

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	Either party may terminate the agreement for convenience 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 3, Paragraphs 15 and 16.
Regulatory issues	No.
Confidentiality Provision	Please refer to Page 3, Paragraph 14 and Addendum Concerning Student Records.
Warranties	N/A
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 Page 2, Paragraph 2.
Payment Terms --Lump sum, installments --Payment Due dates --Late fees	Please refer to Page 2, 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:  Attorney (Name and Date)