



THE SCHOOL DISTRICT OF PALM BEACH COUNTY

# Agreement between the School Board of Palm Beach County and Nova Southeastern University

AGENDA ITEM NUMBER	BOARD MEETING DATE September 21, 2005
CONTACT Margarita P. Pinkos, Ed.D.	PX 48620
SCHOOL / DEPARTMENT Multicultural Education	

THIS AGREEMENT is entered into this twenty-second day of September 2005 by and between the SCHOOL BOARD OF PALM BEACH COUNTY, hereinafter referred to as "Board" and Nova Southeastern University, 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 September 22, 2005 and shall end on June 30, 2006.

### 2. RESPONSIBILITIES OF CONSULTANT

A. The Consultant shall perform the following services:

Nova Southeastern University will provide 75 Palm Beach County ESOL, English Language Arts, English, and Reading teachers (25 participants per course), with an eight-week course (including textbook) in an online format via WebCT as mandated by META. (See Exhibit "C")

B. Time, date, and location of services:

The classes will begin September 22, 2005, and end June 30, 2006.

### 3. CONSULTANT BACKGROUND INFORMATION

Education University Program

Position and Address 1750 NE 167th Street, North Miami Beach, FL 33162

Target Group/School/Department Palm Beach County ESOL, English Language Arts, English, and Reading teachers

Approximate Number to be Served 75

### 4. EVALUATION/FOLLOW-UP METHOD

Evaluation of the Consultant shall be provided by Steve Byrne

TITLE OF THE CONSULTANT SUPERVISOR  
of the District at regular intervals and in accordance with the attached evaluation tool, Exhibit "A".

### FINANCIAL IMPACT

The financial impact is \$68,625.00 The source of funds is Title III No Child Left Behind Grant

IA	FUND	FUNCTION	OBJECT	LOCATION	PROJECT	PROGRAM	GL
N/A	421	6402	3101	9083	5679	6551	N/A

### 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](http://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.

**8. COMPENSATION**

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

Sixty-eight thousand six hundred and twenty-five dollars

( \$ 68,625.00 ), for a maximum of \_\_\_\_\_ hours which is based upon the following rate schedule.

Daily Rate: \_\_\_\_\_ Half Day Rate: \_\_\_\_\_  
Hourly Rate: \_\_\_\_\_ Flat Rate: (See Exhibit "C" for cost breakdown)

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:

Steve Byrne

**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

- Consultant will not receive student information.
- Consultant will receive student information and Release or Transfer of Student Information (PBSD 0313) will be completed prior to Consultant receiving student information.
- Consultant will receive student information: Since parental consent will not be obtained and Consultant has legitimate educational interests in the information, Consultant shall hereby be deemed an "other school official" in accordance with School Board Policy 5.50 and shall enter into the Addendum concerning student information (Exhibit C) which is attached hereto and incorporated herein.

**8. BACKGROUND CHECKS/FINGERPRINTING**

The School District shall screen applicants and shall be governed by Fl. Stat. § 1012.02(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 § 435.04, Florida Statutes will enter onto any school site. Consultant will not be permitted access on school grounds when children are present and will not have DA

**9. INDEPENDENT CONTRACTOR direct contact with students.**

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

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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 N/A for the term of the contract. The Consultant agrees to submit all necessary documentation and proof of expenses in accordance with F. S. § 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. Each Party shall be responsible for its own attorney's fees.

**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)

Nova Southeastern University
1750 NE 167th Street
North Miami Beach, FL 33162

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 1907)
"Exhibit C" - ESOL Endorsement proposal

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

This contract was recommended for approval by:

Handwritten signatures and dates for legal services designee and chief officer.

Handwritten signatures and dates for principal/director and appropriate associate/assistant superintendent.

The School Board of Palm Beach County, Florida

Consultant

By: THOMAS E. LYNCH, CHAIRMAN
DATE

Handwritten signature of William Alvarez
PRINT CONSULTANT NAME

Attest: ARTHUR C. JOHNSON, PH. D. SUPERINTENDENT
DATE

By: Handwritten signature
SIGNATURE
8-5-05
DATE
William Alvarez
PRINT NAME

Witnesses: (Two are required)
SIGNATURE
PRINT NAME
Stan A. Hensch
SIGNATURE
PRINT NAME

Witnesses: (Two are required)
SIGNATURE
MAXINE MASON
PRINT NAME
SIGNATURE
PRINT NAME

**Palm Beach County School District – Nova Southeastern University (NSU)  
Teacher Training Agreement – English for Speakers of Other Languages (ESOL)  
Graduate Online Course Agreement**

NSU agrees to provide the Category One Graduate Online program to 75 participants, with 25 participants per course with textbooks for a total amount of \$68,625.00 per year under a contract with the Palm Beach County School District (PBCSD).

