



Clay County Public School Agreement with the Schultz Center for Teaching and Leadership wherein the Schultz Center will provide meeting space and career and technical education training and support services for the Northeast Florida Career Academy Council for the 2014-2015 school year

Services/ Deliverables



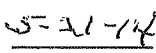
The Schultz Center for Teaching and Leadership through the Northeast Florida Career Academy Council will support the Clay County Career and Technical Education Academies by providing the following:

- Coordinate the Northeast Florida Career Academy Council meetings which will include: Provide meeting space, 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, 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 as requested by the Council during the 2014-2015 school year which will include: Create advertising and registration flyers, manage registration and professional development 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 half or 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 speaker's fee a per participant registration fee will be charged to cover fees and expenses.

Terms: Services shall commence as of July 1, 2014 and will remain in effect until June 30, 2015, 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. All applicable state and local federal taxes are the responsibility of the contractor.

FEES: \$ 1896.00

Payment due: In accordance with Governmental Prompt Payment Act.

District Representative	County	Date
		
Schultz Center Representative	Title	Date