

AGREEMENT

THIS AGREEMENT is made and entered into as of this ____ day of _____, 2017, 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

**UNITED CEREBRAL PALSY OF BROWARD, PALM BEACH AND MID-COAST
COUNTIES INC.**

(doing business as **United Community Options of Broward, Palm Beach and Mid-Coast
Counties, Inc.**)

(hereinafter referred to as "Provider"),
whose principal place of business is
3117 Southwest 13th Court, Fort Lauderdale, Florida 33312

WHEREAS, SBBC recognizes the advantage of working cooperatively with community agencies to increase the number of prekindergarten children who receive special education; and

WHEREAS, Provider has the capability of providing special education to prekindergarten students with disabilities and medically fragile students.

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 July 1, 2017 and conclude on June 30, 2018.

2.02 **Eligibility.** Prekindergarten students with disabilities eligible to attend the Provider's program in accordance with meeting the State Board of Education Rules.

2.03 **Teacher Certification.** Provider will make available appropriately certified teachers according to the Florida Course Code Directory, Florida Statutes, and State Board of Education Rules.

SBBC, if necessary, will provide out-of-field waiver approval for teachers holding a Florida educator's certificate in an area other than Prekindergarten Primary or Preschool Education with a request from the Principal.

Provider will ensure that the contracted teacher be fingerprinted through FieldPrint and, if the contracted teacher does not already hold a valid Florida educator's certificate, that a Certificate Issuance Request form be submitted to the district's Talent Acquisition & Operations (Instructional Certification) Department. If the contracted teacher is not certified in one of the aforementioned areas of certification, the Provider must also submit a fully executed Out-of-Field Agreement form to the district's Talent Acquisition & Operations (Instructional-Certification) Department so Board approval can be obtained.

An applicant for renewal of a professional certificate must earn at least one college credit or the equivalent inservice points in instruction for teaching students with disabilities.

2.04 **Administrative Responsibility.** SBBC will assign an Exceptional Student Education designee to be responsible for reporting the instructional full-time equivalent (FTE) and maintaining necessary audit documentation. The Exceptional Student Education designee will authorize payment to the Provider on a monthly basis for eligible students with disabilities and be responsible for maintaining an audit file for funds paid to the Provider from the generated FTE.

Provider will administrate supervision of the instructional and program staff, including providing the Exceptional Student Education designee responsible for reporting the instructional and transportation FTE, with the documentation necessary to generate FTE and to fulfill audit requirements for eligible students.

Provider will adhere to the Office Special Education Programs (OSEP) Child Outcomes Reporting Requirements for Part C and Part B/619 Programs. Florida Department of Education has adopted the Battelle Developmental Inventory-Second Edition (BDI-II) as the instrument to gather the outcomes areas for state reporting. Provider must evaluate all the entering students utilizing the BDI-II within the first 30 calendar days of the child's eligibility. Provider must also evaluate all exiting students utilizing the BDI-II by the end of their last year of preschool or before dismissal of the program whichever comes first. A photocopy of the BDI-II protocol is to be sent to SBBC within two weeks of the evaluation in order to process the instrument for the state.

2.05 **Technical Assistance/Staff Training.** SBBC will provide technical assistance to the Provider in interpreting and implementing State Board of Education Rules and School Board policies related to eligibility and placement of students with disabilities, provision of therapy through on site observations, visits, and through speech language, occupational, or physical therapy team meetings.

Provider will provide 12 hours of release time annually for the instructional staff to attend inservice training jointly approved by SBBC and the Provider.

Provider will be responsible for training new staff hired after the initial training. SBBC will provide the Provider with a current copy of SBBC's Special Programs and Procedures document.

2.06 **Guidelines Medically Related Health Practices.** SBBC provides guidelines for medically related health services and procedures as outlined on the Coordinated Student Health Services website.

Provider is responsible for the purchase of necessary supplies related to the implementation of the health service practices.

Provider is responsible for the oversight of their assigned nurses on their campus. All nursing services must follow the Nurse Practice Act of Florida.

Students who attend the provider's facility with a SBBC contracted agency nurse, the school is responsible for the orientation of that nurse to their policies and procedures. All nurses within the provider's facility must collaborate regarding the health specifics of these students.

