

CONTRACT  
Between  
THE SCHOOL BOARD OF SARASOTA COUNTY, FLORIDA  
and  
CHILDREN FIRST, INC.

This Contract is entered into this 20<sup>th</sup> day of May, 2024, effective August 1, 2024 through July 31, 2025, between CHILDREN FIRST, INC., a Florida not for profit corporation (“CF”) and THE SCHOOL BOARD OF SARASOTA COUNTY, FLORIDA (the “Board”). This Contract creates a mechanism to provide Early Head Start Services (“EHS”) for children and families in the areas of early childhood education, family partnerships, health, mental health, nutrition, and parent involvement. Both Agencies will use specified resources to provide a comprehensive program for all children and families enrolled in the program.

Services will be provided at the North County Cysis Program at Riverview High School (“Riverview”) and the Cysis Program at North Port High School (“NPHS”) (up to 27 total EHS slots: NPHS; Riverview). Up to nineteen (19) teen parents (anticipated 16 at Riverview and 3 at NPHS, slots are distributed according to need) will be guaranteed EHS services. Teens enrolled above that number will be provided comprehensive services similar to EHS, but will not be guaranteed an EHS slot.

Up to sixteen (16) teen parents will be served in up to three EHS classrooms at the Riverview Campus. Three (3) children of teen parents at the North Port Cysis program will be served. These children will be provided services in one (1) EHS classroom staffed by School District caregivers. Newly identified teen parents eligible for enrollment at NPHS will be offered services within their High School and at the CF EHS site in North Port. CF will maintain one (1) EHS classroom and one (1) Head Start (“HS”) classroom for “community based” EHS and HS eligible families on the Riverview campus.

All enrolled EHS families will be offered services during the summer months at CF sites.

CF is responsible for the following:

- To provide EHS for up to twenty-seven (27) EHS slots. To work with the Board to ensure the completion of enrollment, contract, and program plan.
- To review CF Policies and Procedures and incorporate existing policies to meet standards of both programs.

- To pay the Board \$75,060.00 in ten (10) equal monthly payments to be paid August 2024 through May, 2025. Each monthly payment of \$7,506.00 will be paid to the Board by the 15<sup>th</sup> of each month.
- To provide management support for the Early Childhood Center. This includes working with the Board's staff to ensure EHS/HS Performance Standards, monitoring supplies, enrollment, services for extended/summer child care, required paperwork, developing a high quality system of delivery, parent education, teacher training, mental health services, and family case management.
- To provide supervision/support of the Family Service and Community Partnership content area of EHS, while working within the Board systems. The staff members will be responsible for social services and referrals, monthly parent meetings, development of family partnerships, and monitoring health and/or disability services for children. The assigned Family Advocates will complete all data in the CF COPA system as well as any required paperwork for the Board.
- To provide the equivalent of two (2) full-time Family Advocates to work directly with families enrolled in EHS/HS. The Family Advocates will collaborate with the Board's staff ensuring the mutual aims of our programs are met.
- To provide assistance with the enrollment process of EHS children and to work as a team for parents and staff to understand all aspects of both programs.
- To offer family strengthening courses for families enrolled in Cyesis, such as the Nurturing Dads Initiative, ESOL, Positive Solutions for Families, Budgeting, Job Skills Training, and other parent support groups through CF Families First Institute. These courses will be scheduled to meet the group needs of the clients.
- To ensure compliance with HS performance standards and Teen Parent Program operations within a preschool Community/HS classroom model. The two community classrooms will be staffed and supervised by CF employees.
- To provide all educational materials needed for the HS classroom.
- To work with the Board's staff to ensure smooth operations which include class schedule, USDA requirements, teacher training, and class quality monitoring.
- To schedule monthly partnership meetings to ensure all aspects of the program are running smoothly. The meeting will include the CF Vice President of Programs, Center

Director, Director of Family Services, and other appropriate staff. Direct service staff will meet to ensure monitoring, adherence to policies and procedures, and compliance with program operations to meet Federal regulations.

