



# AGENDA REQUEST FORM

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

MEETING DATE: 2017-11-07 10:05 - School Board Operational Meeting

AGENDA ITEM: ITEMS

CATEGORY: FF. OFFICE OF ACADEMICS

DEPARTMENT: ESOL

Special Order Request  
 Yes  No

Time

Open Agenda  
 Yes  No

ITEM No.:  
FF-4.

TITLE:  
Agreement between The School Board of Broward County, FL and Close Up Foundation, Incorporated-Broward Parents in Action

REQUESTED ACTION:  
Approve agreement with Close Up Foundation to provide services under the Enhanced Instructional Opportunities for Recently Arrived Immigrant Children and Youth Grant for the Broward Parents in Action.

SUMMARY EXPLANATION AND BACKGROUND:  
The School Board of Broward County, FL is the recipient of a one-year grant to provide services to immigrant students. 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:  
The financial impact is \$50,000. This service follows Policy 3320 Section IX (A). The source of funds is Enhanced Instructional Opportunities for Recently Arrived Immigrant Children and Youth Grant. There is no additional financial impact to the district.

EXHIBITS: (List)  
(1) EXECUTIVE SUMMARY 2017-18\_ParentsInAction (2) Close Up Parents in Action - 20180259 10-16-17 (3) Broward County Parents In Action Agenda

BOARD ACTION:  
**APPROVED**  
(For Official School Board Records Office Only)

SOURCE OF ADDITIONAL INFORMATION:

Name: Victoria Saldala	Phone: 754-321-2589
Name: Daniel F. Gohl	Phone: 754-321-2618

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA  
Senior Leader & Title

Daniel Gohl - Chief Academics Officer

Signature  
Daniel F. Gohl  
10/23/2017, 3:02:00 PM

Approved In Open Board Meeting On: NOV 07 2017

By: *Abby M. Freedman*  
School Board Chair

**EXECUTIVE SUMMARY**

<b>Program</b>	Recently Arrived Immigrant Children and Youth Grant																																																														
<b>Funds Requested</b>	\$50,000.00																																																														
<b>Financial Impact Statement</b>	<p>At the Broward Parents in Action Summit the Close Up Foundation and Broward County Public Schools will work with parents to showcase what their children have accomplished and how they can continue to help their children to stay involved. Parents will also hear from the district and outside organizations about how they can help their children on the path to college. Curriculum design, program implementation, logistics, services, safety and security, liability and secondary health insurance, speakers and educational resources and materials will be provided by Close Up. All instructors meet the requirements of the Jessica Lunsford Act and fully insured through Close Up. The event will take place on Saturday, December 8, 2017.</p> <p>This agreement supports all schools that attended “Rally to the Tally for New Floridians” during the previous school year. Students (300), parents (300), plus a minimum of 30 educators from schools are invited.</p>																																																														
<b>Schools Included</b>	<p>High Schools across the district will have the opportunity to send students who participated in last year’s “Rally to the Tally” for New Floridians, to a two-day Youth Policy Summit. The summit will include a Youth Policy expo for local government officials and community members to interact with students in relation to their policy proposals.</p> <table border="1" data-bbox="488 1115 1533 1709"> <thead> <tr> <th>Name of High School</th> <th>Number of Eligible Slots</th> <th>Name of High School</th> <th>Number of Eligible Slots</th> </tr> </thead> <tbody> <tr> <td>Blanche Ely</td> <td>10</td> <td>Miramar</td> <td>10</td> </tr> <tr> <td>Boyd Anderson</td> <td>10</td> <td>Northeast</td> <td>10</td> </tr> <tr> <td>Coconut Creek</td> <td>10</td> <td>Monarch</td> <td>15</td> </tr> <tr> <td>Cooper City</td> <td>10</td> <td>Piper</td> <td>15</td> </tr> <tr> <td>Coral Glades</td> <td>10</td> <td>Plantation</td> <td>10</td> </tr> <tr> <td>Coral Springs</td> <td>10</td> <td>South Broward</td> <td>15</td> </tr> <tr> <td>Cypress Bay</td> <td>30</td> <td>South Plantation</td> <td>10</td> </tr> <tr> <td>Deerfield Beach</td> <td>10</td> <td>Stoneman Douglas</td> <td>15</td> </tr> <tr> <td>Everglades</td> <td>10</td> <td>Stranahan</td> <td>10</td> </tr> <tr> <td>Fort Lauderdale</td> <td>10</td> <td>Taravella</td> <td>10</td> </tr> <tr> <td>Flanagan</td> <td>10</td> <td>West Broward</td> <td>10</td> </tr> <tr> <td>Hollywood Hills</td> <td>10</td> <td>Western</td> <td>15</td> </tr> <tr> <td>McArthur</td> <td>15</td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>			Name of High School	Number of Eligible Slots	Name of High School	Number of Eligible Slots	Blanche Ely	10	Miramar	10	Boyd Anderson	10	Northeast	10	Coconut Creek	10	Monarch	15	Cooper City	10	Piper	15	Coral Glades	10	Plantation	10	Coral Springs	10	South Broward	15	Cypress Bay	30	South Plantation	10	Deerfield Beach	10	Stoneman Douglas	15	Everglades	10	Stranahan	10	Fort Lauderdale	10	Taravella	10	Flanagan	10	West Broward	10	Hollywood Hills	10	Western	15	McArthur	15						
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<b>Managing Department/School</b>	Bilingual/ESOL Department																																																														
<b>Source of Additional Information</b>	Victoria Saldala, Director, Bilingual/ESOL, 754-321-2589																																																														

