

AMENDMENT 001 TO HEAD START DELEGATE AGENCY AGREEMENT

THIS AMENDMENT 001 TO THE HEAD START DELEGATE AGENCY

AGREEMENT dated October 17,2006 (Document No. R2006-2203), made and entered into at West Palm Beach Florida, on this day of \_\_\_\_\_, by and between Palm Beach County, a political subdivision of the State of Florida hereinafter referred to as COUNTY, and The School Board of Palm Beach County, a political subdivision of the State of Florida herein referred to as the DELEGATE AGENCY.

WITNESSETH:

WHEREAS, the need exists to amend the AGREEMENT to increase the agreement amount by \$16,133 for the period October 1, 2006 thru September 30,2007 to reflect the FY 2007 Department of Health and Human Services Cost of Living Adjustment.

NOW, THEREFORE, the above named parties hereby mutually agree that the AGREEMENT is hereby amended as follows:

- I. So much as Article 3 reads One Million, Seventy Five Thousand, Five Hundred Twenty-Eight (\$1,075,528) is amended to read One Million, Ninety One Thousand, Six Hundred Sixty One (\$1,091,661) in accordance with the budget set forth herein as Exhibit (B1) hereof.
II. The existing Exhibit "B" Schedule of Payment and Budget Data is deleted in its entirety and Exhibit "B1" attached hereto, is substituted in its stead.

OTHER PROVISIONS

All provisions in the AGREEMENT or exhibits to the AGREEMENT in conflict with this Amendment be and are hereby changed to conform to this Amendment.

All provisions not in conflict with the Amendment are still in effect and are to be performed at the same level as specified in the AGREEMENT.

IN WITNESS WHEREOF, the parties hereto have caused this 1 page Amendment to be executed by their officials thereupon duly authorized.

ATTEST: SHARON R. BOCK, Clerk & Comptroller PALM BEACH COUNTY, FLORIDA BOARD OF COUNTY COMMISSIONERS

By: \_\_\_\_\_ Deputy Clerk

By: \_\_\_\_\_ Addie L. Greene, Chairperson

WITNESS:

DELEGATE AGENCY: THE SCHOOL BOARD OF PALM BEACH COUNTY ( DELRAY FULL SERVICE CENTER).

Signature \_\_\_\_\_

By: \_\_\_\_\_ Bill Graham, Chairman

Name (type or print) \_\_\_\_\_

Date: \_\_\_\_\_

By: \_\_\_\_\_ Dr. Arthur C. Johnson, Superintendent

Date: \_\_\_\_\_

REVIEWED AND APPROVED AS TO FORM AND LEGAL SUFFICIENCY

REVIEWED AND PPROVED AS TO FORM AND SUFFICIENCY

By: \_\_\_\_\_ County Attorney

By: [Signature] 8-21-07 Associate Counsel

APPROVED AS TO TERMS AND CONDITIONS

By: \_\_\_\_\_ Department Head

**EXHIBIT "B1"****SCHEDULE FOR PAYMENT AND BUDGET DATA FOR REIMBURSABLE EXPENSES ONLY FOR DELEGATE AGENCY AGREEMENT WITH: The School Board of Palm Beach County (Delray Full Service Center).**BILLING RATE 1/12<sup>th</sup> OF ALLOCATIONMONTH

October 2006	\$ 90,971.75
November 2006	\$ 90,971.75
December 2006	\$ 90,971.75
January 2007	\$ 90,971.75
February 2007	\$ 90,971.75
March 2007	\$ 90,971.75
April 2007	\$ 90,971.75
May 2007	\$ 90,971.75
June 2007	\$ 90,971.75
July 2007	\$ 90,971.75
August 2007	\$ 90,971.75
<u>September, 2007</u>	<u>\$ 90,971.75</u>
	\$1,091,661.00

MAXIMUM AMOUNT AUTHORIZED \$1,091,661.00

BUDGET DATA

Payment will only be made for budgeted categories up to the maximum amount set forth below:

<u>COST CATEGORY</u>	<u>AUTHORIZED AMOUNT</u>
1. Personnel	\$ 734,948.00
2. Fringe Benefits	\$ 303,945.00
3. Travel	\$ 1,500.00
4. Supplies	
Office Supplies	\$ 500.00
Child & Family Services	\$ 4,435.00
Food Services	\$ 1,000.00
5. Contractual	\$ 22,200.00
6. Other	\$ 23,133.00
MAXIMUM AMOUNT REIMBURSABLE EXPENSES	<u>\$1,091,661.00</u>

## SCHEDULE FOR PAYMENT (Continued)

All reimbursable expenses shall be reimbursed only at cost.

Reimbursable expenses shall mean the actual expenses authorized by the COUNTY pursuant to this Agreement, and reasonably incurred by the DELEGATE AGENCY directly in connection with the DELEGATE AGENCY'S performance of its duties and Scope of Work pursuant to this Agreement.

1. in accordance with the Head Start Performance Standards Enrollment Guidelines (1305.7):

The DELEGATE AGENCY must maintain its funded enrollment level. When the DELEGATE AGENCY determines that a vacancy exists, no more than 30 calendar days may elapse before the vacancy is filled. The DELEGATE AGENCY may elect not to fill a vacancy when 60 calendar days or less remain in the program's enrollment year.

The DELEGATE AGENCY must submit a monthly Enrollment/Attendance Report along with the Monthly Status Report.

2. In accordance with the Head Start Performance Standards Attendance Guidelines (1305.8):

When the monthly average daily attendance rate in a center-based program falls below 85 percent the DELEGATE AGENCY must analyze the causes of absenteeism. The Analysis must include a study of the pattern of absences for each child, including the reasons for absences as well as the number of absences that occur on Consecutive days.

If the absences are a result of illness or if they are well documented absences for other reasons, no special action is required. If however, the absences result from other factors, including temporary family problems that affect a child's regular attendance, the DELEGATE AGENCY must initiate appropriate family support procedures for all children with four or more consecutive unexcused absences. These procedures must include home visits or other direct contact with the child's parents. Contacts with the family must emphasize the benefits of regular attendance, while at the same time remaining sensitive to any special family circumstances influencing attendance patterns. All contacts with the child's family as well as special family support service activities provided by DELEGATE AGENCY staff must be documented.

In circumstances where chronic absenteeism persists and it does not seem feasible to include the child in either the same or different program option, the child's slot must be considered an enrollment vacancy.

In the event the monthly average daily attendance rate does not meet 85% the DELEGATE AGENCY must submit an analysis report to the COUNTY that identifies the causes for the absences.

Head Start/Early Head Start enrollment wait list should be maintained at all times. The DELEGATE AGENCY will submit a Wait List and Master Enrollment List 10 days prior to the first day of the program year. A Wait List and Master Enrollment List must be updated and submitted with the Monthly Status Report.