

AGREEMENT
By and Between
THE JUVENILE WELFARE BOARD OF PINELLAS COUNTY
And
THE SCHOOL BOARD OF PINELLAS COUNTY, FLORIDA

Research & Evaluation Professional Service Contract: Research Specialist Services

This agreement is made this _____ day of _____, 2013, by and between the Juvenile Welfare Board of Pinellas County ("JWB") and the School Board of Pinellas County, Florida ("School Board"). For and in consideration of the mutual promises and covenants herein contained, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, JWB and School Board represent and agree as follows:

I. PURPOSE

JWB and School Board enter into this mutual Agreement, including all attachments referred to herein, for the period commencing October 1, 2013 to September 30, 2015.

II. STAFF

The School Board's Executive Director of Assessment, Accountability and Research is responsible for supervision of the Research Specialist. The School Board agrees to employ the Research Specialist, at its expense, to execute services provided in accordance with this Agreement. Such individual shall not be considered an employee of JWB, and is solely a School Board employee subject to the supervision, personnel practice and policies of the School Board. The School Board will ensure that staff assigned to this project meets the qualifications described in the project proposal; any change in the individual responsible for project oversight must be approved by JWB.

III. SERVICES

The School Board agrees to accomplish objectives stated in Attachment 1.

III. ASSIGNMENTS AND SUBCONTRACTS

The School Board shall not assign the responsibility of this Agreement to another party nor subcontract for any of the work contemplated under this Agreement without prior written approval of JWB. No such approval by JWB of any assignment or subcontract shall be deemed in any event or in any manner to provide for the incurrence of any obligation by JWB in addition to the total dollar amount stated in this Agreement. All such assignments or subcontracts shall be subject to the conditions of this Agreement and to any conditions of approval that JWB shall deem necessary.

IV. CONFIDENTIAL INFORMATION

The parties agree not to use or disclose any information which specifically identifies student information for any purpose not in conformity with federal, state, or local law and related regulations. Information collected by parties shall be collected for research purposes only.

V. FUNDS

JWB agrees to pay the School Board each fiscal year up to \$72,000 for the actual costs incurred for salary, fringe, and JWB approved operating expenses of the Research Specialist position who will accomplish the objectives listed in Attachment 1.

School Board agrees to return to JWB any overpayment due to unearned funds or funds disallowed pursuant to the terms of this Agreement that were disbursed by JWB. Any repayment will be made in accordance with JWB's instructions.

VI. METHOD OF PAYMENT

JWB agrees to annually reimburse up to \$72,000 for research services for actual costs incurred for services rendered pursuant to this agreement. JWB issues reimbursements in accordance with the schedule listed on Attachment 2 for fiscal year 2013-2014 (or on the preceding working day in case of a holiday). Reimbursement schedules for subsequent JWB fiscal years will be provided to the School Board as they become available. The School Board may select to submit a request for payment every other week, once a month, quarterly, or annually. Reimbursement shall not exceed actual monthly expenses incurred each month that services are rendered under this Agreement. Request for payment must be accompanied by the appropriate documentation as prescribed by JWB.

VII. COMMENCEMENT OF PAYMENT

Unless specifically authorized by JWB, payment for services rendered under this Agreement shall not commence prior to its effective date. Payment will be sent to the Director, Accounting Department, Pinellas County School Board, 301 4th Street, S.W., P. O. Box 2942, Largo, Florida, 33779-2942.

VIII. TERMINATION

- A. Except as provided in subparagraphs B below, this Agreement may be terminated by either party for any reason upon no less than thirty (30) days notice. Said notice shall be delivered by certified mail, return receipt requested, or in person with proof of delivery.
- B. This Agreement may be terminated by JWB for any breach by the School Board of the terms of this Agreement, including all attachments, upon no less than ten (10) days written notice, unless such breach is cured within said ten (10) day period. Said notice shall be delivered by certified mail, return receipt requested, or in person with proof of

delivery. JWB at its discretion may waive any breach by the School Board in writing, but such waiver shall not constitute a waiver of any future breaches, including breaches of the same type.

- C. The above provision shall not limit the right of JWB to remedies at law or equity including damages.

Date



Maria Edmonds, Chairperson
Juvenile Welfare Board

Attest:



Dr. Marcie Biddleman
Executive Director
Juvenile Welfare Board

Date

Carol J. Cook, Chairperson
Pinellas County School Board

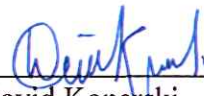
Attest:

Dr. Michael A. Grego
Superintendent

Approved as to form:

9/15/13

Date



David Koperski
School Board Attorney

ATTACHMENT 1
SCOPE OF WORK
Pinellas County School Board

October 1, 2013 to September 30, 2015

In exchange for up to \$72,000 payable by JWB, Provider agrees to provide all of the services as outlined below.

