

# AGREEMENT / CONTRACT REVIEW FORM

BOARD MEETING DATE:  
June 7, 2018  
WHEN BOARD APPROVAL IS REQUIRED DO NOT PLACE  
 ITEM ON AGENDA UNTIL REVIEW IS COMPLETED

Date Submitted: 4/30/18

Contact Name (Person Overseeing the Contract): Kathleen Moeller Telephone Number: 904-336-6951

School/Department Submitting Contract: Professional Development / St. Johns Country Day School

Vendor Name: Rubicon Atlas

Contract Title: Manage Change: Build Buy - IN + Commitment

Contract Type: New  Renewal  Amendment  Extension

Date Original Contract Approved: \_\_\_\_\_ Prior Year's Pricing: \_\_\_\_\_

Contract Term: June 14+15, 2018 Renewal Option(s): \_\_\_\_\_

Contract Cost: \$6,500 Flat rate Payment Schedule (Are the payments made monthly, when task is finished, etc): \_\_\_\_\_

Funding Source: Title IIA

Strategic Plan Tie-in Explanation: Initial training + support for curriculum mapping, design, and unit planning.

One day: teachers + One day: coaches

Background/Discussion/Research/Alternatives: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

If more space is needed, please attach Word document.

### CONTRACT REVIEW REQUIRED DOCUMENTS ATTACHED

- \_\_\_\_\_ Completed Contract Review Form
- \_\_\_\_\_ Original Contract and all Terms & Conditions that apply with the Contract
- \_\_\_\_\_ SIGNED SBCC Addendum A \*

\*This Statement MUST BE written on Original Contract: The terms and conditions included in Addendum A shall be incorporate into this agreement. If there are any conflicts in the language provided in the agreement and that of Addendum A, then the language provided in Addendum A shall prevail.)

### \_\_\_\_\_ Certificate of Insurance (COI) that meet these requirements:

COI must list the School Board of Clay County as Additional Insured and as Certificate Holder. Insurer must be rated as A- or better.

General Liability = \$1,000,000 Each Occurrence & \$2,000,000 General Aggregate.

Auto Liability = \$1,000,000 Combined Single Limit (\$5,000,000 for Charter Buses).

Workers' Compensation = \$100,000 Minimum [If exempt from Workers' Compensation Insurance they must sign a SBCC Release and Hold Harmless Form. If they are not exempt; they must provide Workers' Compensation COI.

### Approvals

### Comments

Superintendent:	Approved	Denied	
Review Date:			
District's Attorney:	Approved	Denied	
Review Date:			
Information & Technology:	Approved	Denied	
Review Date:			
Finance:	Approved	Denied	
Review Date:			
Insurance Certificate:	Approved	Denied	
Review Date:			
Purchasing:	Approved	Denied	
Review Date:			

SCHOOL BOARD OF CLAY COUNTY  
Consultant Services Agreement

Date 5/14/2018

Amy Meyers Rubicon (A Consultant) AGREES TO PROVIDE CONSULTANT

*Company Name, if paying Company*

SERVICES FOR INSERVICE TRAINING ACTIVITY TITLED Support Teachers as Curriculum Writer  
(Title of Workshops/Activity)

TO BE HELD AT St. Johns Country Day School ON June 14-15 2018  
(Location of Workshop/Activity) (Dates)

8am-3pm THE CONSULTANT FEE IS SET AT \$ 4250 PER HOUR/DAY PLUS \$ TBD  
(Times) *Flat Rate 6500.00*

FOR MILEAGE FOR A TOTAL CONSULTANT FEE AMOUNT OF \$ TBD *Flat Rate \$6500.00*

It is the intent of the parties to this agreement that a minimum of 25 ( ) attendees attend this training activity. In the event that attendance falls below the minimum number, the amount of the consultant fee shall be reduced by 0 for each unfilled available attendee position below the minimum attendance level set forth above. In the event that attendance is less than N/A attendees, this agreement may be cancelled by SBCC at any time prior to commencement of the presentation with no obligation for payment of the consultant fee.

