

B
 BROKEN ARROW PUBLIC SCHOOLS  
*Educating Today* R *Leading Tomorrow*

Contract Committee Review Request  
 MUST BE COMPLETED IN FULL

Date: 7/1/24

Contract/Agreement Vendor: OKDHS - Monica Brumnett

Name of Vendor & Contact Person

monica.brumnett@okdhs.org

Vendor Email Address

Agreement with Oklahoma Department of Human Services (OKDHS) to provide seven (7) School-Based Family Specialists

Describe Contract (Technology, program, consultant-prof Development, etc.)

Please use Summary below to fully explain the contract purchase, any titles, and details for the Board of Education to review.

Students and Families

Reason/Audience to benefit

7/15/24

BOE Date

\$ 252,000.00

Amount of agreement

Person Submitting Contract/Agreement for Review: Rachel Kaiser

**PLEASE SEND THROUGH APPROPRIATE APPROVAL ROUTING BEFORE SENDING TO BOARD CLERK**

Principal &/or Director or Administrator: Rachel Kaiser - Director of Health Services

Does this Contract/Agreement utilize technology? YES  NO

If yes, Technology Admin: \_\_\_\_\_

Leadership Team Member: Keith Dyer

Funding Source: Stronger Connections Grant/Fund 11  
Fund/Project OCAS Coding

<input checked="" type="checkbox"/> <b>Consent</b>  <input type="checkbox"/> <b>Action</b>	Accept and approve the RENEWAL agreement between Broken Arrow Public Schools and the Oklahoma Department of Human Services, OKDHS, to provide seven (7) School-Based Family Specialists to serve all BAPS sites. BAPS will pay OKDHS up to fifty percent (50%) of the salary, benefits, and administrative costs but no more than \$36,000.00 per Specialist. Funding will be provided through the Stronger Connections Grant and Fund 11. - R. Kaiser
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**Summary** This area must be complete with full explanation of contract

*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.*

## **SCHOOL-BASED FAMILY SERVICES PROGRAM DHS FAMILY SPECIALIST**

This contract agreement is entered into by and between, OKLAHOMA HUMAN SERVICES (OKDHS) AND BROKEN ARROW PUBLIC SCHOOLS located at 701 S. Main Street, Broken Arrow, OK 74012, in order to provide seven (7) DHS Family Specialists to be placed at the school(s). The term of this Agreement shall be August 1, 2024, to June 30, 2025, unless terminated earlier in accordance with Termination Provisions as outlined below. OKDHS and Broken Arrow Public Schools may be referred to collectively herein as "the Parties."

### **AGREEMENT PURPOSE**

The purpose of this agreement is to describe the responsibilities of each party in the development, implementation, and operation of the SCHOOL-BASED FAMILY SERVICES PROGRAM (SBFSP).

### **BACKGROUND**

Oklahoma Human Services is committed to providing a system of supports for families which is designed to identify and address barriers to their overall well-being. A critical part of this support network is our DHS Family Specialists (DHSFS) which provides direct and indirect services to students, families, and school personnel and enhances the school district's ability to meet its academic mission, especially where home, school and community collaboration is the key to achieving student and family success.

### **PROGRAM PURPOSE**

The SCHOOL-BASED FAMILY SERVICES PROGRAM (SBFSP) offers funding to establish or expand a school district's pipeline of services to meet student/family needs. The **DHS Family Specialists (DHSFS)** will coordinate academic, social, and health services through local partnerships among public elementary and secondary schools and community-based organizations, nonprofit organizations, and other public or private entities.

### **SCOPE OF WORK**

Oklahoma Human Services will provide an employee, hereinafter referred to as a **DHS Family Specialists (DHSFS)**, who will provide outreach services at *Broken Arrow Public Schools* for the 2024/25 school year.

The **DHS Family Specialists (DHSFS)** is a full-time OKDHS employee who serves as a liaison between the school and OKDHS, providing preventative services, assisting with benefits applications, and crisis intervention. The DHSFS is embedded in the school to ensure families can access safety net, work supports, family strengthening, and other services. The DHSFS may help maintain a positive collaboration with school personnel and OKDHS to communicate and support the needs of students and families when obstacles hinder the success of the student and the family. Identified duties of the DHSFS include but are not limited to the following.

