



THE SCHOOL DISTRICT OF PALM BEACH COUNTY
**Agreement between the
 School Board of Palm Beach County
 and Institute for School Innovation**

AGENDA ITEM NUMBER	BOARD MEETING DATE December 8, 2004
CONTACT Janis Andrews	PX 44900
SCHOOL / DEPARTMENT Cypress Trails Elementary School	

THIS AGREEMENT is entered into this 15 day of July 2004 by and between the SCHOOL BOARD OF PALM BEACH COUNTY, hereinafter referred to as "Board" and Institute for School Innovation, hereinafter referred to as "Consultant".

WHEREAS, the Board desires to enter into this Agreement with the Consultant, providing, among other things, for the Consultant's services to the Board; and

WHEREAS, the Consultant desires to enter into this Agreement with respect to his/her (hereinafter his) services to the Board, upon the terms and conditions hereinafter set forth.

WHEREAS, the Consultant is specially trained and possesses the necessary skills, experience, education and competency, and licenses or credentials to perform the required services.

NOW, THEREFORE, the Board and the Consultant agree as follows:

1. TERM

The term of this Agreement shall commence on July 15, 2004 and shall end on June 30, 2005.

2. RESPONSIBILITIES OF CONSULTANT

A. The Consultant shall perform the following services:

Implementation training and follow-up training for year 1 of the program.

B. Time, date, and location of services:

Dates are scheduled by the school; 3 days of initial training, 1 follow up training date in January and 2 site visitations in February and April. All training is scheduled at the school center.

3. CONSULTANT BACKGROUND INFORMATION

Education ISI Consultant will have a Master's Degree in Education

Position and Address Consultant-PO Box 13396 Tallahassee, FL 32317

Target Group/School/Department Cypress Trails Elementary Primary Cluster

Approximate Number to be Served 75 students, 3 teachers, 2 administrators

4. EVALUATION/FOLLOW-UP METHOD

Evaluation of the Consultant shall be provided by Gale Fulford, Principal

TITLE OF THE CONSULTANT'S SUPERVISOR

of the District at regular intervals and in accordance with the attached evaluation tool, Exhibit "A".

FINANCIAL IMPACT

The financial impact is \$15,050.00 The source of funds is School Improvement/Donald A. Burns Foundation (IA)

IA	FUND	FUNCTION	OBJECT	LOCATION	PROJECT	PROGRAM	GL
X	100	6402	3101	1941	4040		

Donald A. Burns Foundation Grant

5. **COMPLIANCE WITH POLICIES AND LAWS**

The Consultant shall comply with all current School Board of Palm Beach County's Policies. The School Board's policies are located at <http://www.palmbeach.k12.fl.us/> or www.schoolboardpolicies.com and are incorporated herein. It shall be the Consultant's responsibility to comply with all School Board Policies as they may be modified from time to time during the term of this Agreement. The Consultant shall abide by all applicable federal, state and local laws.

6. **COMPENSATION**

A. The School Board shall pay the Consultant the maximum sum of (write out amount)

Fifteen thousand and fifty dollars

(\$ 15,050.00), for a maximum of see sched. hours which is based upon the following rate schedule.

Daily Rate: _____ Half Day Rate: _____ Hourly Rate: _____ Flat Rate: \$15,050.00

I grant permission for any or all parts of this presentation to be videotaped. Yes No

B. No payment shall be made unless and until the Board verifies that all services for which payment is requested have been fully and satisfactorily performed. The Consultant shall submit to the Board any documentation necessary to substantiate the full and satisfactory performance of the services for which payment is requested. The administrator who will verify the services have been performed and approve the invoice is:
Gale Fulford, Principal

7. **CONFIDENTIALITY OF STUDENT RECORDS**

The Consultant is subject to all School District obligations relating to compliance with student records confidentiality laws. By signing this Agreement, the Consultant acknowledges and agrees to comply with the Family Educational Rights and Privacy Act (FERPA) and all State and Federal Laws relating to the confidentiality of student records.

BACKGROUND CHECKS/FINGERPRINTING

The School District shall screen applicants and shall be governed by Fl. Stat. § 1012.32(2)(a) [§ 231.02(2)(a)]. The Consultant agrees to submit to a background check and fingerprinting by the School District's Police Department at the sole cost of the Consultant. The Consultant shall not begin providing services contemplated by this Agreement until clearance by the School District. The School Board shall not be liable for rejection of the Consultant on the basis of these compliance obligations. The Consultant agrees that neither the Consultant, nor any employee, agent or representative of the Consultant who has been convicted or who is currently under investigation for a crime against children in accordance with § 495.04, Florida Statutes will enter onto any school site.

