

Contract Committee Review Request
MUST BE COMPLETED IN FULL

Date: 7/25/2022

Contract/Agreement Vendor: **A NEW LEAF DARLENE HOSMER / LIBBY VERA**
 Name of Vendor & Contact Person
 darlene.hosmer@anewleaf.org / libby.vera@anewleaf.org
 Vendor Email Address

**JOB TRAINING AND VOCATIONALLY
 RELATED DAILY LIVING SKILLS FOR HS
 STUDENTS**

Summary
SPED STUDENTS / TRANSITION
 Reason/Audience to benefit

8/8/2022 \$4.50 HOURLY
 BOE Date Amount of agreement

Person Submitting Contract/Agreement for Review: DAYLENE THORNTON

PLEASE SEND THROUGH APPROPRIATE APPROVAL ROUTING BEFORE SENDING TO BOARD CLERK

Principal **&/or** Director or Administrator: *Daylene Thornton*
Daylene Thornton (Jul 25, 2022 11:54 CDT)

Does this Contract/Agreement utilize technology? YES/NO
 If yes, Technology Admin: _____

Leadership Team Member: *Karla Dyess*

Funding Source: 11/152 11-152-1000-320-239-1060-000-720
Fund/Project OCAS Coding

- Consent Item: Accept and approve the NEW/RENEWAL agreement between Broken Arrow Public Schools and the vendor listed above. (ie. New fiscal year &/or Renewal services)
- Action Item: Discussion, motion and vote on motion to approve or disapprove the NEW agreement between Broken Arrow Public Schools and the vendor listed above. (ie. Purchase over \$50,000 &/or new service)

The Contract/Agreement should be received at least 2 weeks prior to a Board Meeting to ensure placement on the Agenda. The Contract Committee meets most Tuesdays at 8:00a.m. All Contracts/Agreements, regardless the amount, must be first approved by the Contract Committee and then presented to the Board of Education for approval and signature. The item will be placed on Electronic School Board for the board agenda by Janet Brown. By following this process, the liability of entering into an agreement is placed with the district rather than an individual.



A NEW LEAF™

2022-2023 Contract for Services with A New Leaf, Inc.

A New Leaf (ANL) is entering into a contract to provide job training and vocationally related daily living skills for students of the Broken Arrow Public Schools (BAPS).

- BAPS will provide transportation to and from ANL for students to attend programming.
- The agreed upon time and day of programming for the students of BAPS are:
 - Days: Monday Tuesday Wednesday Thursday Friday
 - Start time: TBD per student End: TBD per student
- Each quarter the number of students in attendance will be agreed upon by both BAPS & ANL.
- BAPS will be billed based on the hours in attendance at ANL at the rate of \$4.50 per hour per student. Please note that the hours billed are for attendance and not just programming. i.e.: programming is from 8:15am to 10:15am, but if students are in our care from 8:05am to 10:20am, then hours billed to BAPS would reflect the 8:05am to 10:20am time frame.
- ANL will provide to BAPS a monthly time sheet of the student's attendance.
- ANL will provide monthly progress reports on the program outcomes and the students' progress.
- These services are being contracted during the school year only.
- Students will adhere to both school and ANL days off. The following days are considered Holidays by A New Leaf & will not be available for services:
 - New Year's Day
 - Martin Luther King Jr. Day
 - Memorial Day
 - Independence Day
 - Labor Day
 - Thanksgiving Day & the day after
 - Christmas Eve and Christmas Day
- Either party may terminate the contract with a two-week notice.
- A New Leaf will invoice BAPS at the end of each month for the hours of service. ANL will send the invoice to:
 - Broken Arrow Public Schools
 - Attn: Margaret Hiten
 - 701 S Main
 - Broken Arrow, OK 74012
 - Mehiten@baschools.org
- BAPS will pay on a Net 30 basis.

Broken Arrow Public Schools Representative/Date

ANL CEO, Mary C. Ogle/Date