### **DHS Family Specialist (DHSFS) Job Duties:**

1. Participate in school events such as enrollment, open houses, or community resource events to assist students and families have current and available information regarding services provided.
2. Identifies students and families that may be eligible for SoonerSelect, SNAP or TANF - this could be grandparents/relatives raising grandchildren AND parents who are low-income families.
3. Provide support in obtaining community resources such as mental health services, transportation needs, housing needs, and food insecurity needs.
4. Identify at-risk children through inner-school referral system, with an emphasis on child safety, child well-being and parental/family protective factors.
5. Assist students and families in securing resources and services for identified transportation, housing, personal care and/or other needs required to ensure child safety and family protective factors are met.
6. When necessary, assist school faculty, staff, and administration in making Child Welfare referrals which could include gathering supporting documentation, providing education and information about the referral process, or making the referral directly when there is a child safety concern.
7. Act as a liaison to OKDHS when able which could include gathering information, setting up interviews, providing and/or facilitating school in-service presentations and training on OKDHS services.
8. Serve as a connection to OKDHS and act as a liaison to assist the school.
9. Provide support and assistance to development of or coordination of resources or school-based programs, projects and partnerships that assist schools with meeting social service needs of students and families.
10. Follow up and ongoing support for families to ensure needs continue to be met, satisfaction with services, and identify any new or existing barriers to services.

### **PARTIES AND REPRESENTATION**

The Broken Arrow Public Schools and OKDHS agree to assign specific employees the primary responsibility for administrative activities related to this agreement, identified herein as:

DHSFS Position - 7, DHS Family Specialist (DHSFS), Oklahoma Human Services  
Heather Cristiano, Program Manager, Oklahoma Human Services  
Monica Brumnett, Program Administrator, Oklahoma Human Services  
Rachel Kaiser, Director of Health Services, Broken Arrow Public School  
Supervisor, DHS Family Specialist Supervisor, Oklahoma Human Services

The School District and OKDHS agree to assign specific employees as supervisor liaisons

with the primary responsibility of assisting with the smooth logistical implementation of the services rendered at each school site. These supervisor liaisons will meet monthly to discuss topics including, but not limited to:

1. Roles and responsibilities of the OKDHS staff and school personnel,
2. Referral process,
3. Documentation requirements,
4. Communication between DHSFS and school personnel,
5. Confidentiality issues.

**OKDHS Responsibilities:**

1. OKDHS will provide seven (7) employees, hereinafter referred to as a DHS Family Specialists (DHSFS) to be placed in school(s) designated by the district.
2. OKDHS will provide the same benefits to the DHSFS including but not limited to; workers compensation, state holidays and leave as listed for the DHSFS qualifications and tenure.
3. The DHSFS will retain the same rights and privileges and the same obligations set forth in OKDHS policy. The DHSFS will maintain office hours similar to the school staff members and shall be no less and no more than forty (40) hours per week.
4. OKDHS shall at all times supervise the DHSFS, OKDHS will advise the district of the supervisor's name and contact information. OKDHS shall appraise the DHSFS' performance.
5. The DHSFS will request leave in advance except in the event of an emergency and OKDHS will notify the district.
6. OKDHS will bill the district quarterly for no less than 20% and no more than 50% of the DHSFS' salary, benefits, and administrative costs.
7. The DHSFS will adhere to OKDHS' and district confidentiality requirements, and the school district's dress code and standards of conduct.
8. OKDHS will be responsible for maintenance and support for computer, equipment, and cell phones and retains ownership thereof.
9. Provide onboarding, shadowing as well as any OKDHS required trainings.
10. Provide appropriate information and support to assist the DHSFS in assessing and developing a care support plan for a student/family including but not limited to: review and appropriate communication of OKDHS Programs to determine services in place or needed.
11. Provide ongoing monitoring and consultation to contracted school administration on compliance with contract/contracted duties performed by the DHSFS.
12. Provide ongoing communication with the school district's staff both formally and informally, to ensure, to the best of OKDHS ability, that the DHSFS are aligned with the School(s) and District's mission and objectives and are adequately meeting students' needs.
13. In the event that School District deems that Distance Learning is necessary for reasons of

health and safety. OKDHS will continue to honor all responsibilities of this contract specifically assigned to OKDHS.

