



Contract Committee Review Request
MUST BE COMPLETED IN FULL

Date: 10/3/22

Contract/Agreement Vendor:

Name of Vendor & Contact Person

Vendor Email Address

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.

Reason/Audience to benefit

BOE Date Amount of agreement

Person Submitting Contract/Agreement for Review:

PLEASE SEND THROUGH APPROPRIATE APPROVAL ROUTING BEFORE SENDING TO BOARD CLERK

Principal &/or Director or Administrator:

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

Cabinet Team Member:

Funding Source:
Fund/Project OCAS Coding

Consent
 Action

This contract is to provide additional support for case management for McKinney Vento students and their families as suggested by the ARP Homeless II grant. This service will be provided by Daybreak Family Services for \$15.00 an hour for a maximum of 20 hours a week through June 30, 2022. They will assist/work under the McKinney Vento student support specialist.

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.



LETTER OF AGREEMENT

This agreement, dated 10/3/2022, is entered into between Daybreak Family Services and Broken Arrow Public Schools. This letter of agreement is for the period of October 15, 2022 through July 31, 2022. It is agreed by both parties that Daybreak Family Services will provide case management services as listed in this agreement.

The purpose of this agreement is to provide case management services to Broken Arrow students who qualify for services through the McKinney/Vento grant. Daybreak Family Services will provide a case manager/social worker(s) who is available to provide services for 20 hours per week. The case manager/social worker(s) will work in coordination with the District supervisor of the grant. This will include:

- (1) Meeting regularly or as needed to discuss student needs
- (2) Providing documentation as required by the District supervisor of the grant.
- (3) Providing case management services to students that are assigned on their caseload.
- (4) Case management services will focus on advocacy, assessment, planning, communication, education, resource management, and service facilitation.

Service Fees

Broken Arrow Public Schools agrees to reimburse Daybreak Family Services at the rate of \$15.00 per hour for 20 hours of case management services per week. The assigned case manager/social worker(s) will be required to provide documentation of hours worked.

Representation for all Services

- Broken Arrow Public Schools and Daybreak Family Services agree to assign specific staff members the primary responsibility for administrative activities related to this agreement, identified herein as:
 - Jean Brassfield Broken Arrow Public Schools
 - Valeri Radford Broken Arrow Public Schools
 - David Peters Daybreak Family Services

Insurance

- Prior to the commencement of services under this agreement, Daybreak Family Services agrees to maintain general liability insurance coverage in minimum amounts of Twenty-Five Thousand Dollars (\$25,000.00) for property damage, and Four Million Dollars (\$4,000,000.00) for bodily injury arising out of any single occurrence. Daybreak Family Services also agrees to carry Professional Liability insurance in the amount of \$4,000,000. Daybreak Family Services shall give at least ten (10) days' notice to Broken Arrow Public Schools before cancellation of any coverage for any reason. Daybreak Family Services agrees to maintain liability coverage in force during the entire term of this agreement.

Hold Harmless

- Daybreak Family Services will not hold Broken Arrow Public Schools responsible for actions of Daybreak Family Services employees or clients, which result in loss or damages whether action is unintended, negligent or intended. Similarly, Broken Arrow Public Schools will not hold Daybreak Family Services responsible for actions of Broken Arrow Public Schools staff or any student, whether or not approved for Daybreak Family Services program or parents of any student or any other person over which Daybreak Family Services has no supervision or control which results in loss or damages whether such action resulting in loss or damages, is unintended, negligent or intended.

In the event of any disagreement as to the administration of the project, the matter will be resolved by the designated Administrators as referenced in this document.

BROKEN ARROW PUBLIC SCHOOLS:

BOARD OF EDUCATION

BY: _____
President

Subscribed and sworn before me this the _____ day of _____, 2022.

My Commission expires: _____

DAYBREAK FAMILY SERVICES

By: _____
Daybreak Family Services

Subscribed and sworn before me this the 3rd day of October, 2022.

My Commission expires: August 20, 2024

Notary Public

