



# AGENDA REQUEST FORM

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

TEM No.:

FF-3.

MEETING DATE

Sep 7 2016 10:15AM - Regular School Board Meeting

AGENDA ITEM

OPEN ITEMS

CATEGORY

FF. OFFICE OF ACADEMICS

DEPARTMENT

CTACE

Special Order Request

Yes  No

Time

Open Agenda

Yes  No

TITLE:

Agreement between The School Board of Broward County, Florida and Helping Abused, Neglected, Disadvantaged Youth, Inc (HANDY)

### REQUESTED ACTION:

Approve the continuation Agreement between The School Board of Broward County, Florida and Helping Abused, Neglected, Disadvantaged Youth, Inc. (HANDY). The term of this agreement shall be for a period of one (1) year from the date it is fully executed by both parties.

### SUMMARY EXPLANATION AND BACKGROUND:

Helping Abused, Neglected, Disadvantaged Youth, Inc. (HANDY) will implement the Life Skills component of the Innovative Concepts (iCon) Program funded by the Federal Workforce Innovation and Opportunity Act Grant (WIOA) through the Broward Workforce Development Board. See Supporting Docs for continuation of Summary Explanation and Background. This Agreement has been reviewed and approved as to form and legal content by the Office of the General Counsel.

### SCHOOL BOARD GOALS:

Goal 1: High Quality Instruction  Goal 2: Continuous Improvement  Goal 3: Effective Communication

### FINANCIAL IMPACT:

There is a financial impact of \$11,000. The source of funds is the Federal Workforce Innovation and Opportunity Act (WIOA) Grant from CareerSource Broward (\$489,819).

### EXHIBITS: (List)

(1) HANDY Cont Summ and Background (2) HANDY Exec Summ (3) HANDY Agreement

### BOARD ACTION:

**APPROVED**

(For Official School Board Records Office Only)

### SOURCE OF ADDITIONAL INFORMATION:

Name: Enid Valdez

Phone: 754-321-8444

Name:

Phone:

### THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

#### Senior Leader & Title

Daniel Gohl - Chief Academics Officer

Signature

*Daniel F. Gohl*

8/18/2016, 2:37:50 PM

Approved In Open Board Meeting On:

SEP - 7 2016

By:

*Rosalind Arguel*

School Board Chair

Electronic Signature

Form #4189 Revised 07/16

RWR/ DG/EV:jt

**Continuation of Summary Explanation and Background**

FF-3 – Agreement between The School Board of Broward County, Florida and Helping Abused, Neglected, Disadvantaged Youth, Inc. (HANDY) (summary explanation and background con't.)

The iCon Program operates at eight (8) Broward County High Schools: Blanche Ely, Boyd Anderson, Deerfield Beach, Dillard, Fort Lauderdale, McArthur, Piper and Stranahan serving at risk juniors and seniors. Life Skills instruction will be provided during the afterschool iCon Program for one hour per day, one day per week, for fifteen weeks at each of the iCon Program schools.

### EXECUTIVE SUMMARY

Below is an executive summary for the Agreement between The School Board of Broward County, Florida, and Helping, Abused, Neglected, Disadvantaged Youth, Inc., which supports the academic and personal enrichment of students in Broward County Public Schools.

Grant Program	Innovative Concepts (iCon) program
Status	Approve the Agreement between The School Board of Broward County, Florida and Helping Abused, Neglected, Disadvantaged Youth, Inc. (HANDY). The term of this agreement shall be for a period of one (1) year from the date it is fully executed by both parties.
Funds Requested	\$11,000.00 paid through the CareerSource Broward Grant
Financial Impact Statement	There is a financial impact of \$11,000.00. The source of funds is the Workforce Investment Act Grant, awarded to the iCon afterschool program from CareerSource Broward (\$489,819).
Schools Included	High Schools: Blanche Ely, Boyd Anderson, Deerfield Beach, Dillard, Fort Lauderdale, McArthur, Piper, and Stranahan
Managing Department/School	Career, Technical, Adult and Community Education (CTACE) Department
Source of Additional Information	Enid Valdez 754-321-8444
Project Description	The iCon Program operates at eight Broward County High Schools: Blanche Ely, Boyd Anderson, Deerfield Beach, Dillard, Fort Lauderdale, McArthur, Piper, and Stranahan and serves at risk juniors and seniors. Life Skills instruction will be provided by HANDY during the afterschool iCon Program for one hour per day, one day per week for 15 weeks at each of the iCon Program schools. The Life Skills component of the iCon Program is funded by the Workforce Innovation and Opportunity Act (WIOA) Grant through the Broward Workforce Development Board.
Evaluation Plan	Through monthly meetings, CareerSource Broward evaluates student progress relating to the required grant deliverables.
Research Methodology	The evaluation plan is aligned with Federal Regulations, as the Federal Government is the source of funds received by CareerSource Broward.

