



Orange County Government

Orange County
Administration Center
201 S Rosalind Ave.
Orlando, FL 32801

Legislation Text

File #: 26-0905, **Version:** 1

Interoffice Memorandum

DATE: July 14, 2026

TO: Mayor Jerry L. Demings and County Commissioners

THROUGH: Venerria L. Thomas, Director

FROM: Sonya L. Hill, Manager

CONTACT: Sean Murnane

PHONE: (407) 836-8993

DIVISION: Head Start Division

ACTION REQUESTED:

Approval and execution of (1) Agreement between Orange County, Florida and the Orange County School Readiness Coalition, Inc. related to the Provision of Transition Services for Preschool Children for FY 2026-2027 and (2) Delegation of Signing Authority for the School Readiness Transition Services Agreement related to the Orange County Head Start Program to the Director of the Community and Family Services Department to execute any necessary modifications, amendments, renewals, and extensions of this contract. (Head Start Division)

PROJECT: N/A

PURPOSE: The Head Start Division requests Board approval of the Transition Services Agreement between Orange County and the Orange County School Readiness Coalition, Inc. The Agency supports preschool children and their families by facilitating smooth transitions from Head Start into kindergarten, consistent with the requirements of the federal Head Start Act.

Under this partnership, the School Readiness Coalition provides transition coordination, family outreach, VPK enrollment support, and early learning resource sharing throughout Orange County. These activities ensure that Head Start families receive guidance and support during the pre kindergarten to kindergarten transition period.

There is no compensation for this Agreement as no funds are exchanged between the parties. The Agency provides the services at no cost to the County.

The County Attorney's Office and the Risk Management Division have reviewed the Agreement for legality, accuracy, and compliance with County requirements

BUDGET: N/A

AGREEMENT

between

ORANGE COUNTY, FLORIDA

and

ORANGE COUNTY SCHOOL READINESS COALITION, INC.

related to

THE PROVISION OF TRANSITION SERVICES FOR PRESCHOOL CHILDREN

THIS AGREEMENT ("Agreement") is entered into by and between **ORANGE COUNTY, FLORIDA** (the "County"), a charter county and political subdivision of the State of Florida whose principal address is 201 South Rosalind Avenue, Orlando, Florida 32801, on behalf of its Head Start Division, and the **ORANGE COUNTY SCHOOL READINESS COALITION, INC.** (the "Agency"), a not-for-profit corporation organized under the laws of the State of Florida, located at 7700 Southland Boulevard, Suite 100, Orlando, Florida 32809. The County and the Agency may be referred to individually as "party" or collectively as "parties."

RECITALS

WHEREAS, the County receives funding from the U.S. Department of Health and Human Services ("HHS") under the federal Head Start Act to operate a Head Start Program in Orange County, Florida (the "Program"); and

WHEREAS, the purpose of the Program is to provide high quality comprehensive services to economically disadvantaged children and their diverse families in Orange County, Florida; and

WHEREAS, children experience many transitions, including from home to early/day care and educational settings, between age groups or program settings, and from preschool to kindergarten. Supporting these transitions is critically important. The Program lays the foundation through partnerships with early learning providers, which promotes positive far-reaching effects on children's well-being and academic success.

WHEREAS, the Agency has been designated to administer the State's Voluntary Prekindergarten Education Program which offers four-year-old children free high quality prekindergarten learning opportunities, as mandated by Florida's School Readiness Act, Section 411.01, Florida Statutes; and

WHEREAS, the Agency intends to provide these Services as a part of its mission as a 501 (c) nonprofit, early learning provider and do so without any intent to induce referrals; and

WHEREAS, the parties have agreed to enter into this Agreement to establish transition services for preschool children that transition from Head Start to Kindergarten, as required by the Head Start Act codified in 42 U.S.C.S. Sections 9837a(a)(3)-(6); and

WHEREAS, the parties have agreed to enter into this Agreement to establish the terms and conditions for the Services that shall be provided by the Agency.