Waived
[Signature]

9. **INDEPENDENT CONTRACTOR**

The Consultant is, for all purposes arising under this Agreement, an independent contractor. The Consultant and its officers, agents or employees may not, under any circumstances, hold themselves out to anyone as being officers, agents or employees of the Board. No officer, agent or employee of the Consultant or Board shall be deemed an officer, agent or employee of the other party. Neither the Consultant nor Board, nor any officer, agent or employee thereof, shall be entitled to any benefits to which employees of the other party are entitled, including, but not limited to, overtime, retirement benefits, workers compensation benefits, injury leave, or other leave benefits.

10. **OWNERSHIP**

A. All reports, studies, information, data, statistics, forms, designs, plans, procedures, systems, and other materials produced by the Consultant under this Agreement shall be the sole and exclusive property of Board. No such materials produced, either in whole or in part, under this Agreement shall be subject to private use, copyright or patent right by the Consultant in the United States or in any other country without the express written consent of Board.

B. Board shall have unrestricted authority to publish, disclose, distribute and otherwise use, copyright or patent any such materials produced by the Consultant under this Agreement.

11. **INDEMNIFICATION/HOLD HARMLESS**

The Consultant shall, in addition to any other obligation to indemnify the Palm Beach County School Board and to the fullest extent permitted by law, protect, defend, indemnify and hold harmless the School District, their agents, officers, elected officials and employees from and against all claims, actions, liabilities, losses (including economic losses), costs arising out of any actual or alleged bodily injury, sickness, disease or death, or injury to or destruction of tangible property including the loss of use resulting there from, or any other damage or loss arising out of, or claimed to have resulted in whole or in part from any actual or alleged act or omission of the Consultant, or anyone directly or indirectly employed by them, or of anyone for whose acts any of them may be liable in the performance of the work; or violation of law, statute, ordinance, governmental administration order, rule or regulation in the performance of the work; claims or actions made by the Consultant or other party performing the work. The indemnification obligations hereunder shall not be limited to any limitation on the amount, type of damages, compensation or benefits payable by or for Consultant under workers' compensation acts; disability benefit acts, other employee benefit acts or any statutory bar. Any cost or expenses, including attorney's fees, incurred by the

Palm Beach County School District to enforce this agreement shall be borne by the Consultant. The Consultant recognizes the broad nature of this indemnification and hold harmless article, and voluntarily makes this covenant for good and valuable consideration provided by the School Board in support of this indemnification in accordance with the laws of the State of Florida. This article will survive the termination of this Agreement.

12. TRAVEL

Travel is is not allowable for this contract. Estimated travel expense is not to exceed \$0.00 for the term of the contract. The Consultant agrees to submit all necessary documentation and proof of expenses in accordance with F. S. § 1 12.061 and School Board Policy #6.01. The Consultant further agrees that reimbursement for travel must be submitted on travel reimbursement forms with the rates determined by F.S. § 112.061 and School Board Policy 6.01 and must be authorized by the appropriate administrator(s).

13. AMENDMENT

This Agreement may be amended only with the mutual consent of the parties. All amendments must be in writing and must be approved by the School Board.

14. ASSIGNMENT

Neither the Consultant nor the Board may assign or transfer any interest in this Agreement without the prior written consent of the other party.

15. GOVERNING LAW AND VENUE

This Agreement shall be construed in accordance with the laws of the State of Florida. Any dispute with respect to this Agreement is subject to the laws of Florida, venue in Palm Beach County, Florida. The prevailing party shall be entitled to attorney's fees and costs incurred as a result of any action or proceeding under this agreement.

16. TERMINATION

The Board reserves the right to terminate this contract at any time and for any reason, upon giving thirty (30) days notice to the other party. If said contract should be terminated for convenience as provided herein, the Board will be relieved of all obligations under said contract and the Board will only be required to pay that amount of the contract actually performed to the date of termination with no payment due for unperformed work or lost profits. In the event School Board determines that the Consultant's services are not being performed as agreed upon, the Consultant shall be deemed to be in default and the School Board reserves the right to cancel this contract with five (5) days notice and to withhold all monies due the Consultant until such time as the Board, in its sole discretion shall determine whether to have the contract services completed by others or to cease obtaining the services. In the event that the Board determines to have the contract completed by others, the Consultant shall be liable for any costs of completion in excess of that called for in this contract. In the event that the Board determines not to have the contract completed by others, the Consultant shall be paid for the services that it satisfactorily performed prior to the termination but, in no event, shall the Consultant be paid for any work not actually performed or for lost profits.