<b>Project Description</b>	<p>This agreement with Close Up Foundation provides a “Broward County Youth Policy Summit” program as part of the Enhanced Instructional Opportunities for Recently Arrived Immigrant Children and Youth Grant. This agreement is aligned with the requirements of the one-year grant awarded to the District in the amount of \$1,178,001.66. This agreement acknowledges that Close Up Foundation is the provider of services to meet the grant parameters, which includes teaching students American civics, history, and government that will inspire them to become advocates for their communities.</p> <p>Close Up Foundations “Broward County Youth Policy Summit” program will teach students the actions local government can take to address issues that were identified by students during the “Rally to the Tally” state government program in the previous school year. Analysis of local and state public policy will offer insight to basic themes in American democracy that were introduced the previous year and foster confidence for active citizenship.</p>
<b>Evaluation Plan</b>	<p>The methods used to report the goals and objectives for improving Immigrant &amp; Youth achievement and program outcomes are as follows:</p> <ul style="list-style-type: none"><li>• Student and program outcomes for the Immigrant &amp; Youth Grant are communicated to parents, schools and community via the following websites: district (<a href="http://www.browardschools.com">www.browardschools.com</a>), department (<a href="http://esol.browardschools.com">http://esol.browardschools.com</a>) and parents (<a href="http://www.browarddesolparents.com">www.browarddesolparents.com</a>) in the district’s most frequently spoken languages;</li><li>• Performance reports are posted on the website and are accessible to all stakeholders. Parents have access to their child’s test data and current school records on Virtual Counselor (<a href="http://www.browardschools.com">www.browardschools.com</a>);</li><li>• The Immigrant &amp; Youth Grant Evaluation will be generated by the Research Specialist and posted on the website; and</li><li>• Information is also shared during the Parent Leadership Council meetings.</li></ul> <p>Reports for parents will be translated into targeted languages unless clearly not feasible.</p>

**CLOSE UP – BROWARD PARENTS IN ACTION AGREEMENT**

**THIS AGREEMENT** is made and entered into as of this 7<sup>th</sup> day of November 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

**CLOSE UP FOUNDATION, INCORPORATED**  
(hereinafter referred to as “Close Up”),  
A District of Columbia nonprofit corporation  
whose principal place of business is  
1330 Braddock Place, Suite 400, Alexandria, VA 22314.

**WHEREAS**, SBBC intends to provide enhanced instructional and community engagement opportunities for recently arrived immigrant students ; and

**WHEREAS**, as part of the Discovering Your Way series for high school students, SBBC will sponsor eligible students in 10<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup> grade and their parents to attend a civic, government, and youth policy program and exhibition in Broward, County; and

**WHEREAS**, Close Up desires to provide civic and government studies, materials, and education services for the program to satisfy SBBC’s enhanced instruction goals;

**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 December 7, 2017 and conclude on June 30, 2018.

2.02 Title. The program set out in this Agreement is titled “Close Up - Broward Parents in Action Summit.”

2.03 Scope of the Program. Close Up will provide materials and services to up to three hundred (300) high school students throughout the Broward County School District for a 1-day *Parents in Action Summit*, which includes student presentations, college sessions, and presentations from local partners. Close Up will conduct the program on December 9, 2017.