NOW THEREFORE, in consideration of the mutual covenants set forth in this Agreement, the sufficiency of which is hereby acknowledged, the parties agree as follows:

Section 1. **Recitals.** The above recitals are true and correct and are hereby incorporated as material part of this Agreement by reference.

Section 2. **Documents.**

A. The following documents are incorporated either by attachment or by reference and form a material part of this Agreement:

1. This Agreement;
2. **Exhibit "A"**: Scope of Services; and
3. **Exhibit "B"**: List of Participating Program Locations.

Section 3. **Obligations of the Parties.** Both the County and Agency will meet the obligations as described in the Scope of Services that is attached to this Agreement and incorporated as a material part of this Agreement as Exhibit "A" (the "Services").

Section 4. **Background Screening.**

A. All Agency staff, employees, guests, invitees, third party providers, and volunteers providing Services under this Agreement or otherwise present on the County's premises with Head Start students present may be required to complete a Level 2 background screen in compliance with Section 435.04, Florida Statutes. The Agency shall be responsible for expenses associated with conducting Level 2 background screens.

B. All individuals in paid or volunteer positions that require Level 2 background screens shall be subject to and shall complete such screens prior to access, supervision, or direct care of any children under the Program. Screens shall include an initial Level 2 background screening with additional Level 2 background screenings performed thereafter at five (5) year intervals.

C. Level 2 background screens consist of an employment history check and fingerprinting. Fingerprinting is used to process the following screenings:

1. Statewide Criminal and Juvenile Records Check through the Florida Department of Law Enforcement;
2. Federal Criminal Records Check through FBI; and

3. May include Local Criminal Records Check through Local Law Enforcement.

D. Upon request, the Agency will provide the County's Head Start manager or designee with confirmation that the Level 2 background screen has been conducted, and whether the results are acceptable to the County.

Section 5. **No Financial Commitment.** The Agency and the County agree that all Services performed under this Agreement shall be without any form of payment or other financial compensation from the County. Any costs or expenses incurred by either party will be the sole responsibility of that respective party.

Section 6. **Term of Agreement.**

A. **Term.** This Agreement shall be effective on the date of execution by the last signing party ("Effective Date") and shall remain in effect through July 30, 2027.

B. **Automatic Renewal.** Unless terminated by one of the parties pursuant to the termination provisions of this Agreement, this Agreement will automatically renew on an annual basis on August 1, 2027 for six (6) additional annual periods.

Section 7. **Termination of Agreement.** Either party may terminate this Agreement at any time, either with or without cause. The terminating party shall give the other party thirty (30) days written notice of its intent to terminate this Agreement. If such notice is given, this Agreement will terminate at the end of the thirty (30) days' notice. No damages may be assessed against either party for its termination of this Agreement pursuant to this Section.

Section 8. **Notices.** All notices under this Agreement must be in writing and delivered by hand delivery, express courier, or United States Postal Service certified mail with return receipt requested and will be effective upon receipt of the same. Notices must be delivered to each of the parties at the following addresses or at such other addresses as specified by written notice in compliance with the terms of this paragraph.

To the County: Manager, Head Start Division
Family Services Department
2100 East Michigan Street
Orlando, Florida 32806

AND

Orange County Administrator
Administration Building
201 South Rosalind Avenue, 5th Floor
Orlando, Florida 32801

To the Agency: Chief Executive Officer
Orange County School Readiness Coalition, Inc.

7700 Southland Boulevard
Orlando, Florida 32809

Section 9. **Independent Contractor.** The Agency is, and shall be, in the performance of all work services and activities under this Agreement, an independent contractor, and not an employee, agent, or servant of the County. All persons engaged in any work or services performed pursuant to this Agreement shall at all times, and in all places, be subject to the Agency's sole direction, supervision, and control. The Agency shall exercise control over the means and manner in which it and its employees perform the work, and in all respects the Agency's relationship, and the relationship of its employees, to the County shall be that of an independent contractor and not as employees or agents of the County. The Agency does not have the power or authority to bind the County in any promise, agreement, or representation other than as specifically provided for in this Agreement. Nothing contained in this Agreement shall create any partnership, association, joint venture, fiduciary or agency relationship between the Agency and the County.

