

DETAILED TRIAL BALANCE FOR 2015

Herndon High School

Ranges: From: To:
 Date: 7/1/2014 6/30/2015
 Account: 36500-00-00 36500-00-40
 Subtotal By: No Subtotals
 Sorted By: Activity
 Include: Posting

Account: 36500-00-00 Account Name: Orchestra-General Rev/Exp Beginning Balance: (\$1,235.16)

Trx Date	Jrnl No.		Transaction Number	Vendor Name	Cash + or Fund -	Cash - or Fund +
9/9/2014	53,316	Bank Transaction Entry	REGNL REG	RCT000018559	TOUZINSKY	\$16.00
9/15/2014	53,435	Bank Transaction Entry	SRO REG FEE	RCT000018626	TOURZINSKY	\$16.00
9/23/2014	53,586	Purchases	AUDITION FEES	092314	MCLEAN HIGH SCHOOL	\$32.00
10/23/2014	53,966	Purchases	reg fee	015368	RACHEL CARSON MIDDLE SCHOOL	\$47.25
10/23/2014	53,992	Bank Transaction Entry	SR DIST FEES	RCT000018923	TOUZINSKY	\$45.00
11/6/2014	54,145	Bank Transaction Entry	FT DEPOSIT	RCT000018989	TOUZINSKY	\$2,000.00
11/7/2014	54,155	Purchases	deposit	015429-DEPOSIT	JIM MULVIHILL TOURS	\$24.00
11/14/2014	54,298	OCT/2014 CONCERT	STUD TECH FEES	25032883	FAIRFAX COUNTY PUBLIC SCHOOLS	\$24.00
11/14/2014	54,299	TECH FEES 6/30/14 CONCERT	STUD TECH FEES	25032888	FAIRFAX COUNTY PUBLIC SCHOOLS	\$24.00
12/2/2014	54,422	CORRECTO BLDG USE CHGS	CORRECT BLDG USE CHGS			\$12.00
12/5/2014	54,483	Bank Transaction Entry	REG FEES	RCT000019125	TOUZINSKY	\$108.00
12/5/2014	54,493	Purchases	REG FEES	015519	WAKEFIELD HIGH SCHOOL	\$3,900.00
1/16/2015	54,859	Purchases	DEPOSIT	015429	JIM MULVIHILL TOURS	\$3,900.00
1/20/2015	54,906	Bank Transaction Entry	FT FEES	RCT000019258	TOUZINSKY	\$3,900.00
2/23/2015	55,182	Purchases	PAYMENT	015429-3	JIM MULVIHILL TOURS	\$3,900.00
2/24/2015	55,218	Bank Transaction Entry	FT FEES	RCT000019363	TOUZINSKY	\$3,900.00
3/10/2015	55,308	Purchases	REG FEES	015745	ROCKY RUN MIDDLE SCHOOL	\$162.00
3/17/2015	55,449	Bank Transaction Entry	REG FEES	RCT000019432	TOUZINSKY	\$158.00
3/17/2015	55,463	Bank Transaction Entry	SECTN COACHES	RCT000019446	TOUZINSKY	\$180.00
3/23/2015	55,566	Bank Transaction Entry	ALL STATE FEE	RCT000019467	TOUZINSKY	\$141.00
3/24/2015	55,598	Purchases	ALL STATE REG FEE	015816	TJHSST	\$141.00
3/24/2015	55,615	Purchases	Void Open Trx	015816	TJHSST	\$141.00
3/26/2015	55,616	Purchases	ORCH FEES	015816	VBODA	\$5,850.00
3/26/2015	55,617	Purchases	BALANCE DUE	0150326	JIM MULVIHILL TOURS	\$5,850.00
3/30/2015	55,675	Bank Transaction Entry	FT FEES	RCT000019516	TOUZINSKY	\$7,351.00
4/15/2015	55,826	Bank Transaction Entry	FT FEES	RCT000019587	TOUZINSKY	\$90.00
4/16/2015	55,856	Purchases	FINAL PAYMENT	015429-4	JIM MULVIHILL TOURS	\$90.00
5/15/2015	56,063	Purchases	COACHING FEE	015915	JAMES DONAHUE	\$90.00
5/15/2015	56,064	Purchases	COACHING FEE	015915	WILLIAM MATTHEW RICHARDSON	\$30.00
5/15/2015	56,065	Purchases	TECH FEE	25032029	FAIRFAX COUNTY PUBLIC SCHOOLS	

