



**Clay County School District Agreement with the Schultz Center for Teaching and Leadership
To Provide Career and Technical Education Training and Support Services for the
Northeast Florida Career and Professional Academy Standards and Training Council
For the 2011-2012 School Year**

Services/ Deliverables

The Schultz Center for Teaching and Leadership Outreach Programs Office will support the Clay County Career and Technical Education Academies by providing the following:

- Coordinate the Northeast Florida Career and Professional Academy Standards and Training Council meetings which will include: Send communications out to council members; email notifications of meeting dates/ prepare agenda and information packets, print materials; coordinate video and phone conferencing; attend meeting, record proceedings, type meeting minutes, and disseminate to members; provide administrative support; follow-up on requests from council chair and chamber representative; attend subcommittee meetings.
- Coordinate up to two, one day regional Career and Technical Education training workshops requested by the Northeast Florida Career and Professional Academy Standards and Training Council during the 2011-2012 school year which will include: Develop advertising and registration flyers; manage registration and professional develop points; make facility reservations; provide copies of printed materials and AV assistance. If there is a speakers fee a per participant registration fee will be charged to cover fees and expenses.
- Additional one day trainings will be on a per participant basis with a registration fee of \$25 per person and will include: Develop advertising and registration flyers; manage registration and professional develop points; make facility reservations; provide copies of printed materials and AV assistance. If there is a speakers fee a per participant registration fee will be charged to cover fees and expenses.

Terms: Services shall commence as of July 1, 2011 and will remain in effect until June 30, 2012, after which time this agreement will be terminable. The Schultz Center for Teaching and Leadership will provide an invoice for fees to the district CTE Director. District fees are based on a percentage of each districts K-12 student population when compared to the regional K-12 population. The invoice will be processed through the district’s accounts payable system and paid within thirty (30) days of receipt. All applicable state and local federal taxes are the responsibility of the contractor.

FEES: \$1,004.00

Payment due: October 1, 2011

County Representative

County

Date

Schultz Center Representative

Title

Date