2.07 **Staffing.** SBBC will provide a person who is qualified to be the designee of the Executive Director of the Exceptional Student Education and Support Services Division to attend all initial eligibility and placement staffings. Provider will organize, coordinate and conduct individual educational plan (IEP) meetings, interims and reevaluations on students who are eligible students with disabilities as defined in Section 2.02 and are enrolled with the Provider.

2.08 **Program Review/Audit.** SBBC will reserve the right to review the instructional program provided by the Provider, and audit records and bookkeeping procedures in compliance with this contract. A 30 day written notice will be given prior to the audit, which will be conducted within 90 days after the end of the contract period. The written notice and the examination will be conducted by SBBC's Management Audit Department. Upon completion, a copy of the audit will be provided to the Provider.

Provider will allow appropriate staff of SBBC to formally audit the Provider instructional program, records, and bookkeeping procedures in compliance with this contract.

2.09 **Interagency Dispute Process.** In the event that a dispute arises between the parties regarding this Agreement during its term, the aggrieved party shall send a notice to the other party pursuant to Section 2.33 setting forth the basis of the dispute. The parties shall arrange for appropriate administrators to meet within 30 days of the service of said notice to attempt to amicably resolve the pending dispute. In the event that such efforts do not resolve the dispute, the aggrieved party may take such action, as it deems appropriate.

2.10 **Preschool Program Design.** Provider will provide a 180-day instructional program starting on August 21, 2017 and ending on June 06, 2018 for prekindergarten students with disabilities. Prekindergarten students will attend the instructional program as specified on their IEP. Full-time programs are scheduled for a minimum of 25 hours per week (unless the vacation schedule prohibits a full week's instruction). SBBC and Provider will mutually agree on the methodology, curriculum and assessment used to instruct preschool children with disabilities.

2.11 **Supervision.** Provider will provide supervision and evaluation of the instructional staff and therapists employed by the Provider.

2.12 **Parent Training.** SBBC will disseminate information to Provider about parent education programs and support groups for parents of students with disabilities.

Provider will disseminate information and notify parents/guardians of the availability of training opportunities and parent support groups.

2.13 **Classroom Equipment, Materials & Supplies** Provider will provide appropriate classroom and therapy furniture, equipment, technology, and instructional and evaluation materials and supplies which are developmentally appropriate for preschool students with disabilities.

2.14 **Individual Educational Plan (IEP)** Provider will ensure that an IEP (students ages three to five) with specific measurable educational goals and objectives have been established for each student with disabilities and implemented within a developmentally appropriate educational curriculum to meet each student's individualized needs.

The IEP shall be reviewed annually in accordance with State Board of Education Rules. Additional meetings to review and revise a student's IEP may be initiated by SBBC, Provider or the parent/guardian and conducted upon notification to all parties.

Provider will ensure that the parents of students are invited to participate in IEP meetings and drafts of the IEP are provided at least five days prior to the scheduled IEP meeting.

2.15 **Special Programs and Procedures.** SBBC will provide the Provider with a current copy of SBBC's Special Programs and Procedures document.

Provider will comply with SBBC's current Special Programs and Procedures document, procedures for due process, procedural safeguards and the protection of confidentiality of student records, and assure that parents are provided with access to and copies of their child's records.

2.16 **Communication.** Provider will allow appropriate personnel of SBBC to confer with staff in matters regarding student screening, evaluation, eligibility, placement and IEP development.

Provider will allow assigned appropriate SBBC support staff access to classroom and student records associated with SBBC preschool programs at all times.

2.17 **Custodial Services.** Provider will provide daily custodial services to keep the classrooms clean and disinfected.

2.18 **Class Size.** Provider will adhere to the Florida Department of Education's Class Size Reduction Amendment. Such amendment sets the maximum number of students assigned to each teacher is eighteen students in prekindergarten. Provider will ensure that pupil/teacher ratios do not exceed 6-to-1 for prekindergarten students with disabilities in a self-contained class with specialized needs, 3-to-1 for prekindergarten students in a self-contained class with intensive needs or 9-to-1 for prekindergarten students with disabilities in the integrated class. The Provider's President/CEO and SBBC Exceptional Student Education (ESE) and Support Services Executive Director or designee must mutually agree upon exceptions to these ratios.

