



THE SCHOOL DISTRICT OF ESCAMBIA COUNTY CURRICULUM AND INSTRUCTION SCHOOL BOARD AGENDA EXECUTIVE SUMMARY		Item Number: V.b.1. E.3.	
TITLE Multi-Agency Agreement between Global Connections to Employment, Inc., University of West Florida, the Division of Vocational Rehabilitation Services and the School Board of Escambia County, Florida		SUBMITTED BY: Teri Szafran, Director, Exceptional Student Education	
PERIOD OF GRANT/CONTRACT/REQUEST Aug. 10, 2017 - June 30, 2018	FUNDING SOURCE N/A	PROJECT COORDINATOR AND DEPARTMENT Teri Szafran, Director, Exceptional Student Education	
AMOUNT OF FUNDING REQUEST – <i>Is amount more, less or same as last year? (Explain differences at end of Purpose section if additional space is required.)</i> N/A		TOTAL PROJECT – <i>Is the amount more, less or same as last year?</i> N/A	
PURPOSE The purpose of this agreement is to provide eighteen (18) to twenty-two (22) year old students with disabilities an opportunity to participate in an educational and vocational program through internship opportunities at the University of West Florida. This program is possible through a collaboration with Global Connections to Employment, Inc.; University of West Florida; the Division of Vocational Rehabilitation Services; and the School District of Escambia County, Florida.			
IMPLEMENTATION PLAN A minimum of ten (10) to twelve (12) students with disabilities will receive additional educational and vocational training as determined appropriate by the Individual Educational Plan (IEP).			
PARTICIPATING SCHOOLS/AGENCIES District Extended Program of the School District of Escambia County, Florida University of West Florida; Global Connections to Employment, Inc. Division of Vocational Rehabilitation Services			
ACTION REQUIRED Board Approval			
STRATEGIC ALIGNMENT – <i>Include Pillar, Goal and Measurable Objective as outlined in the current Strategic Plan.</i> PILLAR: Quality GOAL: GOAL Q.1: To increase rigor at all levels MEASURABLE OBJECTIVE: Q.1.1. Increase the percentage of students making a learning gain on the statewide standardized assessments.			
DIRECTOR 		DATE 9/6/17	
ASSISTANT SUPERINTENDENT 		DATE 8/17/17	DATE OF BOARD APPROVAL

MULTI-AGENCY AGREEMENT BETWEEN
GLOBAL CONNECTIONS TO EMPLOYMENT, INC.,
THE UNIVERSITY OF WEST FLORIDA, THE DIVISION OF VOCATIONAL
REHABILITATION SERVICES
AND
THE SCHOOL BOARD OF ESCAMBIA COUNTY, FLORIDA

The Parties to this Agreement are Global Connections to Employment, Inc. (wholly-owned affiliate of Lakeview Center, Inc.). The University of West Florida (acting for and on behalf of the University of West Florida, Board of Trustees, serving as the host business), the Division of Vocational Rehabilitation Services, and the School Board of Escambia County, Florida.

I. Purpose:

The Parties to this Agreement will collaborate and cooperate to create a Project SEARCH Transition program at the University of West Florida for students with disabilities to foster and facilitate the acquisition of jobs by students with disabilities when possible. This Agreement specifies the roles and responsibilities of the Parties as they work in partnership to increase opportunities for students with disabilities. The program will be titled University of West Florida - Project SEARCH. It is modeled after Project SEARCH at the Children's Hospital Medical Center in Cincinnati, Ohio.

II. Roles and Responsibilities:

The Parties agree to the following roles and responsibilities.

A. Global Connections to Employment, Inc. will:

- provide a Director to assist in coordinating the efforts of all key partners, to supervise Global Connections to Employment staff, to ensure that program is moving forward within the framework of the projected timeline, and to assist in any way necessary to facilitate success of the program.
- provide Job Coaches to work with students on internships throughout the host business.
- work with participating departments to identify internship opportunities for students with disabilities.
- examine existing open positions and determine their opportunity applicability for students with disabilities; and predetermine high turnover, entry level support positions, or other applicable positions for proactive job analysis.
- recommend pre-screened applicants to the University of West Florida.

