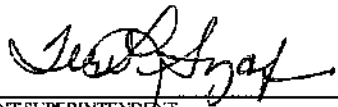



<b>THE SCHOOL DISTRICT OF ESCAMBIA COUNTY CURRICULUM AND INSTRUCTION SCHOOL BOARD AGENDA EXECUTIVE SUMMARY</b>		Item Number: V.b.I. E.6.	
TITLE Cooperative Agreement Between Pyramid, Inc. and the School Board of Escambia County, Florida		SUBMITTED BY: Teri Szafran, Director, Exceptional Student Education	
PERIOD OF GRANT/CONTRACT REQUEST July 1, 2017 - June 30, 2018	FUNDING SOURCE FTE - Project 0800	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> \$56,700                      Same		TOTAL PROJECT - <i>Is the amount more, less or same as last year?</i> \$56,700                      Same	
PURPOSE The purpose of this agreement is to provide eighteen (18) to twenty-two (22) year old students with disabilities an educational and vocational training program.			
IMPLEMENTATION PLAN Ten (10) students with disabilities who have reached their potential in the regular school program will be provided additional educational and vocational training as determined appropriate by the Individual Educational Plan (IEP).			
PARTICIPATING SCHOOLS/AGENCIES All Escambia District high schools, special centers and District Extended Program Pyramid, Inc.			
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 4/3/17	
ASSISTANT SUPERINTENDENT 		DATE 3/21/17	DATE OF BOARD APPROVAL

COOPERATIVE AGREEMENT BETWEEN  
PYRAMID, INC.  
AND  
THE SCHOOL BOARD OF ESCAMBIA COUNTY, FLORIDA

THIS AGREEMENT is made and entered into this 18<sup>th</sup> day of April, 2017, by and between PYRAMID, INC., a Florida, not-for-profit corporation, hereinafter referred to as "Pyramid" and THE SCHOOL BOARD OF ESCAMBIA COUNTY, FLORIDA, hereinafter referred to as "Board" or "District".

WHEREAS, Pyramid is approved by the School Board of Escambia County, Florida, as a school conducting programs of education, training and related services for exceptional students: services can be provided at any appropriate program; i.e., Community Based Employment, Supported Employment; and

WHEREAS, the School Board of Escambia County, Florida wishes to provide a special program of education or training for students with disabilities who have met the following criteria:

1. The student is a resident of Escambia County, Florida and is now/will be enrolled or has been enrolled in the School District of Escambia County, Florida and is not past twenty-two (22) years of age.
2. The student has been appropriately classified as a student with disabilities by the District in compliance with state statutes and all pertinent state and local school board rules and criteria.
3. An Individual Educational Plan (IEP) has been established for this student based on assessment results, which indicate specific educational and/or vocational needs and such plan and needs are agreed upon by the parents of the student and the District.
4. Upon review of the Individual Educational Plan and the educational opportunities available within the Escambia County School District, the School Board of Escambia County, Florida concludes that Pyramid can provide a more appropriate community transition program to meet the needs of the students with disabilities.

WHEREAS, the School Board of Escambia County, Florida believes that Pyramid can meet the educational and training needs of the student as outlined in the individual educational plan and as evidenced by Pyramid meeting approval under Rule 6A-6.0361, F.A.C.

For and in consideration of the mutual covenants contained herein, the parties to this Agreement agree as follows:

1. Pyramid shall accept the enrollment of up to ten (10) students who have been evaluated by the District as exceptional students and shall place said students in an appropriate educational and vocational training program to fit the students' special needs. These students have also been evaluated by the team of teacher(s), parent(s)

and Pyramid staff. Prior to the students' enrollment, the team must agree that Pyramid is the appropriate placement. Students who begin at Pyramid shall be subject to a ninety (90) day probationary period. During this probationary period, Pyramid and the District staff shall evaluate the appropriateness of the students' placement. While Pyramid is committed to provide a dedicated service, the company reserves the right to terminate services if: a) a student exhibits behavioral problems so severe that the safety of the student, other students, or staff cannot be assured without the services of a one-on-one trainer or a 2:1 staff ratio; and/or b) a student exhibits medical problems so severe that the student is at risk without medical professionals on hand.