In the event that it is determined that a termination for cause was unjustified, the termination shall be deemed a termination for convenience and the Consultant shall be entitled to payment only for work actually performed prior to the termination and to any additional sums.

17. MINORITY STATUS

The School District strongly encourages active minority/women business enterprise participation with all professional services. The Consultant certifies that:

This business is minority owned and operated (minimum 51%) Yes No
If a consultant not representing a firm, I am a minority. Yes No

If either statement above was checked yes, please indicate minority group.

Black or African American Asian Native Hawaiian or Other Pacific Islander Hispanic or Latino
 American Indian or Alaskan Native Disabled White Female Other

18. LEGAL REVIEW

The parties hereto represent that they have reviewed the Agreement and have sought legal advice concerning the legal significance and ramifications of the provisions contained herein.

19. NOTICES

Any notice *permitted or required* under this Agreement shall be in writing and signed by the party giving or serving the same, and shall be served either by personal delivery or *certified* mail to *the* following persons and at the following addresses:

Consultant: (Add Consultant's address)

Institute for School Innovation
P.O. Box 13296
Tallahassee, FL 32317

SCHOOL BOARD OF PALM BEACH
COUNTY, FLORIDA
Purchasing Department
3300 Forest Hill Boulevard, Suite A 323
West Palm Beach, Florida 33406

20. MANDATORY CONTRACT DOCUMENTS

This Agreement includes the terms and conditions set forth in this document, and set forth in the following additional documents attached hereto and incorporate herein: (approval will not be granted without these mandatory attachments)


- "Exhibit A" - Provide consultant evaluation
- "Exhibit B" - Beneficial Interest and Disclosure of Ownership Affidavit (PBSD 1997)

NOW, THEREFORE, the parties hereto have affixed their signatures on the day and year first above written.

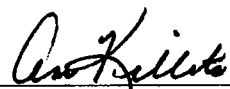
This contract was recommended for approval by:


SIGNATURE OF LEGAL SERVICES DESIGNEE 11-12-04 DATE

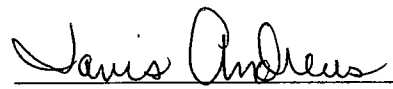
Kimberly Hall
PRINT NAME


SIGNATURE OF PRINCIPAL / DIRECTOR 11-8-04 DATE

Gale Fulford, Principal
PRINT NAME


SIGNATURE OF CHIEF OFFICER 11-13-04 DATE

Ann Killets
PRINT NAME


SIGNATURE OF APPROPRIATE ASSOCIATE / AREA / ASSISTANT SUPERINTENDENT 11-8-04 DATE

Janis Andrews
PRINT NAME

The School Board of
Palm Beach County, Florida

Consultant

By: _____
THOMAS E. LYNCH
CHAIRMAN

DATE

Attest:

By: _____
ARTHUR C. JOHNSON, Ph. D.
SUPERINTENDENT

DATE

Witnesses: (Two are required)

SIGNATURE

PRINT NAME

SIGNATURE

PRINT NAME

Institute for School
Innovation
PRINT CONSULTANT NAME

By: 
SIGNATURE

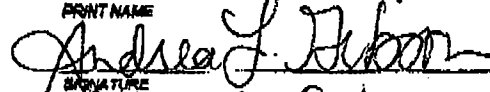
DATE

11/8/04
Winifred Jenkins Rye
PRINT NAME

Witnesses: (Two are required)


SIGNATURE

Melissa Tomaszewski
PRINT NAME


SIGNATURE

Andrea L. Gibson
PRINT NAME



THE SCHOOL DISTRICT OF PALM BEACH COUNTY
Consultant Evaluation

PO NUMBER

School/Department Cypress Trails Elementary
 Name of Consultant Institute for School Innovation
 Contract Period From 7/15/2004 To 6/30/2005

Rating: 5 - Superior 4 - Satisfactory Plus 3 - Satisfactory 2 - Satisfactory Minus 1 - Unsatisfactory