This proposal intends to develop a collaborative agreement between the Palm Beach County School District and the Fischler School of Education and Human Services at Nova Southeastern University. The Palm Beach School District – NSU Teacher Training Agreement is designed to provide Palm Beach County teachers the appropriate graduate online coursework as mandated by the Multicultural Education Training and Advocacy (META) Consent Degree of August 14, 1990.

After appropriate courses work has been earned, Palm Beach County teachers will have the option of forwarding all graduate credits earned through this agreement to the Master of Education with a specialization in TESOL offered by the Fischler School of Education and Human Services at Nova Southeastern University.

**Category I**

ESOL, English Language Arts, English Teachers, or Reading Teachers

**State of Florida Endorsement Requirements:**

Certification in another subject appropriate to the teaching assignment (Elementary Education, English ESE, or Foreign Language).

15 graduate credits in ESOL

- Cultural and Cross-Cultural Studies (TSOL 562)
- Applied Linguistics (TSOL 567)
- Methodology of Teaching English to Speakers of Other Languages (TSOL 569)
- Curriculum Development in TSOL (TSOL 515)
- Testing and Evaluation in BLE/TSOL (TSOL 547)

Three of the above bulleted courses will be delivered during an eight-week period in an online format via WebCT.

After the completion of the 15 graduate credit program above, participants wishing to pursue the Master of Science in Education with a specialization in TESOL at the Fischler School of Education and Human Services (FSEHS) at Nova Southeastern University may elect to transfer these courses forward to their program of studies as graduate academic credit hours. Once the participant has completed the Category I courses needed, the remainder of their program of studies with NSU will be at regular Graduate Teacher Education Program (GTEP) tuition rates.

## **Category I Courses:**

### **TSOL 562: Cultural and Cross-Cultural Studies**

The course, cross-cultural studies, examines cultural factors that may influence learning. The course focuses on concepts of culture and cultural issues. It builds a greater awareness of the role culture plays in defining who we are. The course encourages teachers to apply this knowledge to make practical changes in the classroom that will facilitate better learning. This course is required for a M.S. in TESOL and for the Florida and Nevada add-on ESOL Endorsement.

### **TSOL 567: Applied Linguistics**

An introduction to the linguistic principles and terminology that inform ESOL methodology. Students will learn to carry out phonological, morphological, syntactic, and lexical analysis. Emphasis will be on first and second language acquisition. Students will learn to analyze language data and diagnose possible problems encountered by students learning English as a second language. This is a required course for the M.S. degree in TESOL and for the Florida and Nevada add-on ESOL Endorsement.

### **TSOL 569: Methodology of Teaching English to Speakers of Other Languages**

A survey of approaches, methods, techniques, and procedures for teaching English to non-native speakers in grades K-12. This is a required course for the M.S. degree in TESOL and for the Florida and Nevada add-on ESOL Endorsement.

### **TSOL 515: Curriculum Development for TESOL**

This is an introduction to curriculum development for ESOL teachers. It includes a general overview of curriculum design, the basics of second language curricular needs and how to adapt the content curriculum for LEP students, with emphasis on integrating language and content by means of thematic units. Different types of ESOL programs will be studied. Students will also learn how to evaluate and adapt materials for LEP students. This is a required course for the M.S. degree in TESOL and for the Nevada and Florida add-on ESOL Endorsement. There are no prerequisites.

### **TSOL: 547 TESTING AND EVALUATION IN TESOL**

This course examines traditional and standardized tests and their role in the ESOL classroom. It emphasizes the use of portfolio assessment and other alternatives to document children's learning experiences, meet standards, and connect assessment to instruction. This is a required course for the M.S. degree in TESOL and for the Florida and Nevada add-on ESOL Endorsements.

Length of Contract: 1 year (Fall 2005 term, Winter 2006 term, and Summer 2006 term).  
One online course will be delivered each of the terms above.

**Program Costs to PBCS:**

Tuition and Feeds	\$ 64,125
Textbooks	<u>\$ 4,500</u>
Total Cost	\$ 68,625