



AGENDA REQUEST FORM

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

ITEM No.:
EE-13.

MEETING DATE	2018-04-10 10:05 - School Board Operational Meeting
AGENDA ITEM	ITEMS
CATEGORY	EE. OFFICE OF STRATEGY & OPERATIONS
DEPARTMENT	Grants Administration

Special Order Request <input type="radio"/> Yes <input checked="" type="radio"/> No
Time
Open Agenda <input checked="" type="radio"/> Yes <input type="radio"/> No

TITLE:
Agreement with the Broward College Board of Trustees (United States Department of Education Teacher Pathway Initiative Grant)

REQUESTED ACTION:
Approve the Agreement between The School Board of Broward County, Florida and the Broward College Board of Trustees. The Agreement begins the day of full execution by all parties and ends on September 30, 2020.

SUMMARY EXPLANATION AND BACKGROUND:
The purpose of the High School Career and Technical Education (CTE) Teacher Pathway Initiative is to improve the supply of high school CTE teachers available to teach students in CTE programs aligned to In-Demand Industry Sectors where shortages of such teachers exist. Teacher Pathway Initiative grant funds will be allocated to Broward College to develop a preparatory course or Community of Practice for Business Education 6-12 and Engineering and Technology Education 6-12 certification. Costs related to the development of the course include faculty supplement and fringe benefits. The Agreement has been approved as to form and legal content by the Office of the General Counsel. This agreement will be executed after School Board approval.

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

FINANCIAL IMPACT:
Grant funds will cover the costs of the intended program. With this Agreement, Broward College will receive a \$136,998 subaward to support the activities and strategies of the Teacher Pathways Initiative. There is no additional financial impact to the District.

EXHIBITS: (List)
(1) Executive Summary (2) Broward College Agreement

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

SOURCE OF ADDITIONAL INFORMATION:	
Name: Stephanie R. Williams	Phone: 754-321-2260
Name: Enid Valdez	Phone: 754-321-8401

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

Maurice L. Woods - Chief Strategy & Operations Officer

Signature
Maurice Woods
3/23/2018, 3:26:11 PM

Approved In Open Board Meeting On:

APR 10 2018
By: *Nora Rupert*
School Board Chair

Agreement Executive Summary

Grant Program	United States Department of Education (USDOE): High School Career and Technical Education Teacher Pathways Initiative
Funds Available	\$136,998
Financial Impact Statement	The grant provided \$749,662 over three years to Broward County Public Schools. The source of funds is the United States Department of Education Office of Career, Technical, and Adult Education. With this agreement, Broward College will receive a \$136,998 subaward to support the activities and strategies of the Teacher Pathways Initiative.
Managing Department	Career, Technical, Adult, and Community Education (CTACE)
Source of Additional Information	1. Enid Valdez, Director – CTACE 754-321-8444 2. Stephanie R. Williams, Director – Grants Administration & Government Programs (GAGP) 754-321-2260
Project Description	<p>The purpose of the High School CTE Teacher Pathway Initiative is to improve the supply of high school Career and Technical Education (CTE) teachers available to teach students in CTE programs aligned to In-Demand Industry Sectors where shortages of such teachers exist.</p> <p>The District will pay for Broward College to develop a preparatory course or Community of Practice for Business Education 6-12 and Engineering and Technology Education 6-12 certification. Costs related to the development of the course include faculty supplement and fringe benefits.</p> <p>The District will reimburse Broward College for online delivery of the Business Education 6-12 course and delivery of the Engineering and Technology Education course through a Community of Practice to individuals selected. The District will reimburse Broward College for expenses incurred related to this project, including course tuition and fees, faculty supplements/salary, and indirect costs. The District will also reimburse Broward College for tuition and fee scholarships for Tuition Exchange Program participants up to \$1,000 per participant. The District will reimburse Broward College for two college courses and fees for participants preparing for the Engineering and Technology Education teacher certification.</p> <p>Broward College will assist pre-service teachers, Educator Preparation Institutes students and current teachers not certified in Business Education to prepare for the Florida Teacher Certification Examination in Business Education. Broward College will also assist a cohort of current teachers already certified in Business Education to prepare for the Florida Teacher Certification Examination in Engineering & Technology Education. The District will reimburse Broward College for the materials, supplies and additional resources involved in test preparation, including student Study Guides, use of test preparation software, course fees and certification fees.</p> <p>Contract terms: Full execution of the agreement through September 30, 2020.</p>
Evaluation Plan	Broward College shall establish and maintain books, records and documents (including electronic storage media) sufficient to reflect all income and expenditures of funds provided by the District under this agreement.
Alignment with Strategic Plan	This program aligns with District Strategic Plan Goal 1: High-Quality Instruction by ensuring the availability of high quality CTE teachers helping to reduce the District's CS/IT CTE teacher shortage. The program also supports the college and career readiness of Broward students by preparing them to fill high-wage, in-demand CS/IT occupations needed in Broward County.
Level of Support provided by GAGP	GAGP staff worked in collaboration with CTACE to develop the application and budget. Post-award, GAGP staff collaborated with program staff and the General Counsel's Office to finalize the agreement and drafted the executive summary for Board approval. GAGP staff will route the agreement for final signatures and maintain all subsequent archives. GAGP will track the grant in the system.