Account: 36500-00-00 Totals: Ending Balance (\$1,138.91) \$23,902.25 \$23,806.00

	Accounts	Beginning Balance	Net Change	Ending Balance	Debit	Credit
Grand Totals:	1	(\$1,235.16)	\$96.25	(\$1,138.91)	\$23,902.25	\$23,806.00

FAIRFAX COUNTY PUBLIC SCHOOLS
ADDENDUM TO CONTRACTOR'S FORM

SCHOOL NAME ("School"): Herndon High School
SCHOOL ADDRESS: 700 Bennett Street, Herndon VA 20170
CONTRACTOR NAME ("Contractor"): JACE McMAHON
CONTRACTOR ADDRESS: 304 REEDHAM WAY, RALEIGH NC 27615
DATE: 10/2/14

The Fairfax County Public Schools and the Contractor are this day entering into a contract and, for their mutual convenience, the parties are using the standard form agreement provided by the Contractor. This addendum, duly executed by the parties, is attached to and hereby made a part of the contract.

The Contractor represents and warrants that it is a(n) individual proprietorship; association; partnership; corporation; governmental agency or authority authorized to do in Virginia the business provided for in this contract. (Check the appropriate box.)

Notwithstanding anything in the Contractor's form to which this Addendum is attached, the payments to be made by Fairfax County Public Schools for all goods, services and other deliverables under this contract shall not exceed \$ _____; payments will be made only upon receipt of a proper invoice, detailing the goods/services provided and submitted to _____. The total cumulative liability of Fairfax County Public Schools, its officers, employees and agents in connection with this contract or in connection with any goods, services, actions or omissions relating to the contract, shall not under any circumstance exceed payment of the above maximum purchase price plus liability for an additional amount equal to such maximum purchase price. In its performance under this contract, the Contractor acts and will act as an independent contractor, and not as an agent or employee of Fairfax County Public Schools.

The Contractor's form contract is, with the exceptions noted herein, acceptable to Fairfax County Public Schools. Nonetheless, because certain standard clauses that may appear in the Contractor's form agreement cannot be accepted by Fairfax County Public Schools, and in consideration of the convenience of using that form, and this form, without the necessity of specifically negotiating a separate contract document, the parties hereto specifically agree that, notwithstanding any provisions appearing in the attached Contractor's form contract, none of the following shall have any effect or be enforceable against Fairfax County Public Schools:

1. Requiring Fairfax County Public Schools to maintain any type of insurance either for Fairfax County Public Schools' benefit or for the contractor's benefit;
2. Renewing or extending the agreement beyond the initial term or automatically continuing the contract period from term to term;
3. Requiring or stating that the terms of the attached Contractor's form agreement shall prevail over the terms of this addendum in the event of conflict;
4. Requiring Fairfax County Public Schools to indemnify or to hold harmless the Contractor for any act or omission;
5. Imposing interest charges contrary to that specified by the Code of Virginia, §2.2-4347 through 2.2-4354, Prompt Payment;

6. Requiring the application of the law of any state other than Virginia in interpreting or enforcing the contract or requiring or permitting that any dispute under the contract be resolved in the courts of any state other than Virginia;
7. Requiring any total or partial compensation or payment for lost profit or liquidated damages by Fairfax County Public Schools if the contract is terminated before its ordinary period;
8. Requiring that the contract be "accepted" or endorsed by the home office or by any other officer subsequent to execution by an official of Fairfax County Public Schools before the contract is considered in effect;
9. Delaying the acceptance of this contract or its effective date beyond the date of execution;
10. Limiting or adding to the time period within which claims can be made or actions can be brought;
11. Limiting the liability of the Contractor for property damage or personal injury;
12. Permitting unilateral modification of this contract by the Contractor;
13. Binding Fairfax County Public Schools to any arbitration or to the decision of any arbitration board, commission, panel or other entity;
14. Obligating Fairfax County Public Schools to pay costs of collection or attorney's fees;
15. Granting the Contractor a security interest in property of Fairfax County Public Schools;
16. Bestowing any right or incurring any obligation that is beyond the duly granted authority of the undersigned school representative to bestow or incur on behalf of Fairfax County Public Schools.

The following provisions are accepted by the Contractor and incorporated into the contract:

1. **COMPLIANCE WITH SCHOOL BOARD POLICIES AND REGULATIONS AND BACKGROUND CHECK PROCEDURES**. Each employee, agent, or subcontractor of the Contractor who performs work on FCPS property shall be subject to all reporting and fingerprinting requirements, criminal background investigations, personnel policies and regulations in effect from time to time during the Term to the same extent as if each such employee, agent, or subcontractor of the Contractor was an employee of the School Board. Prior to the commencement of the Term, Contractor shall cause each employee, agent, or subcontractor of the Contractor to sign an agreement in form and substance satisfactory to the School Board containing such employee's, agent's, or subcontractor's agreement to abide by the School Board's Professional Expectations/Standards of Conduct which can be accessed at <http://www.fcps.edu/DHR/employees/subs/subhandbook.pdf>.