1. Extract Individual-Level School Data for JWB Analyses:

Individual level student information containing agreed upon variables and format will be extracted from databases maintained by Pinellas County Schools and prepared for delivery to the secured Sharepoint site hosted by JWB. The timing and scope of these deliveries will be in accordance to the established annual schedule (see Attachment 3).

2. Serve as Consultant to JWB research staff:

Will provide expertise regarding school data management, reporting, evaluation design, data collection and variable definitions. Will also work in collaboration with JWB research on cross-agency projects.

3. Ad-Hoc Analyses & Reports:

In the event of an ad hoc request that is not part of the established schedule, JWB will work with Pinellas County Schools' Assessment, Accountability and Research to clarify specifics of data request and the timing of the delivery.

4. Communication:

1. The JWB Lead Researcher shall maintain ongoing contact with the Director of Pinellas County Schools' Assessment, Accountability and Research as needed to plan and implement the above activities.
2. When a change in the plan requires a change in roles or procedures involving JWB or School Board staff, JWB will take the lead to coordinate a transition plan with the School Board and will communicate the agreed upon changes to all parties.

3. Other Services:

Other services as required shall be mutually agreed upon by JWB and Provider, based on review of the work plan and evaluation results which will be conducted at a minimum of yearly.

ATTACHMENT 2

Reimbursement Schedule

Juvenile Welfare Board		
FY 2013-2014		
ACCOUNTS PAYABLE SCHEDULE		
Pay#	Submission Due Date	Reimbursement Date
1	10/04/13	10/11/13
2	10/18/13	10/25/13
3	11/01/13	11/08/13
4	11/15/13	11/22/13
5	11/29/13	12/06/13
6	12/13/13	12/20/13
7	12/27/13	01/03/14
8	01/10/14	01/17/14
9	01/24/14	01/31/14
10	02/07/14	02/14/14
11	02/21/14	02/28/14
12	03/07/14	03/14/14
13	03/21/14	03/28/14
14	04/04/14	04/11/14
15	04/18/14	04/25/14
16	05/02/14	05/09/14
17	05/16/14	05/23/14
18	05/30/14	06/06/14
19	06/13/14	06/20/14
20	06/27/14	07/04/14
21	07/11/14	07/18/14
22	07/25/14	08/01/14
23	08/08/14	08/15/14
24	08/22/14	08/29/14
25	09/05/14	09/12/14
26	09/19/14	09/26/14
27	10/03/14	10/10/14
1	10/17/14	10/24/14

ATTACHMENT 3
Data Delivery Calendar

**JWB STANDARD DATA REQUESTS FOR FALL 2013 AND
SPRING/SUMMER 2014**

MONTH	DATA	JWB Requirement
AUGUST 2013	2012-2013 Detailed disciplinary data for selected group of students	Violence Prevention program performance
SEPTEMBER 2013	Ten day count demographic data file Detailed disciplinary data for selected group of students	New school year census Incredible Years Program Performance
OCTOBER 2013	Demographic file with Students identified as homeless or Unaccompanied youth 1st grading period 21 st Century (see attached requirements)	Preliminary point in time count If not able to send by Friday, 10/11/2013, please notify via email
NOVEMBER 2013	2 nd grading period 21 st Century (see attached requirements) Attendance and detailed disciplinary data for selected group of students Attendance and detailed disciplinary data for selected group of students	If not able to send by Friday, 11/29/2013, please notify via email Sanderlin TIPS truancy initiative performance BBBS Performance
DECEMBER 2013	Students identified as pregnant or in parenting program	Teen parenting services identification
JANUARY 2014	Homeless Students	Final point in time count (Last 14 days of January 2014 – Exact Date TBA)
FEBRUARY 2014	Student demographics for the end of semester I	BUSINESS INTELLIGENCE

	FLKRS File for Fall 2012 Kindergartners (needs to contain a matching variable) 3rd grading period 21 st Century (see attached requirements)	School Readiness Initiatives Performance If not able to send by Monday 2/3/2014, please notify via email
MARCH 2014	4th grading period 21 st Century (see attached requirements)	If not able to send by Monday, 3/17/2014, please notify via email
APRIL 2014		
MAY 2014	5th grading period 21 st Century (see attached requirements)	If not able to send by Wednesday, 5/7/2014, please notify via email
JUNE 2014	6th grading period 21 st Century (see attached requirements)	If not able to send by Wednesday, 6/18/2014, please notify via email
JULY 2014	Demographic file for semester two End of school year demographics, grades, FCAT	BUSINESS INTELLIGENCE For objectives measurement and matched samples