- assist with classroom set-up, curriculum development, and internship coordination.
- assist with student recruitment activities.
- establish student eligibility guidelines and select students for the program as a participating partner of the Steering Committee.
- provide travel training for students.
- provide expertise in adaptations and accommodations, and implement as necessary.
- work with the Division of Vocational Rehabilitation Services to assist with obtaining adaptations and accommodations as necessary, and to help secure funding for job coaching and job development.
- provide education and training to University of West Florida employees regarding supporting people with disabilities in the workplace as necessary.
- attend regular meetings with team members from the Parties to this Agreement to discuss and evaluate program progress.
- assist with public relation activities to promote the Project SEARCH program.
- liaison with Cincinnati Project SEARCH for technical assistance, data collection, and other issues related to model integrity.

B. The University of West Florida will:

- provide classroom space with white board or chalk board, small tables to be used as student work areas, chairs, locked cabinet for student files, computer connections, a separate instructor space, and internet access if possible.
- provide a business liaison to assist with internship development, introduce Project SEARCH staff to its business staff, market the program internally, attend periodic program meetings when available, evaluate program progress, and work with the instructor to reinforce workplace rules.
- develop a minimum of twelve (12) work sites for the University of West Florida and a point of contact at each site for the purpose of teaching competitive, marketable skills to the program participants.
- provide parking access for Project SEARCH staff assigned to work on the University of West Florida campus.
- provide managers of departments that are being used as work sites to give direction, feedback and evaluation to students during their work site rotations.

- provide access, when available, to meeting space for open house events.

C. The School Board of Escambia County, Florida will:

- provide an Exceptional Student Education instructor with transition experience to coordinate/teach the program.
- develop and provide curriculum and instructional materials that encompass employability skills, functional academics, transition, job development and job readiness. The Project SEARCH Curriculum approved by the Ohio Department of Education may be used and adapted if necessary.
- assist the host business on development of internships and coordinate and monitor intern activities.
- facilitate student recruitment activities.
- establish student eligibility guidelines and select students for the program as a participating partner of the Steering Committee.
- provide expertise in adaptations and accommodations, and implement as necessary.
- secure a relationship with the Division of Vocational Rehabilitation Services for each student to allow for funding support.
- coordinate additional support for students if necessary, such as Interpreter service, Speech or Occupational Therapy, transportation, etc.
- coordinate and attend regular meetings to discuss and evaluate program progress.
- collect data on student outcomes and report to all partners.
- liaison with Cincinnati Project SEARCH for technical assistance, data collection and other issues related to model integrity.
- assist with public relation activities to promote the University of West Florida — Project SEARCH sites.

D. The Division of Vocational Rehabilitation Services will:

- provide funding support for individuals to participate in Project SEARCH at the University of West Florida site.
- provide expertise and assistance in adaptations and job accommodations.

- establish student eligibility guidelines and select students for program as a participating partner of the Steering Committee.
- attend regular meetings to discuss and evaluate program progress.
- assist with public relation activities to promote Project SEARCH.

III. Measurable Objectives:

All Parties will work collaboratively to:

- provide intern opportunities for a minimum of ten (10) to twelve (12) students with disabilities for the University of West Florida site (per school year) between August 10, 2017 and June 30, 2018 and to provide employment opportunities when available to students with disabilities whenever possible.
- provide support necessary to maximize the success of the students participating in the program.
- develop a minimum of twelve (12) work sites at the University of West Florida and continue to develop work sites as the program progresses as needed.

IV. Period of Agreement:

This Agreement will be retroactively effective from August 10, 2017 to June 30, 2018.

V. Limitation of Agreement:

It is understood among the parties that this Agreement is not a contract and is not binding.

VI. Relationship of Parties:

No agent or employee of either party shall be deemed an agent or employee of the other party. Each party will be solely and entirely responsible for the acts of its agents, subcontractors, or employees.