2. **CONTRACTOR CERTIFICATION REGARDING CRIMINAL CONVICTIONS.** By the signature of its authorized official on this agreement, Contractor certifies that neither the contracting official nor any of the Contractor's employees, agents or subcontractors who will have direct contact with students has been convicted of a felony or any offense involving the sexual molestation or physical or sexual abuse or rape of a child. Contractor agrees to remove from this contract any employee, agent or subcontractor who has been determined by the School Board to be disqualified from service due to such convictions or the failure to truthfully report such convictions. In the event that the School determines that any employee, agent, or subcontractor of the Contractor, at any time during the Term, has failed to satisfy the requirements set forth in the Virginia Code with regard to reporting and fingerprinting requirements and/or criminal background investigations and criminal certification requirements, or otherwise fails to comply with applicable rules and requirements set forth in the School Board's Professional Expectations/Standards of Conduct, which can be accessed at <http://www.fcps.edu/DHR/employees/subs/subhandbook.pdf>, the School Board shall issue written notice of such determination to the Contractor, and the Contractor shall promptly cause such employee, agent, or subcontractor of the Contractor to leave or be removed from the School Board's property. In such event, the Contractor shall promptly assign a replacement who shall be acceptable in all respects to the School Board and shall agree, in writing, to abide by the terms and conditions of this Agreement, including without limitation, the confidentiality provisions set forth in this agreement hereof.
3. **ACCESS TO PUPIL RECORDS.** When necessary, for purposes of obtaining access to Pupil Records in connection with the performance of this agreement, each employee, agent, or subcontractor of the Contractor shall abide by the requirements of Confidentiality of Student Records Section herein and shall be deemed to be a designated representative of the School Principal.
4. **INDEMNIFICATION.** The Contractor shall indemnify, keep and save harmless Fairfax County Public Schools (FCPS) its agents, officials, employees and volunteers against claims of injuries, death, damage to property, patent claims, suits, liabilities, judgments, cost and expenses which may otherwise accrue against FCPS in consequence of the granting of a contract or which may otherwise result therefrom, if it shall be determined that the act was caused through negligence or error, or omission of the Contractor or his or her employees, or that of the subcontractor or his or her employees, if any; and the Contractor shall, at his or her own expense, appear, defend and pay all charges of attorneys and all costs and other expenses arising therefrom or incurred in connection therewith; and if any judgment shall be rendered against FCPS in any such action, the Contractor shall, at his or her own expense, satisfy and discharge the same. Contractor expressly understands and agrees that any performance bond or insurance protection required by this contract, or otherwise provided by the Contractor, shall in no way limit the responsibility to indemnify, keep and save harmless and defend FCPS as herein provided.
5. **CONFIDENTIALITY OF STUDENT RECORDS.** The Contractor hereby covenants and agrees that it shall maintain in strict confidence and trust, and that it shall cause each employee of the Contractor and all other agents, subcontractors, and authorized representatives of the Contractor to maintain in strict confidence and trust, all student records, reports and other documents or materials of any nature relating to any student enrolled in Fairfax County Public Schools (collectively, the "Pupil Records"). The Contractor shall not use or disclose, and shall take all reasonable steps necessary to ensure that no employee of the Contractor or agents, subcontractors, or authorized representatives of the Contractor shall use or disclose any Pupil Records. Upon expiration of the Term, or termination of this Agreement for any reason, the Contractor promptly shall deliver to the School Board, and shall take all reasonable steps necessary to cause each employee of the Contractor and all agents, subcontractors, and authorized representatives of the Contractor promptly to deliver to the School Board, all Pupil Records. The Contractor shall (i) designate one Contractor employee to be responsible for ensuring the Contractor's confidentiality of Pupil Records, (ii) train the Contractor Staff with regard

to confidentiality responsibilities, and (iii) maintain at all times a list of Contractor Staff members with access to Pupil Records.

6. **NO EMPLOYMENT OF UNAUTHORIZED ALIENS:** The Contractor hereby covenants and agrees that it does not, and shall not during the performance of this contract, knowingly employ an unauthorized alien (as such term is defined in the federal Immigration Reform and Control Act of 1986).

This contract has been reviewed by staff of the School. Its substantive terms are appropriate to the needs of the School and sufficient funds have been allocated for its performance by the School. This contract is subject to yearly appropriations by the Fairfax County Board of Supervisors and/or the Fairfax County School Board.