Section 10. **Indemnification.** Each party agrees to defend, indemnify and hold harmless the other party, its officials and employees from all claims, actions, losses, suits, judgments, fines, liabilities, costs and expenses (including attorneys' fees) attributable to its negligent acts or omissions, or those of its officials and employees acting within the scope of their employment, or arising out of or resulting from the indemnifying party's negligent performance under this agreement. Nothing contained in this Agreement shall constitute a waiver of sovereign immunity or the provisions of Section 768.28, Florida Statutes. The foregoing shall not constitute an agreement by either party to assume any liability for the acts, omissions, or negligence of the other party.

Section 11. **Liability.** Unless otherwise explicitly stated in this Agreement, neither party shall, in any way, be liable to the other for any special, consequential, incidental, punitive, or indirect damages arising from or relating to any breach of this Agreement, regardless of any notice of the possibility of such damages. Nothing contained in this Agreement shall constitute as a waiver by the County or the Agency of sovereign immunity or the provisions of Section 768.28, Florida Statutes.

Section 12. **Insurance.** The Agency shall maintain on a primary basis and at its sole expense at all times throughout the duration of this Agreement the following types of insurance coverage with limits and on forms (including endorsements) as described as follows:

A. These requirements, as well as the County's review and acceptance of insurance maintained by the Agency, are not intended to, and shall not in any manner, limit or qualify the liabilities or obligations assumed by the Agency under this Agreement. The Agency is required to maintain coverage required by federal and state Workers' Compensation or financial responsibility laws including, but not limited to Chapters 324 and 400, Florida Statutes, as may be amended from time to time.

B. The Agency shall require and ensure that all providers and sub-consultants providing Services under this Agreement (if any) procure and maintain, for the duration of their involvement in this Agreement, insurance coverage in such type and with the limits sufficient to protect the interests of the Agency and the County.

C. Insurance carriers providing coverage required in this Agreement must be authorized to conduct business in the State of Florida and must possess a current A.M. Best Financial Strength of A-Class VIII or better. State authorization can be checked via www.flori/companysearch/ and

A.M. Best Ratings are available at www.ambest.com.

D.

1. **Commercial General Liability:** The Agency shall provide coverage issued on the most recent version of the ISO form as filed for use in Florida, or its equivalent, with a limit of not less than \$1,000,000 (One Million Dollars) per occurrence. Coverage shall not include any exclusion for contractual liability or separation of insureds provisions, and the aggregate limit shall either apply separately to this Agreement or shall at least be twice the required occurrence limit;

Required Endorsements:

Additional Insured - CG20 26 or CG20 10/CG20-37 or their equivalent. (Note: if blanket endorsements are being submitted, include the entire endorsements and applicable policy number).

Waiver of Transfer of Rights of Recovery - CG24 04 or its equivalent. (Note if blanket endorsements are being submitted, include the entire endorsement and the applicable policy number).

2. **Sexual Abuse and Molestation Coverage** with limits of not less than \$100,000 (One Hundred Thousand Dollars) per occurrence shall be included for any Agency providers that provide Services directly to minors.
3. **Business Automobile Liability** – The AGENCY shall maintain coverage for all owned, non-owned, and hired vehicles issued on the most recent version of the ISO form as filed for use in Florida or its equivalent, with limits of not less than \$500,000 per accident. In the event the AGENCY does not own automobiles, the AGENCY shall maintain coverage for hired and non-owned auto liability, which may be satisfied by way of endorsement to the Commercial General Liability policy or separate Business Auto Liability policy.
4. **Workers' Compensation:** The Agency shall maintain coverage for its employees within statutory workers compensation limits and no less than \$100,000 (One Hundred Thousand

Dollars) for each incident of bodily injury or disease for Employer's Liability. Said coverage shall include a waiver of subrogation in favor of the County. Any contractor using an employee leasing company shall complete a Leased Employee Affidavit.