**AGREEMENT**

**THIS AGREEMENT** is made and entered into as of this of June 2016, by and between

**THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA**  
(hereinafter referred to as "SBBC"),  
a body corporate and political subdivision of the State of Florida,  
whose principal place of business is  
600 Southeast Third Avenue, Fort Lauderdale, Florida 33301

and

**Helping Abused, Neglected, Disadvantaged Youth, Inc.**  
(hereinafter referred to as "HANDY"),  
whose principal place of business is  
501 NE 8<sup>th</sup> Street  
Fort Lauderdale, FL 33304

**WHEREAS**, SBBC applied for funding through the Workforce Investment Opportunity Act (WIOA) Grant Program through Workforce One Employment Solutions (hereinafter referred to as "CareerSource Broward" (CSBD)); and

**WHEREAS**, SBBC was awarded one (1) WIOA Grant for three years of federal funding passed through the State of Florida Agency for Workforce Development (AWD) totaling \$489,819 for year two of three years; and

**WHEREAS**, HANDY desires to enter into this Agreement with SBBC, for the purposes of providing Life Skills Training educational services in compliance with applicable law, and the objectives and activities specified in the approved WIOA program application; and

**WHEREAS**, HANDY desires to enter into this Agreement with respect to its services to SBBC upon the terms and the conditions hereinafter set forth; and

**WHEREAS**, HANDY is specially trained and possesses the necessary skills, experience, competency and licenses to perform the required services; and

**NOW, THEREFORE**, in consideration of the premises and of the mutual covenants contained herein and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties hereby agree as follows:

**ARTICLE 1 - RECITALS**

1.01 **Recitals.** The parties agree that the foregoing recitals are true and correct and that such recitals are incorporated herein by reference.

## ARTICLE 2 – SPECIAL CONDITIONS

2.01 **Term of Agreement.** Unless terminated earlier pursuant to Section 3.05 of this Agreement, the term of this Agreement shall commence on September 1, 2016 and conclude on June 30, 2017.

2.02 **Provision of WIA Services:** HANDY agrees to deliver all Entrepreneurial Training services:

1. Facilitate the HANDY life skills training curriculum covering, but not limited to, the following topics:
  - a. Needs versus Wants
  - b. Budgeting
  - c. Checking Accounts
  - d. Alternatives Positive Activities

2. Offer (1) hour a day, one day a week for 10 weeks for a total price of \$11,000 after school Life Skills Training sessions at eight high schools serving 235 students within Broward County. Each school will have a HANDY representative assigned one day per week, Tuesday – Thursday to deliver life skills training. (Closed on all official SBBC holidays, early release days, and teacher planning days). A copy of the invoice listing the price and the eight high schools is attached as **Exhibit A**.

3. Meet all grant requirements specified in the approved program application pertaining to the Life Skills Training component.

2.03 **Compliance with Policies and Laws:** HANDY shall comply with all SBBC policies. It shall be the HANDY's responsibility to comply with all SBBC policies as they may be modified during the term of this Agreement. HANDY shall abide by all federal, state and local laws that are applicable, including securing and maintaining in force such permits and licenses as are required by law in connection with the furnishing of services pursuant to this Agreement.

2.04 **Staffing:** HANDY will be responsible for hiring and paying the individuals who will be facilitating the Life Skills Training curriculum. HANDY staff must wear SBBC Vendor Badges at all times during the delivery of services. HANDY will need to hire the following staff:

1. HANDY staff to facilitate after school sessions

2.05 **Workspace:** HANDY will not be charged any fees or surcharges for the use of space at the schools to deliver iCon program services during the operation of this program.

2.06 **Confidentiality:** Visiting HANDY staff will only get verbal information from student interactions. HANDY staff will not re-disclose any information from these interactions. SBBC shall not disclose any information from education records to HANDY staff.

2.07 **Consultants and Subcontractors:** HANDY may not employ consultants or subcontract any part of the services specified in this agreement without written permission from SBBC.

2.08 **Additional Evaluation and Monitoring Requirements:** CareerSource Broward will conduct regular evaluation and monitoring visits. If requested, SBBC will give HANDY a copy of the Formative Evaluation tool used by CSBD. SBBC is under no obligation to give HANDY a copy of the Evaluation and Monitoring tools used by CSBD. HANDY will be required to work with SBBC to address all observed program growth edges by CSBD or the SBBC. The HANDY will be required to implement all corrective actions mandated by CSBD or SBBC. Failing to address growth edges observed by CSBD or SBBC in the timeline specified in the written corrective action will result in SBBC suspending the payment of HANDYs most recent invoice until the corrective action is addressed. Any surveys and evaluations that are submitted to students must be approved by the Districts Research Department and Institutional Review Board (IRB).