- A planning meeting among the following positions Riverview Social Worker, Riverview Child Care Director, the CF Manager, and Family Advocates will be held in August. The following topics shall be discussed: Staff schedules, CF and Teen Parent Mandates, and the development of a plan for activities in service to parents. Discussions will include Families First Institute course planning, Early Childhood Mental Health Consultation, and monthly parent meetings/engagement activities.
- The CF Nutrition Manager will establish, coordinate and maintain ongoing nutrition services with the Board's designated Food and Nutrition Services Staff.
- CF supplies formula and infant food for enrolled EHS children under one (1) year of age.
- To reimburse the Board up to an additional \$2,500.00 for attendance by selected staff at approved pre-service and in-service trainings. Reimbursement to the Board will be authorized under the following conditions:
  - The staff member is contractually ineligible for payment through the Board;
  - The training is directly related to the effective delivery of HS/EHS standards; and
  - Proof of staff attendance at trainings is provided to CF.
- To reimburse the Board up to an additional \$1,000.00 annually for payment to staff for participation in curriculum planning after the Board duty day has ended. Reimbursement will be authorized upon receipt of Board approved invoices accompanied by evidence of staff participation in curriculum planning (sign-in / sign-out sheets).
- To provide a comprehensive liability insurance policy in the minimum amount of \$1,000,000.00 per occurrence acceptable to the Board.
- To assign a Children First Manager to support each site. The Managers will work with teachers, the Program Director of Cysis Programs and the Assistant Principal (as appropriate) to ensure compliance with the EHS/HS Performance Standards. Special attention will be paid to child outcomes of EHS/HS children through the implementation of a research based assessment and curriculum. The EHS/HS program will ensure that staff conduct Ages and Stages Developmental Screenings on all EHS and HS children.
- To conduct monthly monitoring visits to the EHS classroom at NPHS. These visits will be conducted by CF management staff. The management staff will monitor for

compliance with EHS standards, then meet with the childcare director on site to review and make plans for continued compliance.

- To provide licensure for online curriculum planning, child outcomes and assessments.
- To coordinate dental services for all EHS/HS children and pregnant moms.
- To provide early childhood mental health consultation to staff and parents enrolled in the program, where indicated, and to ensure that the Board's staff is involved in the development of the mental health plan and needs of eligible students. These services will be provided in conjunction with school and district staff following district guidelines.
- To ensure compliance with EHS performance standards and Teen Parent Program operations within a preschool Community/EHS classroom model. The EHS with community children will be staffed and supervised by CF employees. Teen parents will be given first preference in EHS/HS slots.
- To maintain one (1) position on the HS Policy Council for families enrolled in EHS at Riverview, one (1) position for EHS at NPHS and one (1) position for the HS at Riverview. These representative positions will be elected by all parents enrolled in the site.
- To provide staff training in the areas of child development, teen parenting, mental health, curriculum, and any other topics recommended by the Board.
- To enroll up to twenty (20) HS age children in the Community Model Pre-K class at Riverview.
- To enroll up to eight (8) EHS children in the Community Model Infant / Toddler classes at Riverview.
- CF shall not provide transportation for community EHS or HS families.
- CF will ensure that each of its employees assigned hereunder has been fingerprinted by an authorized law enforcement agency and processed by the State Department of Law Enforcement and the Federal Bureau of Investigation for criminal background checks. Any employee assigned hereunder must meet all screening requirements as described in Section 1012.32, Florida Statutes. The result of all such background investigations and fingerprinting and any updated information disclosing subsequent criminal activity, shall be immediately reported in writing to the Superintendent of Schools.

- CF shall hold harmless, indemnify, and defend the Board, its agents, servants, employees, in their official and individual capacity, from any demand, claim, suit, loss cost, expense or damage which may be asserted, claimed or recovered against or from the Board, its agents or employees, in their official or individual capacity, by reason of any damage to property or injury or death of any person which arises out of, is incident to, or in any manner connected with this Contract. Nothing in this Contract shall be deemed to constitute a waiver of sovereign immunity, pursuant to Section 768.28, Florida Statutes, on the part of the Board or to affect, limit, or reduce the protection from suit afforded to the Board under Florida law. This provision shall survive termination of this Contract and shall be binding on the parties, successors, representatives and assigns and cannot be waived or varied.
  