This Agreement is executed for the benefit of the Parties and the public generally. It is not intended nor may it be construed to create any third party beneficiaries.

All parties agree to the attached Addendum entitled "ESCAMBIA SCHOOL DISTRICT FLORIDA PUBLIC RECORDS LAW AND COMPLIANCE" which is hereby incorporated herein by reference.

MULTI-AGENCY AGREEMENT BETWEEN
GLOBAL CONNECTIONS TO EMPLOYMENT, INC.,
THE UNIVERSITY OF WEST FLORIDA, THE DIVISION OF VOCATIONAL
REHABILITATION SERVICES
AND
THE SCHOOL BOARD OF ESCAMBIA COUNTY, FLORIDA

IN WITNESS WHEREOF, said parties have entered into this Agreement on the 19th day of
September, 2017 to become retroactively effective from August 10, 2017 through June 30, 2018.

THE SCHOOL BOARD OF ESCAMBIA COUNTY, FLORIDA

By: _____
Gerald Boone, Chair

ATTEST: _____
Malcolm Thomas, Superintendent

MULTI-AGENCY FOR PROJECT SEARCH

By: _____
University of West Florida, Host Business

By: _____
Global Connections to Employment, Inc. Representative

By: No signature required. See Project Search TAP revised 6-15-15 for VR support
Division of Vocation Rehabilitation Services Representative

APPROVED FOR LEGAL CONTENT
FOR Sept 2017 AGENDA

AUG 29 2017

GENERAL COUNSEL
ESCAMBIA COUNTY SCHOOL BOARD

ESCAMBIA SCHOOL DISTRICT PUBLIC RECORDS ADDENDUM

CONTRACTOR'S RESPONSIBILITY FOR COMPLIANCE WITH CHAPTER 119, FLORIDA STATUTES. Pursuant to Section 119.0701, F.S., CONTRACTOR agrees to comply with all public records laws, specifically to:

A. Keep and maintain public records required by the School Board to perform the service.

1. The timeframes and classifications for records retention requirements must be in accordance with the General Records Schedule GS1-SL for State and Local Government Agencies and GS7 for Public Schools. (See <http://dos.myflorida.com/library-archives/records-management/general-records-schedules>)

2. Records include all documents, papers, letters, maps, books, tapes, photographs, films, sound recordings, data processing software, or other material, regardless of the physical form, characteristics, or means of transmission, made or received pursuant to law or ordinance or in connection with the transaction of official business with the School Board. Contractor's records under this Agreement include but are not limited to supplier/subcontractor invoices and contracts, project documents, meeting notes, emails and all other documentation generated during this Agreement.

B. Upon request from the School Board's custodian of public records, provide the School Board with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided for by law. If a Contractor does not comply with the School Board's request for records, School Board shall enforce the provisions in accordance with the contract.

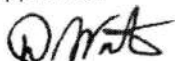
C. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the Contractor does not transfer the records to School Board.

D. Upon completion of the contract, transfer, at no cost, to the School Board all public records in possession of the Contractor or keep and maintain public records required by the School Board to perform the service. If the Contractor transfers all public records to the School Board upon completion of the contract, the Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Contractor keeps and maintains public records upon the completion of the contract, the Contractor shall meet all applicable requirements for retaining public records. All records kept electronically must be provided to the School Board, upon request from the School Board's custodian of public records, in a format that is compatible with the information technology systems of the SCHOOL BOARD.

IF CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE SCHOOL BOARD OF ESCAMBIA COUNTY, CUSTODIAN OF PUBLIC RECORDS AT (850)469-6131, NROSS@ESCAMBIA.K12.FL.US, OR 75 NORTH PACE BLVD., PENSACOLA, FL 32505.

A Contractor who fails to provide the public records to the School Board within a reasonable time may also be subject to penalties under Section 119.10, Florida Statutes.

Approved:



Initials of Each Signatory:

Donna Sessions Waters
General Counsel
Escambia County School Board
75 North Pace Blvd.
Pensacola, FL 32505
02/21/2017