2.04 Services. Close Up will provide the curriculum design, secure space for the event, program implementation, logistics, breakfast, lunch, program speakers, and educational resources and materials to help them prepare for the program.

2.05 Fellowships. Close Up will accommodate thirty-two (32) educators from the school district who will attend the program on full fellowship.

2.06 Program Evaluation. Close Up will provide SBBS a pre- and post-program evaluation and a final program report.

2.07 Program Payment. SBBC will pay Close Up for the program materials and services in the amount of Fifty Thousand Dollars (\$50,000.00) as shown in the program budget in the Close Up proposal, appended hereto as **Exhibit 1**.

2.08 SBBC Responsibility – SBBC will provide vendor with the following student education records and parent data to enroll and register students for the program; and shall obtain and maintain written consent from the parent prior to disclosing same information from education records to Close Up:

- a. Student Name
- b. Parent Name
- c. Gender
- d. School
- e. Grade level

2.09 **Close Up Confidentiality of Education Records.**

(a) Notwithstanding any provision to the contrary within this Agreement, CLOSE UP shall:

1) fully comply with the requirements of Sections 1002.22, 1002.221, and 1002.222, Florida Statutes; the Family Educational Rights and Privacy Act, 20 U.S.C § 1232g (FERPA) and its implementing regulations (34 C.F.R. Part 99), and any other state or federal law or regulation regarding the confidentiality of student information and records;

2) hold any education records in strict confidence and not use or redisclose same except as required by this Agreement or as required or permitted by law unless the parent of each student or a student age 18 or older whose education records are to be shared provides prior written consent for their release;

3) ensure that, at all times, all of its employees who have access to any education records during the term of their employment shall abide strictly by its obligations under this Agreement, and that access to education records is limited only to its employees that

require the information to carry out the responsibilities under this Agreement and shall provide said list of employees to SBBC upon request;

4) safeguard each education record through administrative, physical and technological safety standards to ensure that adequate controls are in place to protect the education records and information in accordance with FERPA's privacy requirements;

5) utilize the education records solely for the purposes of providing products and services as contemplated under this Agreement; and shall not share, publish, sell, distribute, target advertise, or display education records to any third party;

6) notify SBBC immediately upon discovery of a breach of confidentiality of education records by telephone and email at 754-321-0300, [itsecurity@browardschools.com](mailto:itsecurity@browardschools.com) and 754-321-1900, [privacy@browardschools.com](mailto:privacy@browardschools.com); and take all necessary notification steps as may be required by federal and Florida law, including, but not limited to, those required by Section 501.171, Florida Statutes;

7) fully cooperate with appropriate SBBC staff, including Privacy Officer and/or Information Technology staff to resolve any privacy investigations and concerns in a timely manner;

8) prepare and distribute, at its own cost, any and all required breach notifications, under federal and Florida Law, or reimburse SBBC any direct costs incurred by SBBC for doing so, including, but not limited to, those required by Section 501.171, Florida Statutes;

9) be responsible for any fines or penalties for failure to meet breach notice requirements pursuant to federal and/or Florida law;

10) provide SBBC with the name and contact information of its employee who shall serve as SBBC's primary security contact and shall be available to assist SBBC in resolving obligations associated with a security breach of confidentiality of education records; and

11) securely erase education records from any media once that media equipment is no longer in use or is to be disposed; secure erasure will be deemed the deletion of the education records using a single pass overwrite Secure Erase (Windows) or Wipe (Unix).

(b) All education records shall remain the property of SBBC, and any party contracting with SBBC serves solely as custodian of such information pursuant to this Agreement and claims no ownership or property rights thereto and, upon termination of this Agreement shall, at SBBC's request, return to SBBC or dispose of the education records in compliance with the applicable Florida Retention Schedules and provide SBBC with a written acknowledgment of said disposition.

(c) CLOSE UP shall, 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. This section shall survive the termination of all performance required or conclusion of all obligations existing under this Agreement.