- CF shall comply with Florida's Public Records Law including:
  - a) keeping and maintaining public records that ordinarily and necessarily would be required by the Board in order to perform the service;
  
  - b) providing the public with access to public records on the same terms and conditions that the Board would provide the records and at a cost that does not exceed the cost provided in The Public Records Law;
  
  - c) ensuring that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law; and
  
  - d) meeting all requirements for retaining public records and transfer, at no cost, to the Board all public records in possession of the CF upon termination of the Agreement and destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to the Board in a format that is compatible with the information technology system of the Board.

**IF CHILDREN FIRST HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES TO ITS DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT 941-927-4009, [publicrecordrequest@sarasotacountychools.net](mailto:publicrecordrequest@sarasotacountychools.net), THE SCHOOL BOARD OF**

**SARASOTA COUNTY, FLORIDA, 1960 LANDINGS BLVD., SARASOTA, FL 34231.**

The Board is responsible for the following:

- To work with CF to ensure that all enrolled families receive required educational visits by Early Childhood Teachers or appropriate staff. (Two (2) home visits and two (2) parent /teacher conferences per academic year.)
- To submit reports to CF Program Administrator to assist with monitoring of EHS Performance Standards and PIR report information.
- To submit child outcomes of EHS and HS children using an Early Childhood research based curriculum. EHS/HS program will use Ages and Stages, Developmental Screenings, and Assessments.
- To allow CF's staff to monitor attendance records for Average Daily Attendance (ADA) and enrollment of enrolled children; this will be maintained in a CF family/child database system.
- To provide CF with documentation of In-kind services to include space, materials, activities, staff salaries, utilities, and training not provided by CF's EHS funds. In-kind will be verified and documented by the Board annually and submitted to CF.
- To provide workspace for CF's staff for two (2) Family Advocates at North County Cyesis (Riverview) and for one (1) Family Advocate at the South County Cyesis (NPHS) through the graduation of the currently enrolled teen parents.
- To provide classroom space and equipment for EHS/HS classrooms to serve children of both organizations.
- To work with CF's staff to ensure smooth operations which include class schedule, USDA requirements, teacher training, and class quality monitoring. Designated Food and Nutrition Services Staff will establish and maintain ongoing coordination with the CF Nutrition Manager
- To monitor the program to ensure EHS regulations are followed.
- To collaborate with CF in adherence to the EHS Federal Mandates.

- To assure that partnership meetings include all necessary staff to ensure the ongoing operation of these programs.
- To attend partnership meetings to ensure all aspects of the program are running smoothly.
- To recruit enrolled families for special focus groups offered by Families First Institute.
- To maintain an appropriate self-insurance fund as permitted by Florida law.
- To ensure that all staff and community partners working directly with EHS/HS children and families have been fingerprinted by an authorized law enforcement agency and processed by the State Department of Law Enforcement and the Federal Bureau of Investigation for criminal background checks. Employees and community partners must meet all screening requirements as described in Section 1012.32, Florida Statutes and HS Federal Regulation 1302.90. The result of all such background investigations and fingerprinting and any updated information disclosing subsequent criminal activity, shall be immediately reported in writing to the Superintendent of Schools and Children First
- To ensure that all Board staff adhere to Family Educational Rights and Privacy Act (“FERPA”) (20 U.S.C. § 1232(g)) in the management of EHS/HS child and family data.

Program Administrators of both programs will communicate on a regular basis to review and evaluate the quality of the program ensuring that all EHS Program Performance Standards and Department of Education Standards are being met.

The parties have executed this Contract the day and year above written.

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 Philip Tavill  
 Children First, Inc.  
 President and CEO

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 Date

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 Karen Rose, Chair  
 The School Board of Sarasota County, Florida

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 Date

Approved as to Form and Legal Content  
 by Shumaker, Loop & Kendrick, LLP  
 Attorneys for The School Board  
 of Sarasota County, Florida  
 Signed: MRM  
 Date: May 15, 2024