2.19 **Attendance/Quarterly Progress Reports.** Provider will report the attendance of the students as directed by the ESE and Support Services designee who is responsible for reporting the FTE and maintaining audit documentation. In addition, quarterly progress reports

on the student's progress in meeting the educational goals shall be developed for each student and sent to the parent on a quarterly basis.

2.20 **Health/Safety Standards and Legal Compliance.** Provider will secure fire inspections and health, safety and sanitation inspections annually from agencies having jurisdiction. Provider will comply with local or state standards for health and safety of the students whichever are more stringent. Said inspections shall be in strict compliance with handicapped accessibility codes, NFPA 101; Life Safety 101, Section 4A-36, F.A.C and State Requirements for Educational Facilities (SREF).

A copy of the following annual inspections shall be furnished to SBBC's representative with the first invoice:

Broward County Child Care Licensing Report
Fire Department Inspection
Broward County Food Services Inspection
State of Florida Sanitation Certificate

Since these inspections are conducted at different times throughout the year; Provider shall send SBBC an updated copy after each new inspection.

Provider shall abate any violations cited in the aforementioned reports within the time limits prescribed by the inspecting agency.

Provider will prohibit smoking at the site to be in compliance with the Pro-Children Act of 1994.

Provider will comply with applicable provisions of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1974, Section 504 of the Rehabilitation Act of 1973.

Provider will prohibit any policy or procedure, which results in discrimination on the basis of age, color, disability, gender, national origin, marital status, race, religion or sexual orientation.

2.21 **Therapy Services.** Provider will provide licensed occupational therapists (OTR) or certified occupational therapy assistants (COTA), physical therapists (PT) and physical therapy assistants (PTA) and speech-language pathologists (SLP) or speech language pathology assistants (SLPA) as needed to implement IEPs, with no out-of-field waivers permitted. The supervising occupational, physical therapists and certified and/or licensed SLPs must attend all IEP meetings and perform all evaluations including the BDI-II for exiting preschoolers.

Provider will send therapists and assistants to a minimum of one scheduled team meeting annually for any or all of the following: 1) training in policies and procedures 2) in-service training 3) participation in therapy program development 4) sharing information among therapists in both agency and school system programs.

Provider will ensure that new therapists and assistants participate in an orientation and training session prior to attending staffings.

Provider will provide occupational and physical therapy and speech-language evaluations on students who may be eligible for a related service who are enrolled with the Provider as defined by Section 2.02.

2.22 **Substitutes.** Provider will provide a substitute teacher and paraprofessional according to SBBC policy for each teacher and paraprofessional who is not in their designated classroom for one or more days.

2.23 **Food Services.** SBBC will make available to the Provider the district's food services program for students to purchase or to participate in the free and reduced breakfast and lunch program when eligible.

Provider will ensure that refrigeration is available for students' lunches brought from home.

2.24 **Early Release.** Provider will provide six (6) early release days to coincide with SBBC's approved 2017-2018 calendar. Provider will implement a program of staff development activities on those days as set forth on **Exhibit A**.

2.25 **Publicity.** Provider will identify SBBC's role as a Provider of instructional services for preschool students with disabilities in any and all public documents, brochures, videos, and newsletters, which are developed for the preschool program.

2.26 **Disputes.** Provider will resolve any complaints or disputes brought to the Provider by SBBC. Potential methods of resolving disputes include informal meetings, mediation, and conferences.

2.27 **Insurance Requirements.** **GENERAL LIABILITY:** Limits shall not be less than \$1,000,000 per occurrence for Bodily Injury/ Property Damage; \$2,000,000 General Aggregate.

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.

If the Provider does not own any vehicles, hired and non-owned automobile liability coverage in the amount of \$1,000,000 will be accepted. **In addition, an affidavit** must be furnished to SBBC indicating the following: (PROVIDER Name) does not own any vehicles. In the event insured acquires any vehicles throughout the term of this agreement, insured agrees to provide proof of "Any Auto" coverage effective the date of acquisition.

WORKER'S COMPENSATION: Florida Statutory limits in accordance with Chapter 440; Employer's Liability limits not less than \$500,000/\$500,000/\$500,000 (each accident/disease-each employee/disease-policy limit).