2.09 **Budget Reports:** HANDY will submit all fiscal reports to SBBC as supporting documentation of expenditures in accordance with grant requirements.

2.10 **Transportation Home:** SBBC will use available WIOA funds to provide transportation home in the form of gas cards and bus passes to students participating in the after school program,

2.11 **Invoicing:** HANDY may invoice SBBC monthly for incurred salaries and/or expenses, but may not bill for more than one calendar month of salaries per invoice. Invoices must include back-up documentation reflecting actual expenses (hours billed, rate per hour, salary paid, and receipts for approved purchases) for the time period being invoiced. Invoices and their supporting documentation can be sent electronically or mailed to: Attention Grant Administration, Grants Financial Management Department, 600 SE 3<sup>rd</sup> Ave Floor 9, Fort Lauderdale, FL 33301. Within ten (10) working days of receipt of the invoice and the back-up documentation, invoices that are *accurate and complete* will be sent by the Grants Financial Management Department's Grant Administrator to SBBC Accounts Payable Department.

2.12 **Payment Schedule:** Invoices to HANDY will be paid within 30 days of submission. The parties agree that payment for services is dependent upon SBBC's receipt of the grant money for the schools, and that SBBC is under no obligation to pay for services from HANDY from any other funding source except the WIA funds. The total amount of reimbursement will not exceed \$11,000. This amount will be reimbursed via \$489,819 in WIOA federal funds for the 2016-17 Program year. (September 1, 2016 – June 30, 2017).

2.13 **Conflict of Interest.** HANDY agrees to furnish to SBBC (upon request) a valid copy of the most recent adopted partnership agreements or bylaws of the corporation and also a completed and accurate list of the Governing Board of Directors (or Trustees or Partners) and to

timely update said information as changes in such governance occur. HANDY shall avoid any actual or potential conflict of interest on behalf of itself or its employees providing services hereunder, including but not limited to, employment with SBBC.

2.14 **Disputes.** Disputes between SBBC and HANDY concerning the meaning, requirements or performance of this Agreement shall be submitted in writing and delivered in person or by certified mail to Director, Career, Technical, Adult and Community Education, 1701 NW 23<sup>rd</sup> Ave, Fort Lauderdale, FL 33311. The determination of SBBC shall be made by the Superintendent's designee, and shall be made in writing and shall be binding for both parties.

2.15 **Accident/Incident Report.** HANDY agrees to notify SBBC within twenty-four (24) hours of an accident or incident when a pupil suffered an injury, or injured another individual, or has been involved in an activity requiring notification of law enforcement or emergency personnel. HANDY agrees to submit a written accident report to SBBC within three (3) days of an accident or incident.

2.16 **Child Abuse Reporting:** HANDY assures SBBC that all staff members, including volunteers, are familiar with and agree to adhere to child abuse and/or missing children reporting obligations and procedures under Florida law, including but not limited to, Section 39.2001, Florida Statutes. HANDY agrees to provide annual training to all its employees regarding mandated reporting of child abuse and missing children. HANDY agrees that all staff members will abide by such laws in a timely manner.

2.17 **Inspection of HANDY's records by SBBC:** HANDY shall establish and maintain books, records and documents (including electronic storage media) sufficient to reflect all income and expenditures of funds provided by SBBC under this Agreement. All HANDY Records, regardless of the form in which they are kept, shall be open to inspection and subject to audit, inspection, examination, evaluation and/or reproduction, during normal working hours, by SBBC's agent or its authorized representative to permit SBBC to evaluate, analyze and verify the satisfactory performance of the terms and conditions of this Agreement and to evaluate, analyze and verify any and all invoices, billings, payments and/or claims submitted by HANDY or any of HANDY employees pursuant to this Agreement. HANDY records subject to examination shall include, without limitation, those records necessary to evaluate and verify direct and indirect costs (including overhead allocations) as they may apply to costs associated with this Agreement. HANDY records subject to this section shall include any and all documents pertinent to the evaluation, analysis, verification and reconciliation of any and all expenditures under this Agreement without regard to funding sources.

(a) **HANDY Records Defined.** For the purposes of this Agreement, the term "HANDY Records" shall include, without limitation, accounting records, payroll time sheets, cancelled payroll checks, W-2 forms, written policies and procedures, computer records, disks and software, videos, photographs, executed subcontracts, subcontract files (including proposals of successful and unsuccessful bidders), original estimates, estimating worksheets, correspondence, change order files (including sufficient supporting documentation and documentation covering negotiated settlements), and any other supporting documents that would substantiate, reconcile or refute any charges and/or expenditures related to this Agreement.