JOB KNOWLEDGE AND SKILL

	5	4	3	2	1
1. Technical and procedural know-how to complete the project					
2. Knowledge of his/her specialty area					
3. Ingenuity, creativity, and innovation					
4. General quality of the work performed					

PRODUCTIVITY

1. Services provided matched the specifications of the contract					
2. Results produced					
3. Ability to meet goals as scheduled					
4. Success of the project					

COMMUNICATION

1. Listening skills					
2. Returned phone calls, follow-up information, etc. in a timely manner					
3. Overall communication skills					
4. Overall accessibility/availability					

INTERACTION

1. Working relationships with teachers and/or students					
2. Ability to work as part of a team					
3. Status updates and information received as the project progressed					

Rating: A - Agree D - Disagree N/A - Not Applicable

	A	D	N/A
1. Demonstrates dependability			
2. Demonstrates ingenuity/creativity/innovation			
3. Performs well under pressure			
4. Effective when presenting ideas orally			
5. Expresses ideas clearly and uses correct grammar in written communication			
6. Listens effectively			
7. Provides feedback in a constructive and timely manner			
8. Is self-reliant and requires little or no supervision			
9. Treats staff and/or students with fairness, respect and integrity.			

I would hire this consultant again. Yes No

SIGNATURE OF EVALUATOR

DATE

Gale F. Fulford, Principal

PRINT NAME OF EVALUATOR

2004 CHILD FEE SCHEDULE



NEW SCHOOL WELCOME PACK
 1 Leadership Guide
 1 Training Guide and Video Module
 1 CHILD School Banner
For CHILD Adoptions Only receive the Welcome Pack

Teacher Materials

- 3 Teacher Manuals
- 1 Reading Planning Guide
- 1 Reading Activities Guide w/Task Cards
- 1 Writing Planning Guide
- 1 Writing Activities Guide w/Task Cards
- 1 Mathematics Planning Guide
- 1 Mathematics Activities Guide w/Task Cards

Student Materials

With Primary (K-2) Cluster

- 270 (ea) Primary Reading, Writing & Math Junior Passports (K-1)
- 270 (ea) Primary Reading, Writing & Math Standard Passports (1-2)

With Intermediate (3-5) Cluster

- 540 (ea) Intermediate Reading, Writing & Math Standard Passports

Classroom Tools Pack*

- 1 Cluster Management Pack
- 1 Cluster Classroom Set-Up Pack
- 3 Annual Cluster Upgrade Packs
- 3 Hands-on Activity Kits w/Task Cards

Training**

- 3 days Implementation Training
- 1 day Follow-up Training
- 2 days On-Site Coaching
- 1 day Leadership Training (Principal)

* Details listed on the next page

** Airfare for ISI consultant (if required) not included. All other travel expenses included.

NEW ADOPTIONS	CLUSTER	COST	SHIPPING & HANDLING	TOTAL COST
	1 st Cluster	14,650.00	400.00	15,050.00
	2 Clusters	22,850.00	750.00	23,600.00
	3 Clusters	37,500.00	1,150.00	38,650.00
	4 Clusters	45,700.00	1,500.00	47,200.00
	5 Clusters	60,350.00	1,900.00	62,250.00
	6 Clusters	68,550.00	2,250.00	70,800.00

Note: Multiple cluster pricing is for clusters ordered at the same time. Training will take place at the school site and multiple clusters are trained together. If school has a certified CHILD consultant, contact ISI for details on possible savings.

CHILD CHILD CHILD CHILD CHILD CHILD CHILD



CYPRESS TRAILS

COMMUNITY ELEMENTARY SCHOOL

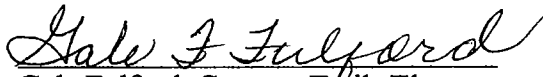
Principal: Gale F. Fulford
Aist. Principal: Katy Thomas


Memorandum

To: Sharon Swan
From: Gina Grant
Bookkeeper, Cypress Trails Elementary
Subject: Unauthorized Purchase

Requisition 1941-0004 for Institute for School was entered 7/27/04 for training. The training has already started without the appropriate Consultant Contract in place. The person was unaware of the purchasing procedure and has been notified. The purchasing procedure will be followed in the future. Please process Requisition 1941-0004 as a confirming Consult Contract purchase order.

Attached is the Consultant Contract form 1420.


Gale Fulford, Cypress Trails Elementary


Janis Andrews
West Area Superintendent