This information is necessary for those who will be interacting with students using demonstrations of materials, etc.  
Liability Insurance:  Yes Policy # 52SBAAADLES1  No  Not Necessary

LIABILITY INSURANCE CARRIER Hartford Financial Insurance Group

POLICY LIMITS see attached certificate

MAILING ADDRESS: \_\_\_\_\_

*if company needs to meet our requirements*

*listed on Contract Review Form.*

E-MAIL ADDRESS: \_\_\_\_\_

TELEPHONE NUMBERS: HOME: ( ) - BUSINESS: ( ) - FAX: ( ) -

Consultant shall indemnify the School Board of Clay County, Florida (a School Board) and hold and save it harmless from and against any and all actions or causes of action, claims, demands, liabilities, loss, damage or expense of whatsoever kind and nature including attorney's fees, whether incurred under retainer or salary or otherwise, which the School Board shall or may at any time sustain or incur by reason of this Agreement, or which it may sustain or incur in connection with any litigation, investigation or expenses incident to such provision of this Agreement, including any suit instituted to enforce the obligations of this agreement of indemnification, and Consultant shall pay to School Board all sums of money, with interest which School Board shall or may loan, advance pay or cause to be paid, or become liable to pay on account of or in connection with this Agreement. In addition, Consultant shall pay to any party directed by the School Board for any loss, claim, damage or expense incurred by the School Board arising out of this Agreement. Consultant shall furnish to the School Board receipts of all claims, expenses, liabilities, damages paid by Consultant as a result of the Agreement.

Consultant, or any employees or volunteers employed or utilized by Consultant shall, at their own expense, undergo and pass a Level 2 background screening as required by sec. 1012.465 Florida Statutes prior to entering upon any School Board public school campus while students are present.

PLEASE SIGN, DATE AND RETURN THIS CONSULTANT SERVICES AGREEMENT WITHIN TEN WORKING DAYS KEEPING THE PINK COPY FOR YOUR RECORDS.

Amy Meyers  
(TYPE OR PRINT CONSULTANT NAME)

Amy Meyers  
(CONSULTANT SIGNATURE)

Outside Consultants must attach IRS form W9

5/14/18  
(DATE)

# Amy Meyers

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121 SW Salmon St. Ste 1200, Portland, OR 97204 | 541-513-1052 | ameyers@rubicon.com

## Experience

### **PROFESSIONAL DEVELOPMENT MANAGER | RUBICON INTERNATIONAL | 2016-PRESENT**

- Consulted with school and district administrators around the United States and in Europe to create a curriculum process by facilitating conversations to outline the overall mission and vision for the work. Determined concrete goals, timelines, and roles and responsibilities to make the process actionable
- Led tailored professional development for teachers around curriculum writing. Shared high-level information about unit planning, as well as concrete definitions and examples to provide teachers with a solid foundation to plan their curriculum
- Organized and presented at education events and conferences attended by 125+ educators on a wide range of topics relating to leadership process planning, school accreditation, coaching, and curriculum design
- Managed the creation and facilitation of webinars for software product training, curriculum development training, and guest presentations to strengthen knowledge and relationships with educators around the world

### **PORTFOLIO MANAGER | RUBICON INTERNATIONAL | 2013-2016**

- Managed curriculum implementations for portfolio including conducting strategic planning with administrators, reflecting on stakeholder analysis with teachers and administrators to build awareness and buy-in, planning and conducting training, and building an ongoing plan to reinforce the curriculum mapping process
- Developed and refined regional expertise to consult with school leadership on education policies including state-mandated academic standards, standardized assessment adoption, and state review. Consulting sessions enabled partner districts/schools to successfully navigate the political climate, analyze the state of their curriculum, and implement new policies
- Managed a portfolio of schools and districts representing 8% of corporate revenue. Worked with senior leadership to understand interaction with Rubicon services, identified schools at risk of ending partnership, and developed retention plans.