This contract consisting of this addendum and the attached Contractor's form contract constitute the entire agreement between the parties and may not be waived or modified except by written agreement between the parties.

IN WITNESS WHEREOF, the parties have caused this contract to be duly executed, intending thereby to be legally bound.

SCHOOL by <u><i>Alex T</i></u>	CONTRACTOR by <u><i>Jace McManis</i></u>
Printed Name <u>Alexandra Touzinsky</u>	Printed Name <u>JACE McMANIS</u>
Title: <u>Orchestra Director</u>	Title: <u>AGENT</u>

██████	██████	\$50.00		10/18/2014	██████
██████	██████	\$50.00		10/23/2014	██████
██████	██████	\$50.00		10/28/2014	teller check ██████
██████	██████	\$50.00		10/30/2014	CASH
██████████	██████	\$50.00		10/23/2014	██████
██████	██████	\$50.00		10/18/2014	██████
██████	██████	\$50.00		10/18/2014	██████
██████████	██████	\$50.00		10/18/2014	██████
██████	██████	\$50.00		10/30/2014	cash

██████	██████	\$100	\$150.00	10/18/2014	██████
██████	██████	\$100	\$150.00	10/23/2014	██████
██████	██████	\$100	\$150.00	10/28/2014	teller check ██████
██████	██████	\$100	\$150.00	10/30/2014	
██████	██████	\$100	\$150 cash 1/9/15	10/23/2014	██████
██████	██████	\$100	\$150.00	10/18/2014	██████
██████	██████	\$100	\$150.00	10/18/2014	██████
██████	██████	\$100	\$150.00	10/18/2014	██████
██████	██████	\$100	\$150.00	10/30/2014	cash
			\$150.00		
TOTAL		\$3,900			12/15/2014
		\$7,800			

██████	██████	\$100	\$100	1/9/2015	██████
██████	██████	\$100	\$100	1/9/2015	██████
██████	██████	\$100	\$500	1/9/2015	CASH
██████████	██████	\$100	\$100	1/9/2015	██████
██████	██████	\$100	\$100	1/9/2015	██████
██████	██████	\$100	\$100	1/9/2015	██████
██████	██████	\$100	\$100	1/9/2015	██████
██████	██████	\$100	\$100	1/15/2015	██████
			\$4,500		
TOTAL		\$3,900			

██████	██████	\$150	2/6/2015	██████
██████	██████	\$150	2/6/2015	██████
██████	██████	\$150	2/6/2015	CASH
██████████	██████	\$150	2/6/2015	██████
██████	██████	\$150	2/6/2015	██████
██████	██████	\$150	2/6/2015	██████
██████	██████	\$150	2/6/2015	██████
██████	██████	\$150	2/6/2015	CASH
TOTAL		\$5,850		

50 ORCHESTRA SPRING TRIP 20		FINAL PAYMENT			
Student First Na	Student Last Na	FUNDRAISING	FINAL PAYMENT	CHECK	Date
████	████		\$150.00	████	3/1/2015
████	████		\$150.00	████	3/1/2015
████	████	\$91.45	\$58.55	████	3/1/2015
████	████		\$150.00	████	3/1/2015
████	████		\$150.00	████	3/1/2015
████	████	\$15.75	\$134.25	████	3/1/2015
████	████		\$150.00	████	3/1/2015
████	████	\$67.10	\$82.90	████	3/1/2015
████	████		\$150.00	████	3/1/2015
████	████		\$150.00	████	3/1/2015
████	████		\$150.00	████	3/1/2015
████	████		\$150.00	CASH	3/1/2015
████	████	\$5.00	\$145.00	████	3/1/2015
████	████		\$150.00	████	3/1/2015
████	████	\$21.10	\$128.90	████	3/1/2015
████	████		\$150.00	████	3/1/2015
████	████	\$15.00	\$135.00	████	3/1/2015
████	████	\$81.40	\$18.60	████	3/1/2015
████	████		\$50.00	████	1/15/2015
████	████	\$10.00	\$140.00	████	3/1/2015
████	████	\$15.20	\$134.80	████	3/1/2015
████	████	\$55.80	\$94.20	████	3/1/2015
████	████	\$10.00	\$140.00	████	3/1/2015
████	████		\$150.00	CASH	3/1/2015
████	████		\$150.00	████	3/1/2015
████	████	\$108.90	\$41.10	████	3/1/2015
████	████		\$150.00	████	3/1/2015
████	████		\$50.00	████	3/1/2015
████	████		\$150.00	████	3/1/2015
████	████	\$19.40	\$130.60	████	3/1/2015
████	████	\$46.20	\$103.80	████	3/1/2015