Required Endorsement:

Waiver of Subrogation – WC 00 03 13 or its equivalent

E. Prior to the execution and commencement of any operations or services provided under this Agreement, the Agency shall provide the County with current certificates of insurance evidencing all required coverage. In addition to the certificate(s) of insurance, the Agency shall also provide endorsements for each policy as specified above. All specific policy endorsements shall be in the name of the Orange County Board of County Commissioners.

F. For continuing services, contract renewal certificates shall be submitted upon request by either the County or the County's contracted certificate compliance management firm. The certificates shall certify that the Agency has obtained insurance of the type, amount, and classification as required for strict compliance with this insurance section. The Agency shall notify the County not less than thirty (30) business days, or ten (10) business days for non-payment of premium, of any material change in or cancellation or non-renewal of insurance coverage. The Agency shall provide evidence of replacement coverage to maintain compliance with aforementioned insurance requirements to the County or its certificates management representative thirty (30) days prior to the effective date of the replacement policy. The certificate shall read:

Orange County, Florida
Risk Management Division
109 E. Church Street, Suite 200
Orlando, FL 32801

H. The Agency may satisfy these insurance requirements through an actuarially sound plan of self-insurance.

Section 13. Records Management.

A. The Agency acknowledges that it, and any and all of its subcontractor's providing services, or otherwise performing, pursuant to this Agreement, shall abide by the requirements of this "Records Management" provision.

1. **Maintenance.** In the performance of this Agreement, the Agency shall establish and maintain separate books, records, and accounts of all activities related to the Agreement, in compliance with generally accepted accounting and record maintenance procedures.

2. **Retention.** Books, records, and accounts related to the performance of this Agreement shall be retained by the Agency for a period of five (5) years after termination of this Agreement, unless this Agreement is the subject of litigation, at which point the Agency shall retain such books, records, and accounts for a period of five (5) years after the conclusion of any such litigation.
3. **Access.** Books, records, and accounts related to the performance of this Agreement shall be open to inspection during regular business hours by an authorized representative of the County.
4. **Public Records:** Orange County is a public agency subject to Chapter 119, Florida Statutes. Agency agrees to comply with Florida's Public Records Law. Specifically, Agency shall:
 - a. Keep and maintain public records required by Orange County to perform the service.
 - b. Upon request from Orange County's custodian of public records, provide Orange County 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 in this chapter or as otherwise provided by law.
 - c. Ensure that public records that are exempt or confidential and exempt from the 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 Agency does not transfer the records to Orange County.
 - d. Upon completion of the contract, Agency agrees to transfer at no cost to Orange County all public records in possession of Agency or keep and maintain public records required by Orange County to perform the service. If Agency transfers all public record to Orange County upon completion of the contract, Agency shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If Agency keeps and maintains public records upon completion of the contract, Agency shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to Orange County, upon request from Orange County's custodian of public records, in a format that is compatible with the information technology systems of Orange County.
 - e. If Agency fails to provide the public records to Orange County within a reasonable time may be subject to penalties under section 119.10, Florida Statutes.

**IF AGENCY HAS QUESTIONS REGARDING THE APPLICATION OF
CHAPTER 119, FLORIDA STATUTES, TO AGENCY'S DUTY TO PROVIDE
PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT
PROCUREMENT PUBLIC RECORDS LIAISON**

5.

Section 14. **Protection of Person and Property.**

A. While working or providing Services at the County's facilities, the Agency shall be responsible for initiating, maintaining and supervising all safety precautions and programs in connection with its services or performance of its operations under this Agreement. The Agency shall take all reasonable precautions for the safety and protection of:

1. All employees and persons who the Agency agrees to be on the premises and other persons who may be affected thereby; and
2. All property, material, and equipment on the premises under the care, custody, or control of the Agency. The parties agree that the Agency will only be using its own property, material, and equipment.