(b) Duration of Right to Inspect. For the purpose of such audits, inspections, examinations, evaluations and/or reproductions, SBBC's agent or authorized representative shall have access to HANDY Records from the effective date of this Agreement, for the duration of the term of this Agreement, and until the later of five (5) years after the termination of this Agreement or five (5) years after the date of final payment by SBBC to HANDY pursuant to this Agreement.

(c) Notice of Inspection. SBBC's agent or its authorized representative shall provide HANDY reasonable advance notice (not to exceed two (2) weeks) of any intended audit, inspection, examination, evaluation and or reproduction.

(d) Audit Site Conditions. SBBC's agent or its authorized representative shall have access to HANDY facilities and to any and all records related to this Agreement, and shall be provided adequate and appropriate work space in order to exercise the rights permitted under this section.

(e) Failure to Permit Inspection. Failure by HANDY to permit audit, inspection, examination, evaluation and/or reproduction as permitted under this Section shall constitute grounds for termination of this Agreement by SBBC for cause and shall be grounds for the denial of some or all of any HANDY claims for payment by SBBC.

(f) Overcharges and Unauthorized Charges. If an audit conducted in accordance with this Section discloses overcharges or unauthorized charges to SBBC by HANDY in excess of two percent (2%) of the total billings under this Agreement, the actual cost of SBBC's audit shall be paid by HANDY. If the audit discloses billings or charges to which HANDY is not contractually entitled, HANDY shall pay said sum to SBBC within twenty (20) days of receipt of written demand under otherwise agreed to in writing by both parties.

(g) Inspection of Subcontractor's Records. HANDY requires any and all subcontractors, insurance agents and material suppliers (hereafter referred to as "Payees") providing services or goods with regard to this Agreement to comply with the requirements of this section by insertion of such requirements in any written subcontract. Failure by HANDY to include such requirements in any subcontract shall constitute grounds for termination of this Agreement by SBBC for cause and shall be grounds for the exclusion of some or all of any Payee's costs from amounts payable by SBBC HANDY pursuant to this Agreement and such excluded costs shall become the liability of HANDY.

(h) Inspector General Audits. HANDY shall comply and cooperate immediately with any inspections, reviews, investigations, or audits deemed necessary by the Florida Office of the Inspector General or by any other state or federal officials.

2.18 Notice: When any of the parties desire to give notice to the other, such notice must be in writing, sent by U.S. Mail, postage prepaid, addressed to the party for whom it is intended at the place last specified; the place for giving notice shall remain such until it is



changed by written notice in compliance with the provisions of this paragraph. For the present, the Parties designate the following as the respective places for giving notice:

To SBBC: Superintendent of Schools  
The School Board of Broward County, Florida  
600 Southeast Third Avenue  
Fort Lauderdale, Florida 33301

With a Copy to: Director  
Career, Technical, Adult and Community Education Dept.  
1701 NW 23<sup>rd</sup> Ave  
Fort Lauderdale, FL 33311

To HANDY: President  
**Helping Abused, Neglected, Disadvantaged Youth, Inc.**  
501 NE 8<sup>th</sup> Street  
Fort Lauderdale, FL 33304

With a Copy to: Director of Classroom Programs  
**Helping Abused, Neglected, Disadvantaged Youth, Inc.**  
501 NE 8<sup>th</sup> Street  
Fort Lauderdale, FL 33304

2.19 **Background Screening:** HANDY agrees to comply with all requirements of Sections 1012.32 and 1012.465, Florida Statutes, and all of its personnel who (1) are to be permitted access to school grounds when students are present, (2) will have direct contact with students, or (3) have access or control of school funds, will successfully complete the background screening required by the referenced statutes and meet the standards established by the statutes. This background screening will be conducted by SBBC in advance of HANDY or its personnel providing any services under the conditions described in the previous sentence. HANDY shall bear the cost of acquiring the background screening required by Section 1012.32, Florida Statutes, and any fee imposed by the Florida Department of Law Enforcement to maintain the fingerprints provided with respect to HANDY and its personnel. The parties agree that the failure of HANDY to perform any of the duties described in this section shall constitute a material breach of this Agreement entitling SBBC to terminate immediately with no further responsibilities or duties to perform under this Agreement. HANDY agrees to indemnify and hold harmless SBBC, its officers and employees from any liability in the form of physical or mental injury, death or property damage resulting in HANDY failure to comply with the requirements of this Section or with Sections 1012.32 and 1012.465, Florida Statutes.

2.20 **Indemnification.** This section shall survive the termination of all performance or obligations under this Agreement and shall be fully binding until such time as any proceeding brought on account of this Agreement is barred by any applicable statute of limitations.