2.10 **Inspection of Close Up's Records by SBBC.** Close Up 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 Close Up'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 Close Up or any of Close Up's payees pursuant to this Agreement. Close Up'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. Close Up'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) **Close Up's Records Defined.** For the purposes of this Agreement, the term "Close Up'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 Close Up'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 Close Up pursuant to this Agreement.

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

(h) Inspector General Audits. Close Up 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.

2.11 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: Vicky B. Saldala  
Director, Bilingual/ESOL Department  
The School Board of Broward County, Florida  
600 Southeast Third Avenue  
Fort Lauderdale, Florida 33301

To Close Up: Eric Adydan  
Chief Operating Officer  
Close Up Foundation  
1330 Braddock Place, Suite 400  
Alexandria, Virginia 22314

With a Copy to: Jodi Miteva  
Vice President of Marketing, IT, and Transportation



Close Up Foundation  
1330 Braddock Place, Suite 400  
Alexandria, Virginia 22314

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

2.13 **Insurance Requirements.** Close Up shall comply with the following insurance requirements throughout the term of this Agreement.

(a) **General Liability.** Close Up shall maintain General Liability insurance during the term of this Agreement with limits not less than \$1,000,000 per occurrence for Bodily Injury/Property Damage; \$1,000,000 General Aggregate; and limits not less than \$1,000,000 for Products/Completed Operations Aggregate.

(b) **Professional Liability/Errors & Omissions.** Close Up shall maintain Professional Liability/Errors & Omissions insurance during the term of this Agreement with a limit of not less than \$1,000,000 per occurrence covering services provided under this Agreement.

(c) **Workers' Compensation.** Close Up shall maintain Workers' Compensation insurance during the term of this Agreement in compliance with the limits specified in Chapter 440, Florida Statutes, and Employer's Liability limits shall not be less than \$100,000/\$100,000/\$500,000 (each accident/disease-each employee/disease-policy limit).

(d) **Auto Liability.** Close Up shall maintain Owned, Non-Owned and Hired Auto Liability insurance 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 required under this Agreement shall be issued by companies qualified to do business in the State of Florida and having a rating of 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 Close Up to SBBC's Risk Management Department by Certificate of Insurance within fifteen (15) days of the date of this Agreement. To streamline this process, SBBC has partnered with EXIGIS Risk Management Services to collect and verify insurance documentation. All certificates (and any required documents) must be received and approved by SBBC's Risk Management Department before any work commences to permit Close Up to remedy any deficiencies. Close Up must verify its account information and provide contact details for its Insurance Agent via the link provided to it by email.

(g) Required Conditions. Liability policies must include the following terms on the Certificate of Insurance:

- 1) The School Board of Broward County, Florida, its members, officers, employees and agents are added as additional insured.
- 2) All liability policies are primary of all other valid and collectable coverage maintained by The School Board of Broward County, Florida.
- 3) Certificate Holder: The School Board of Broward County, Florida, c/o EXIGIS Risk Management Services, P.O. Box 4668-ECM, New York, New York 10163-4668.

(h) Cancellation of Insurance. Close Up is prohibited from providing services under this Agreement with SBBC without the minimum required insurance coverage and must notify SBBC within two business days if required insurance is cancelled.

(i) SBBC reserves the right to review, reject or accept any required policies of insurance, including limits, coverage or endorsements, herein throughout the term of this Agreement.

### **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. Close Up 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, Close Up 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. Close Up 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 Close Up does not transfer the public records to SBBC. Upon completion of the Agreement, Close Up shall transfer, at no cost, to SBBC all public records in possession of Close Up or keep and maintain public records required by SBBC to perform the services required under the Agreement. If Close Up transfer all public records to SBBC upon completion of the Agreement, Close Up shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If Close Up keeps and maintains public records upon completion of the Agreement, Close Up 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](mailto:REQUEL.BELL@BROWARDSCHOOLS.COM), RISK MANAGEMENT DEPARTMENT, PUBLIC RECORDS DIVISION, 600 SOUTHEAST THIRD AVENUE, FORT LAUDERDALE, FLORIDA 33301.**

3.10 **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.

3.11 **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.

3.12 **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.

3.13 **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.

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

3.15 **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.

3.16 **Incorporation by Reference.** Exhibits attached hereto and referenced herein shall be deemed to be incorporated into this Agreement by reference.

3.17 **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.

3.18 **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.

3.19 **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.

3.20 **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.