B. The Agency shall comply with, and ensure that its contractors comply with, all applicable safety laws, ordinances, rules, regulations, and standards. This includes, but is not limited to, the following:

1. Occupational Safety & Health (OSHA);
2. National Institute for Occupational Safety & Health (NIOSH); and
3. National Fire Protection Association (NFPA).

C. The Agency must also comply with the guidelines set forth in Orange County Safety & Health Manual. The Manual can be accessed at the address below:

<http://www.ocfl.net/VendorServices/OrangeCountySafetyandHealthManual.aspx>.

D. **Removal from Premises.** The County may, in its sole and absolute discretion, remove any Agency employee, volunteer, or associate from the County's premises at any time.

Section 15. **General Provisions.**

A. **Compliance with Laws.** It shall be each party's responsibility to be aware of federal, state, and local laws relevant to this Agreement. Each party shall comply in all respects with all applicable legal requirements governing the duties, obligations, and business practices of that party and shall obtain any permits or licenses necessary for its operations. Neither party shall take any action in violation of any applicable legal requirement that could result in liability being imposed on the other party.

B. **No Waiver of Sovereign Immunity.** Nothing contained in this Agreement shall constitute or be in any way construed to be a waiver of the County's sovereign immunity or the protections and provisions of Section 768.28, Florida Statutes.

C. **Advertising and Publicity.** Neither party shall use the name, logo or trademark of the other in any form or publicity or promotional or advertising material, or in any communications with the media without the other's prior written consent to the specific contemplated use. Except for those circumstances expressly permitted in this Agreement, requests for permission to use name or marks must be sent in accordance with the Notices section of this Agreement.

D. **Tobacco Free Campus.** All County operations under the Board of County Commissioners shall be tobacco free. This policy shall apply to parking lots, parks, break areas and worksites. It is also applicable to any of the Agency's personnel for the duration of their participation in the Program. Tobacco is defined as tobacco products including, but not limited to, cigars, cigarettes, e-cigarettes, pipes, chewing tobacco, and snuff. Failure to abide by this policy may result in one or both of the following: (1) Civil penalties levied under Chapter 386.208, Florida Statutes, for the offending individual - when applicable; and (2) Termination of this Agreement between the Agency and the County.

E. **No Third Party Beneficiaries.** Nothing in this Agreement, express or implied, is intended to, or shall, confer upon any person, other than the parties and their respective successors and permitted assigns, any legal or equitable right, benefit or remedy of any nature under or by reason of this Agreement.

F. **Assignments and Successors.** Each party binds itself and its partners, successors, executors, administrators, and assigns to the other party of this Agreement and to the partners, successors, executors, administrators, and assigns of such other party, in respect to all covenants of this Agreement. The parties deem the services to be rendered pursuant to this Agreement to be personal in nature. As such, neither party shall assign, sublet, convey, or transfer its interest in this Agreement without the written consent of the other, which consent shall be in the sole determination of the party with the right to consent.

G. **Waiver.** No delay or failure on the part of any party to this Agreement to exercise any right or remedy accruing to such party upon the occurrence of an event of violation shall affect any such right or remedy, be held to be an abandonment thereof, or preclude such party from the exercise thereof at any time during the continuance of any event of violation. No waiver of a single event of violation shall be deemed to be a waiver of any subsequent event of violation.

H. **Remedies.** No remedy conferred upon any party in this Agreement is intended to be exclusive of any other remedy, and each and every such remedy shall be cumulative and shall be in addition to every other remedy: (1) provided for in this Agreement; and (2) now or later existing at law or at equity. No single or partial exercise by any party of any right, power, or remedy

provided to that party by this Agreement shall preclude any other or further exercise of any such rights, powers, or remedies.

I. **Governing Law.** This Agreement, and any and all actions directly or indirectly associated with this Agreement will be governed by and construed in accordance with the internal laws of the State of Florida, without reference to any conflicts of law provisions.

J. **Venue.** For any legal proceeding arising out of or relating to this Agreement, each party hereby submits to the exclusive jurisdiction of, and waives any venue or other objection against the Ninth Circuit Court in and for Orange County, Florida. Should any federal claims arise for which the courts of the State of Florida lack jurisdiction, venue for those actions shall be in the Orlando Division of the U.S. Middle District of Florida.