**School District Responsibilities:**

1. Provide secure physical office space conducive for confidential nature of school-based services and case management.
2. Advise the DHSFS and his/her supervisor of all rules and regulations applicable to the DHSFS' job duties.
3. The district shall pay OKDHS up to 50% of each the DHSFS' salary, benefits, and administrative costs within forty-five (45) days of receiving a proper invoice from OKDHS. The school district's financial obligation shall not exceed \$36,000 per DHSFS for the contract year.
4. Assign a school employee to act as a liaison between the district and OKDHS for periodic review of the program and services provided.
5. Provide broadband connectivity for the DHSFS through its existing network.
6. Supply OKDHS with any program data necessary for administration of the School Based Family Services Program (SBFSP), as allowed by state and federal law.
7. In the event that the district deems that Distance Learning is necessary for reasons of health and safety, it will continue to pay for the DHSFS at the agreed upon rate.

**Data:**

OKDHS and Broken Arrow Public Schools may share appropriate and permitted program data in accordance with state and federal laws, ensuring the protection of confidentiality and privacy rights of individuals involved. This collaboration aims to provide necessary support and services to families in need while maintaining the highest standards of data security and compliance.

Some examples of data that may be shared could include student enrollment information, academic records, attendance records, disciplinary records, health information and contact information for parents or guardians.

1. DHSFS' will receive the following access to perform their job duties.
  - a. OKDHS email address
  - b. Access to OKDHS KIDS, IMS, and OnBase
  - c. Access to OKDHS software documentation platform; CCM-SAMS

**Termination for Convenience:**

DHS shall terminate the contract in whole or in part for convenience when it is in DHS's best interest. DHS shall terminate the contract by delivering to the School District a Notice of Termination for Convenience, specifying the terms and effective date of contract termination. The contract termination date shall be a minimum of 30-calendar days from the date DHS issues the Notice of Termination for Convenience.

Notice of termination shall be in writing and electronic notification shall be sufficient.

When the contract is terminated, DHS is liable only for products and/or services delivered and accepted and for costs and expenses, exclusive of profit, reasonably incurred prior to the date upon which the Notice of Termination for Convenience was received by the school district

**Termination for Cause:**

The school district may terminate the contract for default or other just cause with a 30-calendar day written request. DHS may terminate the contract for default or other just cause upon written notification to the school district.

Notice of termination shall be in writing and electronic notification shall be sufficient.

When the contract is terminated, DHS is liable only for payment for products and/or services delivered and accepted.

**Modification:**

The contract may only be modified by mutual consent of the parties in writing.

**Cost:**

1. OKDHS will submit quarterly invoices for up to fifty percent (50%) of the DHSFS' salaries, benefits, and administrative costs with appropriate substantiation and in accordance with the district's fiscal policy.
2. The district will reimburse OKDHS for up to fifty percent (50%) of the DHSFS' salary, benefits, and administrative costs within thirty (30) days of receiving a proper invoice from OKDHS.
3. The district's financial obligation shall not exceed \$36,000 per DHSFS for the contract year.
4. OKDHS shall submit invoices only for filled DHSFS positions and after services are rendered.
5. Any disputed cost items will be resolved within thirty (30) days from the date the invoice was submitted to the district.
6. OKDHS will not seek any other reimbursement for services rendered.

OKLAHOMA DEPARTMENT OF  
HUMAN SERVICES

BROKEN ARROW PUBLIC SCHOOLS

  
By: Lindsey Kanaly (Jun 27, 2024 12:10 CDT)

By: \_\_\_\_\_

Title **Lindsey Kanaly**  
E-signed 2024-06-27 12:10PM CDT  
lindsey.kanaly@okdhs.org  
STATE OF OKLAHOMA  
Deputy Director

Title: \_\_\_\_\_