

**CONTRACT REVIEW CHECKLIST****Consistency with Law and School Board Policy:**

Comments

Consistent with School Board Policy	YES
Consistent with Florida, federal and local laws	YES

**Contract Terms:**

Comments

Term (Duration of Contract)	*
Termination Clause	*
Insurance /Liability Issues/ Indemnification	Risk Management should review and approve all insurance clauses.
Regulatory issues	*
Confidentiality Provision	*
Warranties	N/A
Labor Issues	The Labor Relations Department should review any issues.
Disclaimers	N/A
Governing Law & Venue	FL

**Business Principles:**

Comments

Sound Business Principles	*
Reasonableness of Fees	Please refer to section 6.
Payment Terms --Lump sum, installments --Payment Due dates --Late fees	Please refer to section 6.

**Other Issues:**

Comments

Conflict of Interest Disclosures	None
Non-Negotiable Issues	*
Miscellaneous Issues	None
Appropriate Departmental Sign-off	

**Special Considerations:** \_\_\_\_\_The issues noted above were explained to the appropriate District staff and/or Division Chief. YES ☐ NO ☐

*Kimberly Hall* 10/13/05  
By: Attorney (Name and Date)



THE SCHOOL DISTRICT OF PALM BEACH COUNTY  
**Request for Document Approval by Legal Services**

**DIRECTIONS:** Please allow two weeks for review and approval. **DO NOT** use "ASAP" for a required date. A specific due date is required. Your document may be returned for failure to complete the information below.

Date Submitted: 10/07/2005 Number of Copies Submitted: 1

Name of Document: Cooperative Agreement with Wilson Language Training

School/Department Submitting: Exceptional Student Education

Contact Person: Sue Alex Telephone: ( 561 ) 434 - 8069 PX: 48069

Date Required: 10/10/2005 (DO NOT use "ASAP" - a specific date is required)

Is this a continuation/duplication of prior document? ☒ Yes ☐ No

If any changes, are they marked? \_\_\_\_\_

Is substance of document acceptable to your Assistant Superintendent or Director? ☒ Yes ☐ No

Are permits required? ☐ Yes ☒ No

Have required permits been obtained? ☐ Yes ☐ No ☒ N/A

Do you wish to pick up document? ☒ Yes ☐ No ..... Pony? ☐ Yes ☐ No

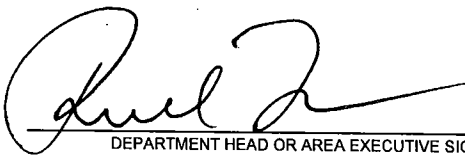
Comments:

The <sup>first</sup> ~~original~~ contract is in the amount of \$7,700.00 and the term was from 6/13/05 - 6/22/05. Invoice was not received until July, therefore being paid out of FY 06 funds.  
Second contract for Sept. 2005 in the amount of \$3,600.00  
now brings total to over \$10,000.00 necessitating a board item & legal review.

**RECEIVED**

OCT 11 2005

**BY LEGAL SERVICES**

  
DEPARTMENT HEAD OR AREA EXECUTIVE SIGNATURE

10/7/05  
DATE

Attorney Assigned: Kathy Hall Date of completion by Attorney: 10/12/05