K. **Jury Waiver.** Each party hereto hereby irrevocably waives, to the fullest extent permitted by applicable law, any right it may have to a trial by jury in any legal proceeding directly or indirectly arising out of relating to this Agreement.

L. **Attorney's Fees and Costs.** Unless explicitly stated otherwise in this Agreement, the Parties shall each bear their own costs, expert fees, attorney's fees, and other fees incurred in connection with this Agreement and any dispute or litigation that arises directly or indirectly from this Agreement.

M. **No Representations and Construction.** Each party represents that they had the opportunity to consult with an attorney and have carefully read and understand the scope and effect of the provisions of this Agreement. Neither party has relied upon any representations or statements made by the other party which are not specifically set forth in this Agreement, and that this Agreement is not to be construed against any party as it were the drafter of this Agreement.

N. **Severability.** The provisions of this Agreement are declared by the parties to be severable. However, the material provisions of this Agreement are dependent upon one another, and such interdependence is a material inducement for the parties to enter into this Agreement. Therefore, should any material term, provision, covenant or condition of this Agreement be held invalid or unenforceable by a court of competent jurisdiction, the party protected or benefited by such term, provision, covenant, or condition may demand that the parties negotiate such reasonable alternate contract language or provisions as may be necessary either to restore the protected or benefited party to its previous position or otherwise mitigate the loss of protection or benefit resulting from the holding.

O. **Equal Employment Opportunity.** Pursuant to Section 17-288, Orange County Code, the County shall not extend public funds or resources in a manner that • would encourage, perpetuate or foster discrimination. As such, any and all person(s) doing business with the County shall recognize and comply with the County's "Equal Opportunity and Nondiscrimination Policy," which is intended to assure equal opportunities to every person in securing or holding employment in a field of work or labor for which that person is qualified, regardless of race, religion, sex, color,

age, disability or national origin. This policy is enforced by Section 17-314, Orange County Code, and the County's relevant Administrative Regulations. Section 17-290, Orange County Code, memorializes the County's commitment to its Equal Opportunity and Nondiscrimination Policy by requiring the following provisions in all County contracts:

1. The Agency represents that the Agency has adopted and shall maintain a policy of nondiscrimination as defined by applicable County ordinance through the term of this Agreement.
2. The Agency agrees that, on written request, the Agency shall permit reasonable access to all business records or employment, employment advertisement, application forms, and other pertinent data and records, by the county, for the purpose of investigating to ascertain compliance with the nondiscrimination provisions of this Agreement; provided, that the Agency shall not be required to produce for inspection records covering periods of time more than one year prior to the date of this Agreement.
3. The Agency agrees that, if any of the obligations of this Agreement are to be performed by subcontractor(s), the provisions of subsections (1) and (2) of this section shall be incorporated into and become a part of the subcontract.

P. **Survivorship.** Those provisions which by their nature are intended to survive the expiration, cancellation, or termination of this Agreement, including, by the way of example only, the indemnification and public records provisions, shall survive the expiration, cancellation, or termination of this Agreement.

Q. **Headings and Captions.** The headings or captions of articles, sections, or subsections used in this Agreement are for convenience of reference only and are not intended to define or limit their contents, nor are they to affect the construction of or to be taken into consideration in interpreting this Agreement.

R. **Authority of Signatory.** Each signatory below represents and warrants that he or she has full power and is duly authorized by their respective party to enter into and perform this Agreement. Such signatory also represents that he or she has fully reviewed and understands the above conditions and intends to fully abide by the conditions and terms of this Agreement as stated.

S. **Authority to Practice.** The Agency represents and warrants that it has and will continue to maintain all licenses, permits, and approvals required to conduct its business, and that it will at all times conduct its business activities in a reputable manner. Proof of such licenses, permits, and approvals must be submitted to the County upon request

T. **Written Modification.** No change in, modification of, addition, amendment, or supplement to this Agreement shall be valid unless set forth in writing and signed and dated by both parties hereto subsequent to the full execution of this by authorized representatives of County and the Agency.