A. By SBBC: SBBC agrees to be fully responsible up to the limits of Section 768.28, Florida Statutes, for its acts of negligence, or its agent's acts of negligence when acting within the scope of their employment and agrees to be liable for any damages resulting from said negligence.

B. By HANDY: HANDY agrees to indemnify, hold harmless and defend SBBC, its agents, servants and employees from any and all claims, judgments, costs, and expenses including, but not limited to, reasonable attorney's fees, reasonable investigative and discovery costs, court costs and all other sums which SBBC, its agents, servants and employees may pay or become obligated to pay on account of any, all and every claim or demand, or assertion of liability, or any claim or action founded thereon, arising or alleged to have arisen out of the products, goods or services furnished by HANDY its agents, servants or employees; the equipment of HANDY, its agents, servants or employees while such equipment is on premises owned or controlled by SBBC; or the negligence of HANDY or the negligence of HANDY agents when acting within the scope of their employment, whether such claims, judgments, costs and expenses be for damages, damage to property including SBBC's property, and injury or death of any person whether employed by HANDY SBBC or otherwise.

2.21 **Insurance Requirements.** Vendor shall comply with the following insurance requirements throughout the term of this Agreement

- (a) **General Liability.** Limits not less than \$1,000,000 per occurrence for Bodily Injury/ Property Damage; \$1,000,000 General Aggregate. Limits not less than \$1,000,000 for Products/Completed Operations Aggregate.
- (b) **Professional Liability/Errors & Omissions.** Limit not less than \$1,000,000 per occurrence covering services provided under this contract. Deductible/SIR not to exceed \$50,000.
- (c) **Workers' Compensation.** Florida Statutory limits in accordance with Chapter 440; Employer's Liability limits not less than \$100,000/\$100,000/\$500,000 (each accident/disease-each employee/disease-policy limit).
- (d) **Auto Liability,** Owned, Non-Owned and Hired Auto Liability with Bodily Injury and Property Damage limits of not less than \$1,000,000 Combined Single Limit.
- (e) **Acceptability of Insurance Carriers.** The insurance policies shall be issued by companies qualified to do business in the State of Florida. The insurance companies must be rated at least A- VI by AM Best or Aa3 by Moody's Investor Service.
- (f) **Verification of Coverage.** Proof of the required insurance must be furnished by an Awardee to SBBC Risk Management Department by Certificate of Insurance within 15 days of notification of award. All certificates (and any

required documents) must be received and approved by SBBC before any work commences to permit Awardee time to remedy any deficiencies. FAX CERTIFICATES OF INSURANCE TO SBBC RISK MANAGEMENT AT 866-897-0424. Please include the Contract # and Title on the Certificate of Insurance. (Certificate Holder: School Board of Broward County, Florida, 600 Southeast Third Avenue, Fort Lauderdale, Florida 33301.)

- (g) Required Conditions. Liability policies must contain the following provisions. In addition, the following wording must be included on the Certificate of Insurance:
- a. The School Board of Broward County, FL, its members, officers, employees and agents are added as additional insured.
  - b. All liability policies are primary of all other valid and collectable coverage maintained by the School Board of Broward County, Florida.
- (h) Cancellation of Insurance. Vendors are prohibited from providing services under this contract with SBBC without the minimum required insurance coverage and must notify SBBC within two business days if required insurance is cancelled.

### **ARTICLE 3 – GENERAL CONDITIONS**

3.01 **No Waiver of Sovereign Immunity.** Nothing herein is intended to serve as a waiver of sovereign immunity by any agency or political subdivision to which sovereign immunity may be applicable or of any rights or limits to liability existing under Section 768.28, Florida Statutes. This section shall survive the termination of all performance or obligations under this Agreement and shall be fully binding until such time as any proceeding brought on account of this Agreement is barred by any applicable statute of limitations.

3.02 **No Third Party Beneficiaries.** The parties expressly acknowledge that it is not their intent to create or confer any rights or obligations in or upon any third person or entity under this Agreement. None of the parties intend to directly or substantially benefit a third party by this Agreement. The parties agree that there are no third party beneficiaries to this Agreement and that no third party shall be entitled to assert a claim against any of the parties based upon this Agreement. Nothing herein shall be construed as consent by an agency or political subdivision of the State of Florida to be sued by third parties in any matter arising out of any contract.

