

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)	12 Months (August 1, 2006- July 31, 2007)
Termination Clause	Trainer may terminate upon 90 days written notice to School Board; the School Board may terminate upon 30 days written notice to the Trainer.
Insurance /Liability Issues/ Indemnification	Risk Management should review and approve all insurance clauses. Please refer to Section V and VI.
Regulatory issues	Trainer is responsible for obtaining necessary permits and licenses.
Confidentiality Provision	Trainer should execute Addendum Concerning Student Information.
Warranties	No.
Labor Issues	The Labor Relations Department should review any issues.
Disclaimers	N/A
Governing Law & Venue	Governing Law: Florida; Venue: Palm Beach

Business Principles:

	Comments
Sound Business Principles	Yes.
Reasonableness of Fees	Please refer to Section III.
Payment Terms --Lump sum, installments --Payment Due dates --Late fees	Please refer to Section III.

Other Issues:

	Comments
Conflict of Interest Disclosures	None
Non-Negotiable Issues	No.
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

[Signature]
By: Attorney (Name and Date) 5/2/06