PROFESSIONAL LIABILITY: Limits shall not be less than \$1,000,000 per occurrence covering services provided under the contract.

SEXUAL ABUSE/MOLESTATION: Minimum limit of not less than \$1,000,000 for each Wrongful Act. Coverage must be specifically referenced on the certificate of insurance.

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.

CANCELLATION OF INSURANCE: Providers 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.

THE FOLLOWING MUST BE ON THE EVIDENCE/CERTIFICATE OF INSURANCE:

- Certificate Holder: School Board of Broward County, 600 Southeast Third Avenue, Fort Lauderdale, Florida 33301.
- The School Board of Broward County, FL, its members, officers, employees and agents are added as additional insured.
- All liability policies are primary of all other valid and collectable coverage maintained by the School Board of Broward County, Florida.

Prior the Provider's Certificate of Insurance reaching its expiration, the Provider will provide SBBC with an updated certificate of Insurance renewal.

*Please **do not** mail or email certificates of insurance.*

2.28 **EdPlan.** Provider will make available a meeting room with Internet access to be used to access Easy IEP during all IEP meetings and a projector to display the IEP at the staffing.

2.29 **Extended School Year (ESY).** Provider will ensure, on an individual basis, that ESY services are available if a student's IEP committee determines the eligibility and the need for these services are met in accordance with the SBBC ESY criteria.

2.30 **Payment.** SBBC will provide program funding annually for the 180-day program for each student who is determined eligible as a prekindergarten student with disabilities according to State Board of Education Rules and who is enrolled in membership and in attendance at the Provider's special education program during each of the FTE survey periods. Payment shall be equal to 95% of the FTE revenue generated through the Florida Educational Finance Program (FEFP) base allocation, guarantee allocation, and categorical funding (instructional materials, discretionary local effort, proration and discretionary lottery). Funding for the first semester will begin with a projected allocation based on the student enrollment count taken on the tenth day of the 180-day school calendar for the August and September payments. The total first semester allocation will then be adjusted to the number of students eligible during the October FTE Survey week, and the October through December payments will capture the increase or decrease in the allocation. Funding for the second semester will begin with a projected allocation based on the number of students eligible during the October FTE Survey week for the January payment. The total second semester allocation will then be adjusted to the number of students eligible during the February FTE Survey week, and February through May payments will capture the increase or decrease. Payments will be made by SBBC within the time indicated by the Florida Prompt Payment Act. Payment will be provided for the instructional program which includes classroom instruction and therapy services for a maximum of 25 hours per student. For the June and July FTE Survey period, the Provider will receive payment equal to

95% of the FTE revenue generated through FEFP base allocation, guarantee allocation, and categorical funding (instructional materials, discretionary local effort, proration and discretionary lottery) for each student meeting eligibility requirements for and receiving ESY instruction. SBBC will pay the amount agreed upon and named in this Agreement within thirty (30) days of receipt of the invoice.

If during the term of this Agreement the State of Florida reduces the amount the district receives under the Florida Educational Finance program by more than 3%, a pro-rata reduction will be passed on to the contracting agency. In the event Provider violates any state law, State Board of Education rule, or SBBC policy, Provider shall reimburse SBBC for the full amount of the loss. This provision shall remain in force, even if this Agreement is terminated, for a period of three (3) years or until all state audits are conducted, whichever occurs first. This Agreement shall have effect from July, 2017 to June 30, 2018. The projected total cost to the SBBC not to exceed \$933,865.00 per school year, unless this Agreement is amended by the parties.

2.31 **Transportation.** SBBC will contract with Provider to provide pupil transportation services for eligible exceptional students as defined in Section 2.02. SBBC will pay \$34.24 per student for students who physically rode the bus one day during the Florida Education Finance Program (FEFP) window and are enrolled in program. Provider will be paid for two invoicing periods; October and February.