██████	██████		\$150.00	██████	3/1/2015
██████	██████	\$138.25	\$11.75	██████	3/1/2015
██████	██████	\$25.00	\$125.00	██████	3/1/2015
██████	██████		\$150.00	██████	3/1/2015
██████	██████	\$86.05	\$63.95	██████	3/1/2015
██████	██████		\$150.00	██████	3/1/2015
██████	██████	\$15.75	\$134.25	██████	3/1/2015
██████	██████		\$150.00	CASH	3/1/2015
TOTAL		\$827.35	\$4,922.65		

Herndon High School Orchestra Trip 2015

Trip Coordinator: Tanya McKee herndonorchestrasc@gmail.com
Tour Company: Jim Mulvihill Tours, Inc.
Contact: Jace McMahon jace@jimmulvihilltours.com

Total Trip Cost: \$20,832 (\$534.15 x 39 students)
Chaperone: \$2,169 (See below)

Enclosed is the spreadsheet showing the breakdown as follows:

Fundraising Credits for students: \$827.35 (check #824)

Student Payments: \$5022.65 (check# 825)

HOBO has deducted \$585.00 for the line items below (these items were included in the cost of the trip)

- \$200.00 Substitute for Alex Touzinsky
- \$225.00 Bus Driver Tips (approx. 4 drivers)
- \$78.00 Medication (OTC packs for chaperones)
- \$82.00 Bus Snacks /Water (\$2.10 per student)

\$585.00

This amount was deducted from the final student payment so the check payable to HHS will be in the amount of \$4437.65 (check # 826)

Chaperone Cost: \$2086
\$2,80.14 (7 chaperones)
\$125.00 (Trip Coordinator cost)

\$2,085.96

The enclosed checks are

#824 \$827.35 Student Fundraising
826 \$4,437.65 Student Final Payment
827 \$2,086 Chaperone Cost

\$7,351 Final Payment to Jim Mulvihill Tours, Inc.



REQUEST FOR APPROVAL OF UNUSUAL FIELD TRIP

Circumstances that make a field trip unusual:

- Involves student safety or Fairfax County Public Schools (FCPS) liability
- Involves Overnight Trip
- Includes a water-related activity (e.g., amusement park, motel swimming pool)
- Involves International Travel

TRIP INFORMATION

School Herndon High School		Grade or Activity Orchestra
Destination Atlanta, GA		
Number of Students 40	Number of FCPS Staff Members 1	Number of Additional Chaperons 7
Date, Time, and Place of Departure Wednesday April 22nd, 4pm, HHS		
Date, Time, and Place of Return Sunday, April 26th, 11am, HHS		
Purpose Symphony Performance/Clinic		POS Correlation or Academic Focus Music Adjudication
Repeated Trips none	Stock EPINEPHRINE (Check one) <input type="checkbox"/> Will <input type="checkbox"/> Will not be available on this trip	

A DETAILED ITINERARY MUST BE ATTACHED TO THIS REQUEST

Transportation Metro Bus or Rail School Bus Private Vehicle Commercial Carrier (see Notice 5790 for approved carriers)

Walking Other Airline **Jim Mulvihill Tours**

Leased Vehicle County Vehicle Commercial Carrier Name

Please fill out section below if Private, County, or Leased Vehicle is selected

Driver Student Parent Staff Chaperone Other _____

Vehicle Type Car SUV Mini Van Other Van (seats 10 passengers or less)

Number of Buses Needed 1 Does This Require Facilities for Special Needs? Yes No

Direct Supervision Will Be Provided by Adults. Please List Any Exceptions
 except in hotel rooms at night

Cost per Participant **approx \$540.00** Source of Funding **student fee** Substitute(s) for Classes Needed Yes No

Name of Person to Contact for Emergencies **Alexandra Touzinsky** Phone Number [REDACTED]

FOR OVERNIGHT TRIPS ONLY

Name of Staff Member(s) Responsible for Trip **Alexandra Touzinsky** Daytime Phone Number [REDACTED]

Names of Other Staff Members and Chaperons **Tanya McKee & Mariana [REDACTED]**

REQUESTER

Teacher (Print Name) **Alexandra Touzinsky** Date _____

APPROVALS

Alexandra Touzinsky 4/20/2015
 Approval by Principal Date

 Approval by Region Assistant Superintendent (International Trips only) Date

 Reviewed by Risk Management Date

 Approval by Deputy Superintendent (International Trips only) Date

Comments _____