U. E-Verification of Employment Status

Agency shall utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of (a) all persons employed during the contract term by Agency to perform employment duties within Florida and (b) all persons, including subcontractors, assigned by the contractor to perform work pursuant to the contract with Orange County. Please refer to USCIS.gov for more information on this process.

Only those employees determined eligible to work within the United States shall be employed under the contract.

Agency confirms that all employees will undergo e-verification before placement on this contract.

Section 16. Entire Agreement. This Agreement, and any documents incorporated in this Agreement, sets forth and constitutes the entire agreement and understanding of the parties with respect to the subject matter hereof. This Agreement supersedes any and all prior agreements, negotiations, correspondence, undertakings, promises, covenants, arrangements, communications, representations, and warranties, whether oral or written of any party to this Agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement on the dates set forth below.



ORANGE COUNTY, FLORIDA

By: Board of County Commissioners

By: *Jerry L. Demings*
for Jerry L. Demings, Mayor

Date: August 4, 2026

**ORANGE COUNTY SCHOOL
READINESS COALITION, INC.**

By: *Dr. Scott Fritz*
Dr. Scott Fritz, Chief Executive Officer

Date: 6/28/2020

EXHIBIT "A"
SCOPE OF SERVICES

I. Obligations of Parties

A. The County

1. The County shall designate the Senior Program Manager of Early Childhood Development and Education to serve as the County Liaison.
2. The County Liaison shall provide information to parents through outreach activities in an effort to promote the smooth transition of children from Head Start to Kindergarten, as required in the Head Start Act codified by 42 U.S.C.S. Sections 9837a(a)(3)-(6). Specifically, the County Liaison:
 - a. Shall seek involvement of parents of participating children in activities designed to help parents become full partners in the education of their children;
 - b. Shall offer training, directly or through referral of local entities, in basic child development, including cognitive, social and emotional development; and
 - c. Shall share its transition efforts with the Agency as deemed appropriate by the County.
3. The County shall notify Head Start staff about the Agency's transition services and encourage participation.
4. The County shall report any problems or concerns with the Agency's services to the Agency's Liaison or the appropriate Agency supervisor.
5. The County shall provide advance notice to the Agency of any relevant building or office closure.
6. The County shall provide sufficient facility space at Orange County Facilities for training, if applicable, and the Agency will have access to said space at least 30 minutes before and after said training to set up and clean.
7. The County may share its training calendar and resources with the Agency.

A. The Agency

1. The Agency shall designate an Agency Liaison to serve as the contact person for this Agreement.
2. The Agency shall provide education materials to the County related to the Agency's Program so the public may have access to information about early childhood programs such as VPK and School Readiness.
3. The Agency shall coordinate mass registration in each community served, as appropriate.
4. The Agency shall act as a referral resource to families for all Program guidelines for each funding source to ensure maximum enrollment of eligible children in the Voluntary Pre-Kindergarten Program, which is administered by the Agency.
5. The Agency shall implement the transitions program throughout the County to be scheduled with locations designated in "Exhibit B."
6. The Agency shall provide resources for full-day, full-year daytime childcare services to meet the needs of working parents, as funding permits.
7. The Agency shall post Head Start training opportunities such as academic and development standards, instructional methods, best practices, curricula, and others on the Agency's website, as appropriate.