Provider will organize, coordinate, administer, supervise and operate pupil transportation services as follows:

1. Pupil transportation services for disabled prekindergarten students shall be provided from:
 - a. The student's official pickup point to the Provider.
 - b. Return from the Provider to the student's official pickup point or to a location specified and agreed to by the students' parents or guardian.
2. Pupil transportation services shall be provided in compliance with the following provisions:
 - a. Vehicles shall be operated by or contracted for by the Provider.
 - b. Drivers and attendants and/or any and all personnel who ride on or who shall be in attendance on the bus at the time students are on the bus shall be an employee of the Provider or a volunteer at the providers and receive clearance from SBBC through fingerprinting and security checks, or go through the HRS security clearance procedures.
 - c. Individual employees assigned to drive at the time students are on the bus shall be licensed by the Florida State Department of Highway Safety and Motor Vehicles, Drivers License Division to operate a vehicle of this size and type.
 - d. Provider will develop policies and procedures concerning the transportation of students and ensure that appropriate personnel are given an orientation regarding these procedures. Policies and procedures shall not be in conflict with any policy or procedure of SBBC (www.pupiltrans.org) (www.fldoe.org/transportation).

3. All vehicles under the terms of this contract shall meet the following standards:
 - a. Provider shall meet all insurance requirements of SBBC and the State of Florida and agree to maintain insurance in accordance with the following:
 - 1) Auto Liability Insurance with bodily injury limits of no less than \$1,000,000.00 per occurrence. SBBC shall be named as an additional insured.
 - 2) Worker's Compensation and Employer's Liability Insurance with statutory limits.
 - 3) Hold harmless clause.
 - b. Equipped with seatbelts, car seats or wheelchair securement devices (where appropriate), which are used at all times to secure students while being transported.
 - c. Maintained to Original Equipment Manufacturers (EOM) standards and comply with the requirements FMVSS, Department of Education and SBBC.
 - d. All vehicles used by the provider must meet DOE transportation requirements (www.fldoe.org/transportation)
4. Special provisions for providing this transportation service shall be those listed below:
 - a. Provider will provide for FTE survey counts using the same forms and providing the same information as that required of bus drivers serving the Public Schools.
 - b. If Provider purchases a management letter as part of an annual audit the management letter must be received by SBBC one hundred and twenty (120) days following the close of the Provider's fiscal year.
 - c. If at any time an employee of the Provider is aware of or suspects that child abuse or neglect has occurred, as defined in Chapter 415, F.S., that employee is required to immediately report such known or suspected abuse or neglect to the Department of Health and Rehabilitative Services by calling the Central Abuse Registry (1-800-96-ABUSE). Failure of Provider to immediately report known or suspected child abuse or neglect shall constitute breach of contract and may result in termination.
 - d. The operating calendar will be the same as the operating calendar of SBBC for elementary schools during the regular term and for summer school.
 - e. Provider will accommodate the special needs of the students being transported. Special needs as defined but not limited to; baby seats, lifts, assistance in entering and exiting a vehicle and adequate care and supervision of all students while in the vehicle, and with attendants on the bus where appropriate. All special needs must be specified in the student's IEP.
 - f. Special care will be given to assure the time limit spent on the vehicle is not excessive. No student should be required to spend time in excess of one hour on each one-way trip. Provider may be required to commission

- additional vehicles and employ additional drivers and attendants to ensure compliance with this provision.
- g. Provider will modify routes as student demographics change and will notify students and parents of all route changes.
 - h. Termination of transportation services for a student shall be consistent with the requirements for termination from the education program for which SBBC is contracting.
 - i. Vehicles shall be maintained in a safe operating condition in accordance with FS 1006. SBBC reserves the right to halt all processing of payments due under this contract until deficiencies in the safety of the vehicles are corrected.
 - j. Drivers shall maintain on the vehicle an updated list of all students assigned to the vehicle. This list shall contain as a minimum the name, address, telephone number, emergency telephone number and address, and the special needs of the student.
 - k. Provider shall ensure that all students and their families are notified of all changes in the route.
 - l. Shall complete SBBC FTE transportation survey.
5. As it relates to motor vehicle records, when hiring bus operators for the purpose of transporting students Provider shall require bus operators:
 - a. license to be checked at the initial time of employment.
 - b. license checked prior to the first day of fall semester.
 - c. license checked quarterly through out the school year.
 6. As it relates to drug testing, when employing bus operators for the purpose of transporting students the provider shall require bus operators to:
 - a. pre-employment drug test.
 - b. undergo random drug testing.
 - c. drug test as a result of reasonable suspicion.
 7. Provider shall require that bus operators meet DOT and/or DOE requirements for physical and dexterity testing.
(<http://www.flhsmv.gov/ddl/cdlmedicalcert.html>) (www.fldoe.org/transportation).
 8. As it relates to training Provider shall require bus operators to go through:
 - a. initial time of employment training based on vehicle and purpose of transportation.
 - b. minimum of eight hours of inservice training annually.
 9. Provider shall complete bus evacuation drills within the first 6 weeks of each semester (2) per school year.
 10. Schedule transportation services to accommodate SBBC six approved Early Release Days.