2. Students ranging in age from eighteen (18) to twenty-two (22) years of age, or completion of the thirteenth year, will be eligible for the program. Major emphasis will be placed on providing the program for students that become nineteen (19) before January of the 2017-2018 school year. Students who are seventeen (17) may be placed if they have reached their potential in the school program and the Exceptional Student Education staffing committee recommends the placement. Consent for placement of all students will be obtained from parents or guardians prior to placement.
3. Services will commence upon the student being staffed eligible for Pyramid. During the regular ten (10) month school year the service will include a minimum of five (5) hours a day following the calendar established by the District. The length of the school day for summer school/extended school year and the number of days it shall operate will be agreed upon by Pyramid and the District.
4. Bus transportation will be provided by the District. Students will be expected to follow the School Board of Escambia County, Florida's rules and regulations regarding school bus transportation.
5. The School Board of Escambia County, Florida agrees to pay Pyramid thirty-six dollars (\$36) per day, per student based on daily attendance. Pyramid shall invoice the District at the end of each month. The total amount of payments shall not exceed fifty-six thousand seven hundred dollars (\$56,700). The billing address and contact persons for the parties are:

Teri L. Szafran, Director  
Exceptional Student Education  
30 East Texar Drive  
Pensacola, FL 32503

Kim Faustin, COO  
Pyramid, Inc.  
311 North Spring Street  
Pensacola, FL 32501

6. Pyramid shall provide with each invoice for services, a list of activities as well as results of those activities during the invoice period. Pyramid will be responsible

for the development of evaluation instruments as well as the administration of these instruments. Evaluation instruments must be reviewed by District personnel from the Exceptional Student Education Department.

7. The parties to this Agreement concur that the students described in paragraph one (1) have the exceptionality of developmental delay. An IEP for each student to be served by Pyramid will become a part of the official record kept by Pyramid for each student.
8. Pyramid shall maintain an official school attendance register. In addition, Pyramid will provide at least quarterly reports to the District on the student's progress in meeting educational goals, and a summary evaluation prior to renewal of the Agreement. A Summary Evaluation of each student's progress shall be submitted to the District by Pyramid at the end of the school year.
9. Meetings to review and revise the student's IEP may be initiated and conducted by Pyramid at the discretion of the School District. If Pyramid initiates and conducts these meetings, the District shall insure that the parents and a District representative are involved in any proposed decision about the student's individual education program and agree to any proposed changes in the plan before those changes are implemented. Pyramid will implement the student's educational plan. Responsibility for compliance with state rules remains with the District.
10. Pyramid has and shall comply with the Civil Rights Act of 1964, Title IX of the Education Amendments of 1974, and Section 504 of the Rehabilitation Act of 1973. Pyramid will, at all times, comply with local or state standards for health and safety of students, whichever are more stringent.
11. Pyramid will comply with all confidentiality requirements for student records and will safeguard any and all student medical records and personal health information as required by the Health Insurance Portability and Accountability Act (HIPPA) and by the Family Educational Rights and Privacy Act (FERPA).
12. District staff is responsible for review of the program provided by Pyramid and will confer with the staff at reasonable times.
13. Pyramid shall be staffed by qualified personnel as defined in Rule 6A-1.0503, F.A.C. Additionally, Pyramid shall require all personnel who have direct contact with the students to undergo a Level 2 Background Screening pursuant to Section 1012.465, F.S.

The District shall assign ESE teachers/aides to Pyramid for the following purposes:

- a. assistance in the implementation of school procedures for special programs for exceptional students as are applicable to the programs provided by Pyramid pursuant to the previously approved agreements; and

- b. assistance in consultation and coordination of services available to program participants from the Florida Department of Children and Families.
14. Pyramid shall provide these teachers with the following:
- a. appropriate office space and equipment for instructional and clerical purposes;
  - b. necessary direct support services by Pyramid's staff including case management, instructional activity, and supervision; and
  - c. access to records pertaining to program participants including attendance registers, curriculum, and lesson plans.
15. Jurisdiction for any legal claims arising under the Agreement shall lie solely in the Circuit Courts of Escambia County, Florida.
16. This Agreement may be terminated for any reason or no reason at all, by either party at any time giving sixty (60) days prior notice to the other parties.
17. The term of this Agreement shall be from July 1, 2017 – June 30, 2018, and may be renewable in writing on a yearly basis thereafter. Any modifications, amendments or changes to this Agreement shall be made in writing and executed by the parties hereto.
18. The attached Addenda entitled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transactions" and "ESCAMBIA SCHOOL DISTRICT RISK MANAGEMENT ADDENDUM (REGULAR)" are hereby agreed to and incorporated herein by reference.