AGREEMENT

THIS AGREEMENT is made and entered into as of this 10th day of April 2018, 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

**THE DISTRICT BOARD OF TRUSTEES
OF BROWARD COLLEGE, FLORIDA**
(hereinafter referred to as "Broward College"),
whose principal place of business is
111 East Las Olas Boulevard, Fort Lauderdale, Florida 33301

WHEREAS, SBBC is the nation's sixth largest school system, serving more than 271,500 children in Pre-K-12 programs; and

WHEREAS, Broward College is the largest state institution of higher education in Broward County, serving more than 63,000 individuals in certification, certificate and degree programs, including its highly successful Teacher Education Preparation (TEP) Program and Educator Preparation Institute (EPI); and

WHEREAS, Many of SBBC teachers are graduates of BC's Baccalaureate program, working in schools across the district; and

WHEREAS, SBBC continues to seek highly qualified educators who can lead students into the Digital world through knowledge of technology applications; and

WHEREAS, Broward College will assist SBBC in this mission by developing and delivering online courseware that will prepare pre-service and current teachers to attain certification in this area; and

WHEREAS, Together, SBBC and Broward College will work meeting the instructional needs of the district as is described herein.

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 upon the execution of all parties and shall conclude on September 30, 2020.

2.02 **SBBC Disclosure of Employee Records.**

(a) SBBC will provide Broward College the records listed in 2.02 (b) for The Teacher Pathway Initiative grant.

(b) SBBC will provide Broward College with the following employee records:
SBBC Teacher Employee Names of those employees who have applied for the Teacher Pathway Initiative grant.

2.03 **Candidate Identification.** SBBC will identify current teachers for participation in the program. Broward College will identify pre-service teachers enrolled in either the Teacher Education Preparation (TEP) Program or the Educator Preparation Institute (EPI) Program. The objective is to increase secondary education teacher certification in Business Education by 100-110 students.

2.04 **Course Development.** SBBC will pay for Broward College to develop a preparatory course or Community of Practice for Business Education 6-12 and Engineering and Technology Education 6-12 certification. Costs related to the development of the course include faculty supplement and fringe benefits.

2.05 **Course Delivery.** SBBC will reimburse Broward College for online delivery of the Business Education 6-12 course and delivery of the Engineering and Technology Education course through a Community of Practice to individuals selected. SBBC will reimburse Broward College for expenses incurred related to this project, including Course Tuition and Fees, faculty supplements/salary and indirect costs. SBBC will also reimburse Broward College for tuition and fee scholarships for TEP program participants up to \$1,000 per participant. SBBC will reimburse Broward College for two college courses and fees for participants preparing for the Engineering and Technology Education teacher certification.

2.06. **Preparation for Certification in Business Education.** Broward College will assist pre-service teachers, EPI students and current teachers not certified in Business Education to prepare for the Florida Teacher Certification Examination in Business Education. Broward College will also assist a cohort of current teachers already certified in Business Education to

prepare for the Florida Teacher Certification Examination in Engineering & Technology Education. SBBC will reimburse Broward College for the materials, supplies and additional resources involved in test preparation, including student Study Guides, use of test preparation software, course fees and certification fees.