3.03 **Independent Contractor.** The parties to this agreement shall at all times be acting in the capacity of independent contractors and not as an officer, employee or agent of one another. Neither party or its respective agents, employees, subcontractors or assignees shall represent to others that it has the authority to bind the other party unless specifically authorized in writing to do so. No right to SBBC retirement, leave benefits or any other benefits of SBBC

employees shall exist as a result of the performance of any duties or responsibilities under this Agreement. SBBC shall not be responsible for social security, withholding taxes, contributions to unemployment compensation funds or insurance for the other party or the other party's officers, employees, agents, subcontractors or assignees.

3.04 **Equal Opportunity Provision.** The parties agree that no person shall be subjected to discrimination because of age, race, color, disability, gender identity, gender expression marital status, national origin, religion, sex or sexual orientation in the performance of the parties' respective duties, responsibilities and obligations under this Agreement.

3.05 **Termination.** This agreement may be canceled with or without cause by either party during the term hereof upon thirty (30) days written notice to the other party of its desire to terminate this Agreement. If this Agreement is terminated, SBBC shall pay HANDY for any services provided through the effective date of the termination.

3.06 **Default.** The parties agree that, in the event that either party is in default of its obligations under this Agreement, the non-defaulting party shall provide to the defaulting party (30) days written notice to cure the default. However, in the event said default cannot be cured within said thirty (30) day period and the defaulting party is diligently attempting in good faith to cure same, the time period shall be reasonably extended to allow the defaulting party additional cure time. Upon the occurrence of a default that is not cured during the applicable cure period, this Agreement may be terminated by the non-defaulting party upon thirty (30) days notice. This remedy is not intended to be exclusive of any other remedy, and each and every such remedy shall be cumulative and shall be in addition to every other remedy now or hereafter existing at law or in equity or by statute or otherwise. No single or partial exercise by any party of any right, power, or remedy hereunder shall preclude any other or future exercise thereof. Nothing in this section shall be construed to preclude termination for convenience pursuant to Section 3.05.

3.07 **Annual Appropriation.** The performance and obligations of SBBC under this Agreement shall be contingent upon an annual budgetary appropriation by its governing body. If SBBC does not allocate funds for the payment of services or products to be provided under this Agreement, this Agreement may be terminated by SBBC at the end of the period for which funds have been allocated. SBBC shall notify the other party at the earliest possible time before such termination. No penalty shall accrue to SBBC in the event this provision is exercised, and SBBC shall not be obligated or liable for any future payments due or any damages as a result of termination under this section.

3.08 **Excess Funds.** Any party receiving funds paid by SBBC under this Agreement agrees to promptly notify SBBC of any funds erroneously received from SBBC upon the discovery of such erroneous payment or overpayment. Any such excess funds shall be refunded to SBBC.

3.09 **Public Records.** Each party shall maintain its own respective records and documents associated with this Agreement in accordance with the records retention requirements applicable to public records. Each party shall be responsible for compliance with any public

documents request served upon it pursuant to Section 119.07, Florida Statutes, and any resultant award of attorney's fees for non-compliance with that law.

3.10 **Student Records**: Notwithstanding any provision to the contrary within this Agreement, any party contracting with SBBC under this Agreement shall fully comply with the requirements of Sections 1002.22 and 1002.221, Florida Statutes; FERPA, and any other state or federal law or regulation regarding the confidentiality of student information and records. Each such party agrees, for itself, its officers, employees, agents, representatives, contractors or subcontractors, to fully indemnify and hold harmless SBBC and its officers and employees for any violation of this section, including, without limitation, defending SBBC and its officers and employees against any complaint, administrative or judicial proceeding, payment of any penalty imposed upon SBBC, or payment of any and all costs, damages, judgments or losses incurred by or imposed upon SBBC arising out of a breach of this covenant by the party, or an officer, employee, agent, representative, contractor, or sub-contractor of the party to the extent that the party or an officer, employee, agent, representative, contractor, or sub-contractor of the party shall either intentionally or negligently violate the provisions of this section or of Sections 1002.22 and/or 1002.221, Florida Statutes. In addition to the requirements under this section HANDY shall comply with the requirements of **Exhibit B** Safeguarding the Confidentiality of Student Records and Information.

3.11 **Compliance with Laws**. Each party shall comply with all applicable federal, state and local laws, SBBC policies, codes, rules and regulations in performing its duties, responsibilities and obligations pursuant to this Agreement.

3.12 **Place of Performance**. All obligations of SBBC under the terms of this Agreement are reasonably susceptible of being performed in Broward County, Florida and shall be payable and performable in Broward County, Florida.

3.13 **Governing Law and Venue**. This Agreement shall be interpreted and construed in accordance with and governed by the laws of the State of Florida. Any controversies or legal problems arising out of this Agreement and any action involving the enforcement or interpretation of any rights hereunder shall be submitted to the jurisdiction of the State courts of the Seventeenth Judicial Circuit of Broward County, Florida.