(THIS SECTION INTENTIONALLY LEFT BLANK)

COOPERATIVE AGREEMENT BETWEEN  
PYRAMID, INC.  
AND  
THE SCHOOL BOARD OF ESCAMBIA COUNTY, FLORIDA

IN WITNESS WHEREOF, the parties hereto have entered into this Agreement on the 18<sup>th</sup> day of April, 2017, effective July 1, 2017 through June 30, 2018.

THE SCHOOL BOARD OF ESCAMBIA COUNTY, FLORIDA

By: \_\_\_\_\_  
Linda Moultrie, Chair

ATTEST:

By: \_\_\_\_\_  
Malcolm Thomas, Superintendent

PYRAMID, INC.

By: \_\_\_\_\_  
Kim Faustin, COO

APPROVED FOR LEGAL CONTENT  
FOR April 20 17 AGENDA  
MAR 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:



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

Initials of Each Signatory:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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## Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions

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This certification is required by the Department of Education regulations implementing Executive Order 12549, Debarment and Suspension, 34 CFR Part 85, for all lower tier transactions meeting the threshold and tier requirements stated at Section 85.110.

### Instructions for Certification

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms, "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with

which this transaction originated.

6. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion - Lower Tier Covered Transactions," without modification of all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.



**Certification**

- (1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

NAME OF APPLICANT	AWARD NUMBER AND/OR PROJECT NAME
PRINTED NAME AND TITLE OF AUTHORIZED REPRESENTATIVE	
SIGNATURE	DATE

ED 80-00014, 9/90 (Replaces GCS-009 (REV. 12/88), which is obsolete)

ESCAMBIA SCHOOL DISTRICT RISK MANAGEMENT ADDENDUM (REGULAR)

Anything in the foregoing agreement to the contrary notwithstanding, each Signer thereof (other than the School Board, the Superintendent of Schools, the School District, their officers, agents and employees) hereby agrees to:

A. HOLD HARMLESS/INDEMNIFICATION AGREEMENT:

1. Save and hold harmless, pay on behalf of, protect, defend, and indemnify the School Board, (including the Superintendent of Schools, the School District, their officers, agents, and employees) from and against any demand, claim, suit, loss, expense, or damage which may be asserted against any of them in their official or individual capacities by reason of any alleged damage to property, or injury to, or death of any person arising out of, or in any way related to, any action or inaction of the Signer (including its sub-contractors, officers, agents, and employees) in the performance or intended performance of this agreement, or the maintenance of any facility, or the operation of any program, which is the subject of, or is related to the performance of this agreement. The obligations of the Signer pursuant to this paragraph shall not be limited in any way by any limitation in the amount or type of proceeds, damages, compensation, or benefits payable under any policy of insurance or self-insurance maintained by or for the use and benefit of the Signer.

B. REQUIRED INSURANCE:

1. Maintain, keep in full force and effect during the term of this agreement and any extensions and renewals thereof, and furnish to the undersigned good and sufficient evidence of general liability and auto liability insurance in an amount not less than \$1,000,000 with an insurance company rated not lower than "A" by A. M. Best and Company. The School Board shall be named as an additional insured. The policy and evidence of such insurance shall be endorsed so as to provide coverage for all liability hereby contractually assumed by the Signer and a copy thereof shall be delivered to the undersigned before beginning performance of this agreement. Such insurance shall not be subject to cancellation, non-renewal, reduction in policy limits or other adverse change in coverage, except with 45 days prior written notice to the School Board, which notice shall be given by U.S. Certified Mail with return receipt requested to the undersigned. No other form of notification shall relieve the insurance company, or its agents, or representatives of responsibility.

2. If this agreement involves construction to be performed by the Signer, the above required comprehensive general liability and auto liability insurance shall be in an amount not less than \$1,000,000 and the Signer shall also maintain, keep in full force and effect during the term of this agreement and any extensions and renewals thereof, and furnish to the undersigned good and sufficient evidence of an Owners and Contractors General Liability Insurance policy in the amount of \$1,000,000 according to the same terms, provisions, conditions and requirements described in paragraph B1 of this addendum. The named insured on the Owners and Contractors General Liability Insurance policy shall be the School Board.

3. If this agreement involves performance by officers, employees, agents or sub-contractors of the Signer, the Signer shall also maintain, keep in full force and effect during the term of this agreement and any extensions and renewals thereof, and furnish to the undersigned good and sufficient evidence of workers' compensation insurance in the amount required by Florida Statutes Chapter, 440, and Employer Legal Liability Insurance in the amount of \$100,000.

Approved:

Signer:

Kevin T. Windham, CFE, Director  
Risk Management  
Escambia School District  
75 North Pace Boulevard  
Pensacola, FL 32505

Initials of each

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