

**Contract Committee Review Request**  
**MUST BE COMPLETED IN FULL**

Date: 8/10/2021

Contract/Agreement Vendor: A NEW LEAF  
 Name of Vendor

Contact Person PO BOX 35903 Phone Number \_\_\_\_\_

Address TULSA OK 74133  
 City State Zip

Darlene.Hosmer@anewleaf.org  
 Email address – if vendor wants the agreement returned via email

**IS THIS A NEW VENDOR? IF SO, PLEASE PROVIDE : W9** \_\_\_\_\_  
 And \_\_\_\_\_

**Vendor Registration**

\_\_\_\_\_

Person Submitting Contract/Agreement for Review: DAYLENE THORNTON ESC  
 Name Site

Reason for Review: (New Agreement, Renewal...): RENEWAL

Audience/Group to benefit from Contract/Agreement: SPECIAL EDUCATION STUDENTS

**Routing Approval: PLEASE SEND TO APPROPRIATE LEADERSHIP TEAM MEMBER BEFORE SENDING TO Karen Steitz**

Principal **and** Director or Administrator: Daylene Thornton  
Daylene Thornton (Aug 11, 2021 08:18 CDT)  
 Signature

Does this Contract/Agreement utilize technology? No  Yes   
 Has it been reviewed by the Chief Technology Officer? No  Yes

If yes, Approved by: \_\_\_\_\_  
 (Signature) Ben Stout, Chief Technology Officer

**Leadership Team (formally Cabinet Member):** Karen Dyzan  
 Signature

Funding Source: Local SpEd Funds 11-152-2120-320-239-1060-000-720  
 Description OCAS Coding

Process: **PLEASE FOLLOW ALL STEPS**

1. The Contract/Agreement is reviewed and approved by site Principal/ Director/Administrator
2. If Technology related, the Contract/Agreement is reviewed by Ben Stout, Chief Technology Officer
3. Prepare Board Agenda Memorandum and attach to Contract/Agreement.
4. Begin the requisition process and place a comment in the Notes section that says, "Please hold req pending board approval on 9/2021"  
Date of Board Meeting
5. Attach this form with Contract/Agreement and Board Memo
6. **The appropriate Leadership Team Member will review and submit to the Contract Committee**
7. Keep copy for your records

*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 8:30a.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 Karen Steitz. By following this process, the liability of entering into an agreement is placed with the district rather than an individual.*



## MEMORANDUM

To: Dr. Janet Dunlop

From: Daylene Thornton

Date: 8/10/2021

Re: A New Leaf Renewal Student Work Study

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### SUBJECT

Accept and approve the RENEWAL agreement between Broken Arrow Public Schools and A New Leaf providing vocational training and transitional support services for select IEP students under terms specified at an hourly rate of \$4.50. The estimated cost to the District is \$5,000.00 and depends on the number of students requiring the services. Payment will come from Local Special Ed Funds. D. Thornton

### SUMMARY

A New Leaf provides vocational training services for select high school students. The student receive training in a plant nursery for approximately three hours a day. Three to five students participate in the sheltered work environment each semester.

Detailed documentation of the students served and their training time will be provided on a monthly basis.

### FUNDING

152-2120-320-239-1060-000-720

### ENCLOSURE/ATTACHMENTS

A New Leaf agreement



A NEW LEAF™

### 2021-2022 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 8:05a to 10:20am, then hours billed to BAPS would reflect the 8:05a to 10:20a 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 following Friday
  - 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](mailto:Mehiten@baschools.org)
- BAPS will pay on a Net 30 basis.

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Broken Arrow Public Schools Representative/Date

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ANL CEO, Mary C. Ogle/Date









# Contract Review - A New Leaf Word Study - 21-22

Final Audit Report

2021-08-13

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By:	Tiffany Royal (taroyal@baschools.org)
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