



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

DIRECTIONS: 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 04/07/2006 Number of Copies Submitted 1

Name of Document SES Provider/Board Agreement

School/Department Submitting Department of Supplemental Educational Services

Contact Person Janie Coburn Telephone (561) 434-8856 PX 48856

Date Required 05/05/2006 (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? yes

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:

RECEIVED

MAY 02 2006

BY LEGAL SERVICES

Judith H. Wick
SIGNATURE OF DEPARTMENT HEAD OR AREA EXECUTIVE

4/7/06
DATE

Attorney Assigned [Signature]

Date of completion by Attorney 5/2/06

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)	From the date of signature to June 30, 2007
Termination Clause	Board may terminate without cause upon giving thirty (30) days notice to other party. If the consultant is in default, the Board may cancel contract upon five (5) days notice to the other party.
Insurance /Liability Issues/ Indemnification	Risk Management should review and approve all insurance clauses. Please refer to section 16 and 17.
Regulatory issues	None
Confidentiality Provision	Yes (Provider agrees to comply with FERPA. Provider should execute Addendum Concerning Student Information. Please refer to section 9 and 10.
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 County

Business Principles:

Comments

Sound Business Principles	Yes.
Reasonableness of Fees	Please refer to section 7.
Payment Terms --Lump sum, installments --Payment Due dates --Late fees	Please refer to section 8.

Other Issues:

Comments

Conflict of Interest Disclosures	None
Non-Negotiable Issues	None
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] 5/2/06
By: Attorney (Name and Date)