3.21 **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.

3.22 **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.

3.23 **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.

3.24 **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.

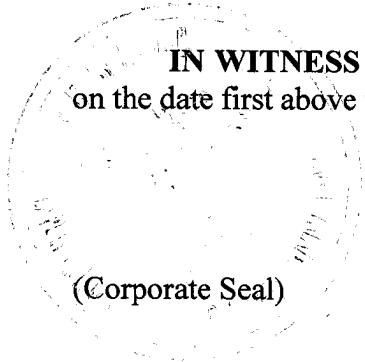
3.25 **Liability.** This section shall survive the termination of all performance or obligations under this Agreement and shall be fully binding until such time as any proceeding brought on account of this Agreement is barred by any applicable statute of limitations.

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 Close Up: Close Up 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 Close Up, its agents, servants or employees; the equipment of Close Up, its agents, servants or employees while such equipment is on premises owned or controlled by SBBC; or the negligence of Close Up or the negligence of Close Up’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 Close Up, SBBC or otherwise.

3.26 **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.



(Corporate Seal)

**FOR SBBC**

THE SCHOOL BOARD OF BROWARD  
COUNTY, FLORIDA

By Abby M. Freedman  
Abby M. Freedman, Chair

ATTEST:

Robert W. Runcie  
Robert W. Runcie, Superintendent of Schools

Approved as to Form and Legal Content:

Digitally signed by Kathelyn Jacques-  
Adams, Esq. - kathelyn.jacques-  
adams@gbrowardschools.com  
Reason: Close Up Foundation,  
Incorporated - Parents in Action  
Date: 2017.10.16 11:41:18 -04'00'

Kathelyn Jacques-Adams

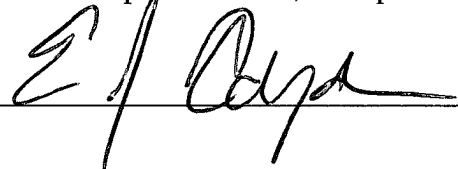
Office of the General Counsel

**FOR CLOSE UP**

(Corporate Seal)

ATTEST:

The Close Up Foundation, Incorporated

By 

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

-or-

Jodi Smitherg  
Witness

Judy Gundy  
Witness

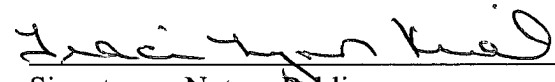
**The Following Notarization is Required for Every Agreement Without Regard to Whether the Party Chose to Use a Secretary's Attestation or Two (2) Witnesses.**

~~Commonwealth~~  
STATE OF Virginia  
CITY  
COUNTY OF Alexandria

The foregoing instrument was acknowledged before me this 16<sup>th</sup> day of October, 2017 by Eric Adydan of Close Up Foundation, on behalf of the corporation/agency.

Name of Person  
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:  
10/31/2017

  
Signature - Notary Public

Traci Lynn Krial  
Printed Name of Notary

(SEAL)

7281486  
Notary's Commission No.



# PROPOSAL

## EXHIBIT 1



**TO** • Vicky B. Saldala - Director  
Bilingual/ESOL Department  
**FROM** • Close Up Foundation  
**RE** • Close Up - Parents in Action  
**DATE** • September 22, 2017

**DESCRIPTION:** For Title III Immigrant Grant program to serve up to 300 high school students throughout the district, 300 parents and 50 total Broward County staff. At the Broward Parents in Action Summit the Close Up Foundation and Broward County Public Schools will work with parents to present what their children have accomplished and how they can continue to help their children to stay involved. Parents will also hear from the district and outside organizations about how they can help their children on the path to college. Curriculum design, program implementation, logistics, services, safety and security, liability and secondary health insurance, speakers and educational resources and materials will be provided by Close Up. All instructors meet the requirements of the Jessica Lunsford Act and fully insured through Close Up.

<u>Qty</u>	<u>Description</u>	<u>Unit Cost</u>	<u>Total Amt.</u>
625	Broward Immigrant Students, Parents and Educators	\$ 80.00	\$ 50,000.00
25	Broward County Staff	\$ 80.00	\$ 2,000.00
25	Broward Fellowships	\$ 80.00	\$ (2,000.00)
Balance Due: (Less Payment Rec'vd for Enrollees):			\$ 50,000.00
<b>TOTAL AMOUNT OF THIS INVOICE:</b>			<b><u>\$ 50,000.00</u></b>

For fastest service: Purchase orders should be faxed to 1-866-236-2015. Please call in School/District Credit Card payments to 703-706-3416.

