

### 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 (July 1, 2006 – June 30, 2007)
Termination Clause	The Agreement may be terminated by either party upon 30 days written notice to the other party.
Insurance /Liability Issues/ Indemnification	Risk Management should review and approve all insurance clauses. Please refer to page 2, paragraph 9 and pages 3 and 4.
Regulatory issues	No.
Confidentiality Provision	Yes. The Agency will execute the Addendum Concerning Student Information. Please refer to page 2, paragraphs 8 and 10.
Warranties	No.
Labor Issues	The Labor Relations Department should review any issues.
Disclaimers	N/A
Governing Law & Venue	Governing law: Florida; Venue: Palm Beach County.

**Business Principles:**

Comments

Sound Business Principles	Yes.
Reasonableness of Fees	Please refer to page 1, paragraph 2.
Payment Terms --Lump sum, installments --Payment Due dates --Late fees	Please refer to page 1, paragraph 2.

**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

By: Kathleen 5/30/06  
By: Attorney (Name and Date)