3.14 **Entirety of Agreement**. This document incorporates and includes all prior negotiations, correspondence, conversations, agreements and understandings applicable to the matters contained herein and the parties agree that there are no commitments, agreements or understandings concerning the subject matter of this Agreement that are not contained in this document. Accordingly, the parties agree that no deviation from the terms hereof shall be predicated upon any prior representations or agreements, whether oral or written.

3.15 **Binding Effect**. This Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective successors and assigns.

3.16 **Assignment**. Neither this Agreement nor any interest herein may be assigned, transferred or encumbered by any party without the prior written consent of the other party.

There shall be no partial assignments of this Agreement including, without limitation, the partial assignment of any right to receive payments from SBBC.

3.17 **Incorporation by Reference.** Exhibit A and B attached hereto and referenced herein shall be deemed to be incorporated into this Agreement by reference.

3.18 **Captions.** The captions, section designations, section numbers, article numbers, titles and headings appearing in this Agreement are inserted only as a matter of convenience, have no substantive meaning, and in no way define, limit, construe or describe the scope or intent of such articles or sections of this Agreement, nor in any way affect this Agreement and shall not be construed to create a conflict with the provisions of this Agreement.

3.19 **Severability.** In the event that any one or more of the sections, paragraphs, sentences, clauses or provisions contained in this Agreement is held by a court of competent jurisdiction to be invalid, illegal, unlawful, unenforceable or void in any respect, such shall not affect the remaining portions of this Agreement and the same shall remain in full force and effect as if such invalid, illegal, unlawful, unenforceable or void sections, paragraphs, sentences, clauses or provisions had never been included herein.

3.20 **Preparation of Agreement.** The parties acknowledge that they have sought and obtained whatever competent advice and counsel as was necessary for them to form a full and complete understanding of all rights and obligations herein and that the preparation of this Agreement has been their joint effort. The language agreed to herein expresses their mutual intent and the resulting document shall not, solely as a matter of judicial construction, be construed more severely against one of the parties than the other.

3.21 **Amendments.** No modification, amendment, or alteration in the terms or conditions contained herein shall be effective unless contained in a written document prepared with the same or similar formality as this Agreement and executed by each party hereto.

3.22 **Waiver.** The parties agree that each requirement, duty and obligation set forth herein is substantial and important to the formation of this Agreement and, therefore, is a material term hereof. Any party's failure to enforce any provision of this Agreement shall not be deemed a waiver of such provision or modification of this Agreement unless the waiver is in writing and signed by the party waiving such provision. A written waiver shall only be effective as to the specific instance for which it is obtained and shall not be deemed a continuing or future waiver.

3.23 **Force Majeure.** Neither party shall be obligated to perform any duty, requirement or obligation under this Agreement if such performance is prevented by fire, hurricane, earthquake, explosion, wars, sabotage, accident, flood, acts of God, strikes, or other labor disputes, riot or civil commotions, or by reason of any other matter or condition beyond the control of either party, and which cannot be overcome by reasonable diligence and without unusual expense ("Force Majeure"). In no event shall a lack of funds on the part of either party be deemed Force Majeure.

3.24 **Survival.** All representations and warranties made herein, indemnification obligations, obligations to reimburse SBBC, obligations to maintain and allow inspection and audit of records and property, obligations to maintain the confidentiality of records, reporting requirements, and obligations to return public funds shall survive the termination of this Agreement.

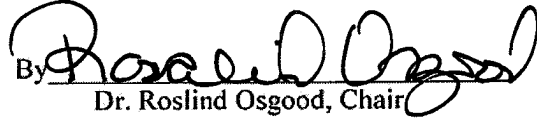
3.25 **Authority.** Each person signing this Agreement on behalf of either party individually warrants that he or she has full legal power to execute this Agreement on behalf of the party for whom he or she is signing, and to bind and obligate such party with respect to all provisions contained in this Agreement.

**IN WITNESS WHEREOF**, the Parties hereto have made and executed this Agreement on the date first above written.


**FOR SBBC**

(Corporate Seal)

THE SCHOOL BOARD OF BROWARD  
COUNTY, FLORIDA

By   
Dr. Roslind Osgood, Chair

ATTEST:



Robert W. Runcie,  
Superintendent of Schools

Approved as to Form and Legal Content:



Digitally signed by Kathelyn Jacques-Adams  
DN: cn=Kathelyn Jacques-Adams, o=The School District of  
Broward County, Florida, ou=The Office of the General Counsel,  
email=kathelyn.jacques-adams@browardschools.com, c=US  
Date: 2016.07.20 11:26:50 -04'00'

Office of the General Counsel



**FOR HANDY**

(Corporate Seal)

**Helping Abused, Neglected,  
Disadvantage, Youth, Inc.**

ATTEST:

