REVIEWED  
AND APPROVED:

*aw 9.3.13*



Additional VPK Site Name: Moon Lake Elementary  
Additional VPK Site Address: 12019 Tree Breeze Dr.  
New Port Richey, FL 34654  
Telephone Number: 727-774-4600  
Additional VPK Site Director: Elise Landahl

Additional VPK Site Name: Northwest Elementary  
Additional VPK Site Address: 14302 Cobra Way  
Hudson, FL 34669  
Telephone Number: 727-774-4700  
Additional VPK Site Director: Nicole Reynolds

Additional VPK Site Name: Pasco Elementary  
Additional VPK Site Address: 37350 Florida Ave.  
Dade City, FL 33525  
Telephone Number: 352-524-5200  
Additional VPK Site Director: Katie Lail

Additional VPK Site Name: Pine View Elementary  
Additional VPK Site Address: 5333 Parkway Blvd.  
Land O' Lakes, FL 34639  
Telephone Number: 813-794-0600  
Additional VPK Site Director: Kathryn Coe

Additional VPK Site Name: Richey Elementary  
Additional VPK Site Address: 6850 Adams St.  
New Port Richey, FL 34652  
Telephone Number: 727-774-3500  
Additional VPK Site Director: Kenneth Miesner

Additional VPK Site Name: Rodney B. Cox Elementary  
Additional VPK Site Address: 37615 Martin Luther King Blvd.  
Dade City, FL 33523  
Telephone Number: 352-524-5100  
Additional VPK Site Director: Yvonne Reins

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Additional VPK Site Name: San Antonio Elementary  
Additional VPK Site Address: 32416 Darby Rd.  
Dade City, FL 33525  
Telephone Number: 352-524-5300  
Additional VPK Site Director: Michelle Berger

Additional VPK Site Name: Veterans Elementary  
Additional VPK Site Address: 26940 Progress Parkway  
Wesley Chapel, FL 33544  
Telephone Number: 813-346-1400  
Additional VPK Site Director: Donna Busby

Additional VPK Site Name: West Zephyrhills Elementary  
Additional VPK Site Address: 37900 14<sup>th</sup> Ave.  
Zephyrhills, FL 33542  
Telephone Number: 813-794-6300  
Additional VPK Site Director: Wendy Lane

Additional VPK Site Name: Woodland Elementary  
Additional VPK Site Address: 38203 Henry Dr.  
Zephyrhills, FL 33542  
Telephone Number: 813-794-6400  
Additional VPK Site Director: Kimberly Poe

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AND APPROVED:

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ATTACHMENT II  
2013 – 2014

- All classrooms must have a total of 540 hours during the school year and 300 hours during the summer (classroom hours **must be divisible** by 540 or 300, accordingly).
- All classrooms must be within ratio at all times (School Year: maximum of 11 children with 1 lead instructor OR maximum of 20 children with 1 lead instructor + 1 secondary instructor. Summer: maximum of 12 children with 1 lead instructor). Classrooms found over capacity will be reported to licensing and may not be reimbursed for VPK children for that day. Repeat offenses may result in termination of your VPK program and the inability to provide VPK in the future.
- Coalition will be notified within 14 days of:
  - Class transfers of children at the same provider location;
  - Changes to information provided on Forms OEL-VPK 10 and OEL-VPK 11A and OEL-VPK 11B;
  - Changes to class calendars;
  - Written documentation demonstrating temporary closure and subsequent reopening; and
  - Documentation of dismissal of students.
- Attendance Policy will be adhered to throughout the VPK program year. For detailed information on the Attendance Policy, please refer to the Office of Early Learning Uniform Attendance Policy Rule 6M-8.204, F.A.C.
- The Coalition must be notified of any changes in VPK staff as required by Rule 6M-8.300(2)(c), F.A.C. To satisfy this requirement, a new Form OEL-VPK 11 form may be submitted to the Coalition for approval prior to a change in VPK staff along with all required credentialing and background screening information. Staff members that do not meet the background screening requirements may not be in the VPK classroom during VPK hours.
- Before a substitute instructor may enter a VPK classroom, the substitute instructor's credentials and current background screenings must be submitted and maintained by the provider. Failure to have current information for a substitute instructor on file may result in inability to receive payment for portions of the VPK program.
- During your VPK Program Monitoring, an unauthorized staff person in the VPK classroom(s) may result, at a minimum, in no reimbursement for that day(s).
- To ensure best practices, the parent/guardian may sign the Attendance Certification Forms (long or short forms) on the last day of the each month.
- Attendance audit errors found during your VPK program attendance monitoring may result in a payment adjustment.

I have read and fully understand the above Policies for 2013-2014 VPK Program Year.

Kim Boufford  
Signature of Coalition Representative

8/8/13  
Date

Angela Barterfield  
Signature of Provider

8/8/13  
Date

Angela Barterfield  
Printed Name of Provider

CONTRACT REVIEWED AND APPROVED  
8/8/13  
Date  
hw 9.3.13



VPK Payment Information  
2013 - 2014

PROVIDERS SEEKING ADVANCE PAYMENTS

Providers who choose to receive advance payments must have all Certificates of Eligibility submitted to the Coalition no later than close of business on Friday, May 17, 2013. There will be **no exceptions made**. Enrollment information received after this date **WILL NOT** be included in your August 2013 advance.

PROVIDERS NOT SEEKING ADVANCE PAYMENTS

Providers who do NOT wish to receive advance payments must have all Certificates of Eligibility submitted to the Coalition no later than close of business on Friday, June 7, 2013. Enrollment information received after this date may not be included in your August 2013 payment.

I have read and fully understand the above Payment Information for 2013-2014 VPK Program Year.

Kimbo  
Signature of Coalition Representative

8/8/13  
Date

Angela Porterfield  
Signature of Provider

8/8/13  
Date

Angela Porterfield  
Printed Name of Provider

8/8/13  
Date

CONTRACT REVIEWED  
AND APPROVED:  
W 9.3.13





**Voluntary Pre-Kindergarten Program  
Payment Election Agreement  
2013-2014**

**Provider Name:** District School Board of Pasco County  
**Address:** 7227 Land O' Lakes Blvd.  
Land O' Lakes, Fl. 34638

I choose to receive advance funding for Voluntary Pre-Kindergarten Services

I understand that the procedure for VPK funding reimbursement includes receiving advance funding based on student enrollment, certification of student attendance and reconciliation of advanced funding based on actual attendance of students. I also understand that I am responsible for any overpayments resulting from advanced funding as indicated in the VPK provider Agreement.

I choose NOT to receive advance funding for Voluntary Pre-Kindergarten Services

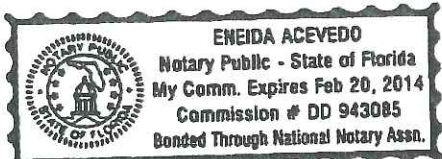
I understand that by electing not to receive advance funding, I will receive monthly VPK student reimbursements based on actual attendance, as documented on Student Enrollment Verification Forms.

Angela Porterfield Director, Early Childhood Program  
 Printed Name of Provider Title

Angela Porterfield 8/5/13  
 Signature Date

State of: FLORIDA County of: Pasco County  
 Subscribed and affirmed before me this 5 day of August, 2013.

Eneida Acevedo  
 Notary Public  
 My Commission Expires: 2/20/14



CONTRACT REVIEWED  
AND APPROVED:  
mw 9.3.13