EXHIBIT "B"**LIST OF PARTICIPATING PROGRAMS**

Aloma HS 2949 Scarlet Rd. Winter Park, FL 32792 407-672-3100	Hal P. Marston HS 3933 W D Judge Dr. Orlando, FL 32808 407-836-8455	Rosemont HS 4650 Point Look Out Rd. Orlando, FL 32808 407-522-6050
Bithlo HS 18501 Washington Ave. Orlando, FL 32820 407-254-1928	John Bridges HS 445 W. 13TH St. Apopka, FL 32703 407-254-9421	South Orlando HS 810 W. Oak Ridge Rd. Orlando, FL 32809 407-254-1011
Callahan HS 101 N. Parramore St. Orlando, FL 32805 407-836-6735	Lake George 4101 Gatlin Ave. Orlando, FL 32812 407-737-1430	Southwood HS 6225 Brookgreen Ave. Orlando, FL 32809 407-254-6768
Conway Elementary 4100 Lake Margaret Dr. Orlando, FL 32812 407-249-6310	Lila Mitchell HS 5151 Raleigh St. Orlando, FL 32811 407-254-9484	Taft HS 9504 South Orange Ave. Orlando, FL 32824 407-254-9274
Dover Shores HS 1200 Gaston Foster Rd. Orlando, FL 32812 407-249-6330	Lovell HS 815 Roger Williams Rd. Apopka, FL 32703 407-884-2250	Ventura HS 4400 Woodgate Blvd. Orlando, FL 32822 407-249-6400
East Orange HS 12050 E. Colonial Drive Orlando, FL 32826 407-254-9713	Maxey Elementary 602 E. Story Rd. Winter Garden, FL 34787 407-877-5020	Washington Shores/ELC – HS 2500 Bruton Blvd. Orlando, FL 32811 407-250-6260
Engelwood HS 5985 La Costa Dr. Orlando, FL 32807 407-249-6340	Pine Hills HS 6408 Jennings Rd. Orlando, FL 32818 407-254-9112	West Oaks HS 905 Dorscher Rd. Orlando, FL 32818 407-532-3875
Frangus Elementary 380 Killington Way Orlando, FL 32835 407-249-6469	Riverside HS 3125 Pembroke Dr. Orlando, FL 32810 407-296-6520	

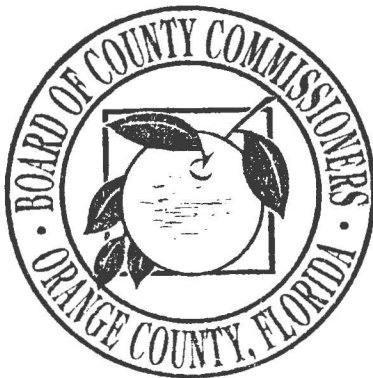
APPROVED
BY ORANGE COUNTY BOARD
OF COUNTY COMMISSIONERS
AUG 04 2026

DELEGATION OF SIGNING AUTHORITY
FOR THE
SCHOOL READINESS TRANSITION SERVICES AGREEMENT
RELATED TO
THE ORANGE COUNTY HEAD START PROGRAM

To Whom It May Concern,

By means of this letter, the Orange County Board of County Commissioners (the "**Board**") does hereby delegate the authority below to Venerria L. Thomas, in her capacity as (the "**Director**"), on the following terms and conditions:

1. The Director may sign any documents pertaining to the School Readiness Transition Services Agreement so long as such documents do not commit the County to providing any funding that is not already contemplated in the Agreement between the Orange County School Readiness Coalition, Inc. and the County (the "**Contract**").
2. The effective date of this delegation is July 1, 2026, or the date upon which both parties have fully executed the Contract, whichever date is later. This delegation shall be effective until June 30, 2027, or until revoked by the delegation official, whichever date is sooner.
3. The authority delegated is not subject to sub-delegation without approval by the Board.
4. It is understood by the Board that this delegation does not relieve it of the responsibility to ensure the overall management and supervision of the School Readiness Program, and Orange County may be liable for any compliance deficiencies identified under federal or state requirements applicable to funded early childhood programs.



ORANGE COUNTY, FLORIDA
By: Board of County Commissioners

By: Bryan W. Brooks
for Jerry L. Demings
Orange County Mayor

4 August 2026
Date

ATTEST: Phil Diamond, County Comptroller
As Clerk of the Board of County Commissioners

By: Jennifer Jara-Klimetz

Acknowledge and agreed:

By: Venerria L. Thomas
Venerria L. Thomas, Director of the Orange County
Community and Family Services Department

July 14, 2020
Date