By

*[Handwritten Signature]*

\_\_\_\_\_, Secretary

-or-

*[Handwritten Signature]*  
Witness

*[Handwritten Signature]*  
Witness

STATE OF Florida

COUNTY OF Broward

The foregoing instrument was acknowledged before me this 18 day of July, 2016 by Evan Goldman of

Name of Person

Helping Abused Neglected Disadvantaged Youth Inc on behalf of the corporation/agency.  
Name of Corporation or Agency

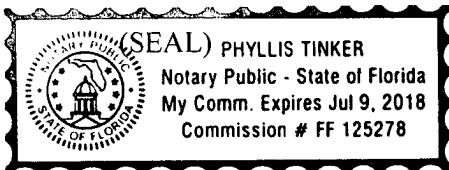
He/She is personally known to me or produced \_\_\_\_\_ as  
identification and did/did not first take an oath. Type of Identification

My Commission Expires:

*[Handwritten Signature]*  
Signature – Notary Public

Phyllis Tinker  
Printed Name of Notary

FF 125278  
Notary's Commission No.





**HANDY**  
 501 NE 8th Street  
 Fort Lauderdale, FL 33304  
 954-522-2911 Fax 954-522-2912

**INVOICE**

Customer	
Name	Broward County Schools, ICON
Address	1701 NW 23rd Avenue
City	Fort Lauderdale State FL ZIP 33311
Attn:	Amy Cadigan, Facilitator

Date	5/14/2014
Order No.	
Rep	
FOB	

Qty	Description	Unit Price	TOTAL
1	<b>10 Weeks of Life Skills Training at 8 High Schools</b>  Blanche Ely, Boyd Anderson, Deerfield Beach, McArthur, Stranahan, Piper, Dillard, and Fort Lauderdale High Schools	\$11,000.00	\$11,000.00

<b>Payment Details</b>	
<input type="radio"/>	Cash
<input checked="" type="radio"/>	Check
<input type="radio"/>	Credit Card
Name _____	
CC # _____	Expires _____

SubTotal	\$11,000.00
Shipping & Handling	
Taxes	State
<b>TOTAL</b>	<b>\$11,000.00</b>

Office Use Only

## Exhibit B

### **Safeguarding the Confidentiality of Student Records and Information**

The parties acknowledge that Sections 1002.022, 1002.221 and 1002.222, Fla. Stat. and the Family Educational Rights and Privacy Act (FERPA, 20 U.S.C. § 1232g) and its implementing regulations (34 C.F.R. Part 99), protect the privacy rights of students and their parents with respect to information and records created and/or maintained by public schools. The student personally identifiable information (PII) may be disclosed only in compliance with FERPA. Pursuant to FERPA, the information provided by SBBC shall be limited to that which is necessary to effectively serve the student.

Each party participating in this Agreement further agrees to:

(1) Hold the student records and information in strict confidence and not use or disclose except as required by this Agreement or as required or permitted by law unless the parent of a student provides prior written consent for their release. All shared student records will be disclosed only to those who have a need to access the information in order to perform their assigned duties in the performance of this Agreement. Absent consent from the parent or eligible student, student records and information will not be disclosed except as allowed by the aforementioned laws.

(2) Safeguard the student records through administrative, physical and technological safety standards to ensure adequate controls are in place to protect the student information in accordance with FERPA's privacy requirements.

(3) Continually monitor its operations and take all actions necessary to assure that the student information and records are safeguarded in accordance with the terms of this Agreement, and

(4) Ensure that all employees, appointees or agents of each party to this Agreement who are granted access to shared student records will have successfully completed (a) the background screening requirements under Section 435.04, Florida Statutes, under Level 2 screening standards and (b) a FERPA training webinar, as it may become available, at the U.S. Department of Education, Privacy Technical Assistance Center website:

<http://www2.ed.gov/policy/gen/guid/ptac/index.html>, <http://ptac.ed.gov/> including, but not limited to, <http://www2.ed.gov/policy/gen/guid/ptac/pdf/slides.pdf>

Each party to this Agreement agrees to notify the other party immediately upon discovery of a breach of confidentiality of student information and to take all necessary notification steps as may be required by federal and Florida law. A breach of the confidentiality requirements shall constitute grounds for immediate termination of this Agreement without advance notice. Any provisions within this Agreement concerning the resolution of disputes shall not be applicable to a breach of the requirements stated herein above.

This section shall survive the termination of all performance or obligations under this Agreement and shall be fully binding until such student records are returned to The School Board of Broward County, Florida ("SBBC") or disposed of in compliance with the applicable Florida Retention Schedules and a written acknowledgment of said disposition is provided to SBBC.