### **ASSISTANT DIRECTOR | MOTHER & CHILD EDUCATION CENTER | 2009-2013**

- With the Executive Director oversaw educational services to low-income at-risk families with an annual budget around \$150,000 serving approximately 1,200 families.
- Represented organization at community events including community health and volunteer fairs.
- Recruited, trained and supervised student interns. Participated in volunteer/intern performance reviews and provided corrective feedback
- Provided quality client care, classes and social services to clients (focused on service to bilingual clients)
- Responsible for organization communications including, public speaking, setting and implementing social media strategy, email marketing, website content creation and optimization, publication and occasional content creation for e-newsletter
- Coordinated with various schools, agencies, and businesses hosting fundraisers for the organization's benefit. Executed approved fundraisers raising over \$30-45k annually

### **SENIOR TEACHER | ENGLISH FIRST SCHOOL | 2006-2009**

- Acted as a liaison between Director of School and all staff members and assisted with extra responsibilities beyond standard teaching hours
- Ran new staff member orientation program and provided staff support at all school events including open houses, field trips and other offsite educational activities

- Participated in recruitment activities and conducted pre-course interviews for prospective students and administered placement tests
- Taught classes for students ages 3-18 years old. Classes included young learners, elementary, middle and high school levels
- Responsible for lesson planning, material creation, classroom management, and progress assessment (utilized various testing methods)
- Communicated regularly with parents and Indonesian staff members regarding student progress.
- Worked with older students to prepare them for national and international language exams (e.g. TOEFL)

## **Education**

### **BACHELOR OF ARTS | 2006 | UNIVERSITY OF OREGON**

- Major: Spanish
- Minor: Art History

### **TESOL CERTIFICATION | 2006 | THE WINDSOR INSTITUTE OF LANGUAGES, BARCELONA**

- TESOL certified



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

05/15/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER <b>Arnold Bruce &amp; Doerfler</b> 1405 SW 14th Ave Portland, OR 97201 License #: 1436694	CONTACT NAME: <b>Annette Fritz</b>	FAX (A/C, No): (503)222-5825	
	PHONE (A/C, No, Ext): (503)222-1951	E-MAIL ADDRESS: <b>annettef@abdins.com</b>	
INSURED <b>Rubicon West LLC</b> DBA Rubicon International 121 SW Salmon St Ste 1200 Portland, OR 97204-2947	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A: <b>Hartford Financial Insurance Group</b>		<b>29459</b>
	INSURER B: <b>Hartford Financial Insurance Group</b>		<b>00914</b>
	INSURER C:		
	INSURER D:		
	INSURER E:		
	INSURER F:		

## COVERAGES

CERTIFICATE NUMBER: 00000000-48595

REVISION NUMBER: 9

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			52SBAAA0651	09/27/2017	09/27/2018	EACH OCCURRENCE \$ <b>1,000,000</b> DAMAGE TO RENTED PREMISES (Ea occurrence) \$ <b>1,000,000</b> MED EXP (Any one person) \$ <b>10,000</b> PERSONAL & ADV INJURY \$ <b>1,000,000</b> GENERAL AGGREGATE \$ <b>2,000,000</b> PRODUCTS - COMP/OP AGG \$ <b>2,000,000</b> \$
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			52SBAAA0651	09/27/2017	09/27/2018	COMBINED SINGLE LIMIT (Ea accident) \$ <b>1,000,000</b> BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB EXCESS LIAB DED RETENTION \$						OCCUR CLAIMS-MADE \$ \$ \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	52WECAB5GIN	05/01/2018	05/01/2019	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ <b>500,000</b> E.L. DISEASE - EA EMPLOYEE \$ <b>500,000</b> E.L. DISEASE - POLICY LIMIT \$ <b>500,000</b>

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

## CERTIFICATE HOLDER

## CANCELLATION

*****Proof of Insurance*****	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE  (AMF)

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