Please make checks payable to *Close Up Foundation*, Incorporated, include a copy of the invoice, and mail payment to the following address:

Close Up Foundation, Incorporated  
1330 Braddock Place Suite 400  
Alexandria, VA 22314

If you have questions or need additional information, please contact us anytime by e-mail at [schoolaccounts@closeup.org](mailto:schoolaccounts@closeup.org) or by telephone at 703-706-3416 between 9:00 AM and 6:00 PM ET.

## ABOUT CLOSE UP

Close Up is a non-profit, non-partisan organization that educates and inspires young people to become informed and engaged citizens.

For more than 45 years, Close Up has partnered with schools across the country to design challenging and hands-on civic, history, and government based educational programs. Close Up programs complement classroom learning, develop critical thinking skills, and provide students with practical opportunities to connect their classroom studies to present-day events.

## PROGRAM INCLUDES:

- All program logistics and planning;
- Top notch instruction from trained educators;
- Custom designed curriculum and program schedule;
- Light breakfast;
- Lunch; and
- Liability insurance.

**PROGRAM OVERVIEW:** At the Broward Parents in Action Summit the Close Up Foundation and Broward County Public Schools will work with parents to present what their children have accomplished and how they can continue to help their children to stay involved. Parents will also hear from the district and outside organizations about how they can help their children on the path to college.

## SATURDAY, DECEMBER 9, 2017

8:00-9:00 AM

**Registration and Breakfast**

9:00-10:00 AM

**Close Up Facilitated Session**

Students will share their collective Close Up experience and Close Up will provide information on how parents and family members can support students' future civic engagement.

10:00-10:10 AM

**Break**

10:10 AM-12:10 PM

**Road to College Sessions**

Broward County Bilingual/ESOL Department will lead sessions on preparing families for college in Spanish, English, and Creole.

12:15-12:45 PM

**Partner Presentation and Lunch**

Hear from local partners that will offer continued opportunities for community engagement and college readiness.

12:45-1:00 PM

**Student Gallery**

Explore student proposals from Rally to the Tally and engage in discussions about ideas to better the community.





## OUR PROGRAM & MISSION

Close Up is a nonprofit that educates and inspires young people to become informed and engaged citizens. For more than 45 years, Close Up has pursued its mission by providing challenging, hands-on civic, history, and government based education programs for students and teachers in Washington, DC and on local programs. Using the nation's capital as a living classroom, participants get a "close up" view of government and democracy in action.

Since 1971, over 850,000 students and teachers have participated in our programs. Our participants come from all 50 states, U.S. territories, and Puerto Rico, as well as a growing number of countries around the world. Over 20,000 students and teachers have participated in our programs from the state of Florida. Our curriculum and instructional methods are designed to ensure full inclusion, engagement, and achievement among a broadly diverse population of student participants. Moreover, we craft a variety of civic education programs to serve the interests of schools, constituencies, and organizations seeking specifically focused curriculum or content themes.

In designing our programs and building a network of support for their success, we work closely with teachers, administrators, parents, and students nationwide, as well as with longstanding partners and funders such as the U.S. Congress, the Department of Education, and C-SPAN. Our programs are approved by the National Association of Secondary School Principals.

## TESTIMONIALS

*"Thank you for the opportunity for my daughter to learn, share and grow."*

– Milagros Ramirez, Cypress Bay High School, Parent

*"I left on May 26th as a normal student from Piper High School and I returned on May 29th as a future leader."*

– Camila Jesus, Piper High School, Student

*"The planning and execution on the part of the CLOSE UP organization was highly commendable. In addition to all of the educational attributes (reading, writing, listening, speaking, analytical thinking, problem solving, etc.), Broward County's character traits were exercised by students and adults throughout the week. As well, the students built their self-confidence and self-esteem; I have no doubt that they can now withstand challenges and adversity even better. This trip will also make me a better teacher/mentor/chaperone in many ways. Thank you for a wonderful experience. I hope this program thrives and continues to expand; it is well worth the investment."*

– Liz Brady, Coral Springs High School, Teacher