2.07. **Compensation.** Total compensation under this Subcontract for the period of performance shall not exceed \$136,998 unless amended by mutual written consent. Expenditures will be reimbursed in accordance with the approved budget and made a part hereof and after receipt of invoice and acceptance by SBBC of the services performed. Broward College acknowledges and agrees that SBBC shall only be required to compensate Broward College from funds received by the Prime Award.

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

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

(h) **Inspector General Audits.** Broward College 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.

2.09 Required Insurance. Each party acknowledges without waiving its right of sovereign immunity as provided by Section 768.28, Florida Statutes, that each party is self-insured for general liability under state law with coverage limits of \$200,000 per person and \$300,000 per occurrence, or such monetary waiver limits that may change and be set forth by legislature

2.10 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: Enid Valdez
The School Board of Broward County, Florida
Career, Technical, Adult and Community Education
1701 NW 23rd Avenue
Fort Lauderdale, Florida 33311

To Broward College: J. David Armstrong, Jr.
President
Broward College
111 East Las Olas Boulevard
Fort Lauderdale, FL 33301

With a Copy to: Kareen Torres
District Director, Grants Development
Broward College
111 East Las Olas Boulevard
Fort Lauderdale, FL 33301

2.11 Background Screening. Broward College 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 Broward College or its personnel providing any services under the conditions described in the previous sentence. Broward College 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 Broward College and its personnel. The parties agree that the failure of Broward College 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. To the extent permitted by law, Broward College 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 Broward College's failure to comply with the requirements of this Section or with Sections 1012.32 and 1012.465, Florida Statutes. Nothing herein shall be construed as a waiver by SBBC or Broward College of sovereign immunity or of any rights or limits to liability existing under Section 768.28, 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 Agreement.

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 **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.

3.05 **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. In the event of such termination, SBBC shall be entitled to a *pro rata* refund of any pre-paid amounts for any services scheduled to be delivered after the effective date of such termination. 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 **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.

3.07 **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.

3.08 **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 exclusively to the jurisdiction of the State courts of the Seventeenth Judicial Circuit of Broward County, Florida or to the jurisdiction of the United States District Court for the Southern District of Florida. Each party agrees and admits that the state courts of the Seventeenth Judicial Circuit of Broward County, Florida or the United States District Court for the Southern District of Florida shall have jurisdiction over it for any dispute arising under this Agreement.

3.09 **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.

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

3.11 **Assignment.** Neither this Agreement nor any interest herein may be assigned, transferred or encumbered by any party without the prior written consent of the other party. There shall be no partial assignments of this Agreement including, without limitation, the partial assignment of any right to receive payments from SBBC.

3.12 **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.

3.13 **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.

3.14 **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.

3.15 **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.

3.16 **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.

3.17 **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.

3.18 **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.

3.19 **Agreement 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.


3.20 **Counterparts and Multiple Originals.** This Agreement may be executed in multiple originals, and may be executed in counterparts, each of which shall be deemed to be an original, but all of which, taken together, shall constitute one and the same Agreement.

3.21 **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)

ATTEST:

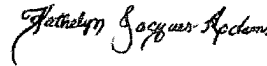

Robert W. Runcie, Superintendent of Schools

FOR SBBC

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

By 
Nora Rupert, Chair

Approved as to Form and Legal Content:



Digitally signed by Kathelyn Jacques-Adams, Esq.
- kathelyn.jacques-adams@gbrowardschools.com
Reason: The District Board of Trustees of Broward College, Florida
Date: 2018.03.22 08:56:17 -04'00'

Office of the General Counsel

FOR BROWARD COLLEGE

(Corporate Seal)

THE DISTRICT BOARD OF TRUSTEES
OF BROWARD COLLEGE, FLORIDA

ATTEST:

By _____

, Secretary

-or-

Witness

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 _____

COUNTY OF _____

The foregoing instrument was acknowledged before me this _____ day of _____, 20__ by _____ of _____

Name of Person

, on behalf of the corporation/agency.

Name of Corporation or Agency

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

My Commission Expires:

Signature – Notary Public

(SEAL)

Printed Name of Notary

Notary's Commission No.