2.32 **Inspection of Provider's Records by SBBC.** Provider 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 Provider's

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 Provider or any of Provider's payees pursuant to this Agreement. Provider's 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. Provider's 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) Provider's Records Defined. For the purposes of this Agreement, the term "Provider's 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 Provider's 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 Provider pursuant to this Agreement.

(c) Notice of Inspection. SBBC's agent or its authorized representative shall provide Provider 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 Provider's 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 Provider 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 Provider's 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 Provider in excess of two percent (2%) of the total billings under this Agreement, the actual cost of SBBC's audit shall be paid by Provider. If the audit discloses billings or charges to which Insert Name is not contractually entitled, Provider 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. Provider shall require 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 Provider 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 to Provider pursuant to this Agreement and such excluded costs shall become the liability of Provider.

(h) Inspector General Audits. Provider 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.

2.33 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: Coordinator, Preschool ESE
Exceptional Student Education Department
1211 NW 33rd Terrace
Fort Lauderdale, Florida 33311

To United Cerebral Palsy: Executive Director
3117 Southwest 13th Court
Fort Lauderdale, Florida 33312

With a Copy to: Director, Preschool
3117 Southwest 13th Court
Fort Lauderdale, Florida 33312

2.34 Background Screening. Provider 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 Provider or its personnel providing any services under the conditions described in the previous sentence. Provider 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 Provider and its personnel. The parties agree that the failure of Provider 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. Provider 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 from Provider's failure to comply with the requirements of this Section or with Sections 1012.32 and 1012.465, Florida Statutes.

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 SBBC during the term hereof upon thirty (30) days written notice to the other parties of its desire to terminate this Agreement. SBBC shall have no liability for any property left on SBBC's property by any party to this Agreement after the termination of this Agreement. Any party contracting with SBBC under this Agreement agrees that any of its property placed upon SBBC's facilities pursuant to this Agreement shall be removed within ten (10) business days following the termination, conclusion or cancellation of this Agreement and that any such property remaining upon SBBC's facilities after that time shall be deemed to be abandoned, title to such property shall pass to SBBC, and SBBC may use or dispose of such property as SBBC deems fit and appropriate.

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.** The following provisions are required by Section 119.0701, Florida Statutes, and may not be amended. Provider shall keep and maintain public records required by SBBC to perform the services required under this Agreement. Upon request from SBBC's custodian of public records, Provider shall provide SBBC with a copy of any requested public records or to allow the requested public records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes, or as otherwise provided by law. Provider shall ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the Agreement's term and following completion of the Agreement if Provider does not transfer the public records to SBBC. Upon completion of the Agreement, Provider shall transfer, at no cost, to SBBC all public records in possession of Provider or keep and maintain public records required by SBBC to perform the services required under the Agreement. If Provider transfer all public records to SBBC upon completion of the Agreement, Provider shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If Provider keeps and maintains public records upon completion of the Agreement, Provider shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to SBBC, upon request from SBBC's custodian of public records, in a format that is compatible with SBBC's information technology systems.

IF A PARTY TO THIS AGREEMENT HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO ITS DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THE AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT 754-321-1900, REQUEL.BELL@BROWARDSCHOOLS.COM, RISK MANAGEMENT DEPARTMENT, PUBLIC RECORDS DIVISION, 600 SOUTHEAST THIRD AVENUE, FORT LAUDERDALE, FLORIDA 33301.

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.

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 or 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 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 **Contract Administration.** SBBC has delegated authority to the Superintendent of Schools or his/her designee to take any actions necessary to implement and administer this Agreement.

3.26. **Liability.** 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 employees' 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 Provider: Provider 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 Provider, its agents, servants or employees; the equipment of Provider Name, its agents, servants or employees while such equipment is on premises owned or controlled by SBBC; or the negligence of Provider or the negligence of Provider Name's 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 Provider, SBBC or otherwise.

3.27 **Travel.** Local travel shall not be billed as a reimbursable expense. Out of county travel and per diem may be allowable at the sole discretion of SBBC. SBBC has delegated authority to the Superintendent of Schools or his/her designee to provide prior approval to VENDOR for any and all travel and per diem. Should any out of county travel and/or per diem be allowed, then it shall be billed and reimbursed in compliance with the current or updated School Board Policy 3400 and/or other relevant School Board Policies.

3.28 **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

ATTEST:

By _____
Abby Freedman, Chair

Robert W. Runcie, Superintendent of Schools

Approved as to Form and Legal Content:

Janette M. Smith,
Esq.

Digitally signed by Janette M. Smith, Esq.
DN: cn=Janette M. Smith, Esq., o=The School Board of
Broward County, Florida, ou=General Counsel's Office,
email=janette.smith@browardschools.com, c=US
Date: 2017.05.15 16:19:06 -04'00'

Office of the General Counsel

FOR UNITED CEREBRAL PALSY OF BROWARD COUNTY, INC

(Corporate Seal)

UNITED CEREBRAL PALSY OF
BROWARD COUNTY, INC

ATTEST:

By Patricia Murphy

_____, Secretary

-or-

Laurie G. Mullane
Witness

[Signature]
Witness

The Following Notarization is Required for Every Agreement Without Regard to Whether the Party Chose to Use a Secretary's Attestation or Two (2) Witnesses.

STATE OF Florida

COUNTY OF Broward

The foregoing instrument was acknowledged before me this 11 day of May, 2017 by Patricia Murphy of UCPOF Broward County Inc, on behalf of the corporation/agency.

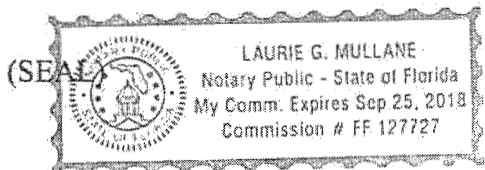
He/She is personally known to me or produced identification and did first take an oath. _____ as _____ Type of Identification

My Commission Expires: 9/25/18

Laurie G. Mullane
Signature - Notary Public

Laurie G. Mullane
Printed Name of Notary

FF 127727
Notary's Commission No.





"Exhibit A"

Early Beginnings Academy 2017-2018 Calendar

First and Second Quarter (First Semester)

August 16-18	Employee Planning/Inservice Day (3)	Wed.-Friday
August 21	First Day of School	Monday
September 4	Labor Day Holiday (1)	Monday
September 14	Early Release (1)	Thursday
September 21	Employee Planning/Inservice Day (4)	Thursday
October 19	Early Release (2)	Thursday
October 20	Employee Planning/Inservice Day (5)	Friday
November 10	Employee Planning/Inservice Day (6)	Friday (Veteran's Day)
November 16	Issue Report Cards	Thursday
November 22	Employee Planning/Inservice Day (7)	Wednesday
November 23-24	Thanksgiving Holiday (2, 3)	Thursday-Friday
December 22	Early Release (3)	Friday

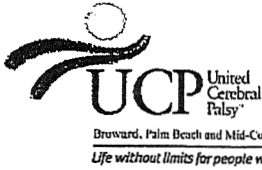
Third and Fourth quarter (Second Semester)

December 25	Holiday (4)	Monday
December 26-29	Winter Vacation days (1-4)	Tuesday-Friday
January 1, 2018	Holiday (5)	Monday
January 2-5	Winter Vacation days (5-8)	Tues.-Friday
January 8	Employee Planning/Inservice Day (8)	Monday
<u>January 9</u>	<u>Start 3rd Quarter</u>	Tuesday
January 15	Martin Luther King Holiday (6)	Monday
January 25	Issue Report Cards	Thursday
February 19	Employee Planning/Inservice Day (9)	Monday (President's Day)
February 22	Early Release (4)	Thursday
March 22	Early Release (5)	Thursday
March 23	Employee Planning/Inservice Day (10)	Friday
March 26-30	Spring Vacation days 9, 10, 11, 12, & 13	Mon.-Fri.
April 12	Issue Report Cards	Thursday
May 25	Employee Planning/Inservice Day (11)	Friday
May 28	Memorial Day Holiday (7)	Monday
June 6	Early Release (6) / Last Day	Wednesday
June 7	Graduation	Thursday
June 8	Employee Planning/Inservice Day (12)	Friday
June 27	Issue Report Cards	Wednesday

School is closed on all Holidays and no students are in attendance on Teacher Planning/Inservice Days

Rev. February 22, 2017

c:\calendar\2017-2018 Preschool Cal.



United Cerebral Palsy of Broward, Palm Beach and Mid-Coast Counties, Inc.

3117 SW 13th Court • Ft. Lauderdale, FL 33312 • (954) 584-7178 • Fax (954) 584-3151
3595 2nd Avenue, North • Lake Worth, FL 33461 • (561) 357-7779 • Fax (561) 357-7796
www.ucpsouthflorida.org

OFFICERS OF THE BOARD

February 10, 2017

Pat Murphy
Executive Director/Chief Program Officer

Norman Bonchick
Chairperson

Richard Rangel
Vice Chairperson

Craig Steinhart
Vice Chairperson

Jack Schillinger
Chairperson Emeritus

Ms. Sherry Swanson
Preschool Pre-K Liaison
Harbordale Elementary
900 SE 15th Street
Fort Lauderdale, FL 33316

Dear Ms. Swanson, *Sherry,*

MEMBERS OF THE BOARD

Jose "Pepe" Badia

Marianne Bennett

Darlene Boytell-Perez

Norma Echarte

P. Shields Ferber

Heidi Garwood

Karen M. Gottlieb

Marijane Gregg

Molly Hime

Tom McGinnis

Shaun Orcinolo

Patricia L. Riley

Eva Ritvo, M.D.

Charles A. Sampera

Laura Seigel

Peter D. Slavis, Esq.

Ruth Spivak

Anne Steinhart

Dwight Stephenson

This is United Cerebral Palsy of Broward, Palm Beach And Mid-Coast Counties, Inc. official intention to utilize the following Doing Business As name (DBA) effective April 1, 2017:

United Community Options of Broward, Palm Beach And Mid-Coast Counties, Inc.

Our legal name will remain United Cerebral Palsy of Broward, Palm Beach And Mid-Coast Counties, Inc. and all future contracts will continued to be signed with this name, with an additional "doing business as United Community Options of Broward, Palm Beach And Mid-Coast Counties, Inc."

Please see the attached fictitious name certificate.

Please let me know if further information is required and if a contract revision or amendment will be necessary. We are excited about this new name change as it reflects who we support and the wide array of programs we offer children and adults with disabilities.

Sincerely,

Patricia Murphy
Chief Program Officer/Executive Director

In Remembrance
Marjorie Schillinger

OFFICERS OF THE CORPORATION

Joseph A. Aniello, Ed.D.
President

Linda Gluck, CPA
CEO & CFO

Debbie Terenzio, Ed.D.
Vice President

cc: Leigh A. Kapps, Chief Operating Officer
Debbie Terenzio, Ed.D., Vice President
Linda Gluck, CPA, CEO & CFO
Alex Lopes, Preschool Supervisor
Richard Torres, Director of Preschool, Transportation and Maintenance



Life without limits for people with disabilities™
The Marie Wasie Center



State of Florida

Department of State

I certify from the records of this office that UNITED COMMUNITY OPTIONS OF BROWARD, PALM BEACH AND MID COAST COUNTIES is a Fictitious Name registered with the Department of State on December 30, 2016.

The Registration Number of this Fictitious Name is G16000141062.

I further certify that said Fictitious Name Registration is active.

I further certify that this office began filing Fictitious Name Registrations on January 1, 1991, pursuant to Section 865.09, Florida Statutes.

Given under my hand and the Great Seal of Florida, at Tallahassee, the Capital, this the Third day of January, 2017

Ken Rejzner

Secretary of State



Authentication ID: 400293761144-010317-G16000141062

To authenticate this certificate, visit the following site, enter this ID, and then follow the instructions displayed.
<https://efile.sunbiz.org/certauthver.html>