

BROKEN ARROW PUBLIC SCHOOLS

Educating Today

Leading Tomorrow



Contract Committee Review Request

MUST BE COMPLETED IN FULL

Date: 12/15/21

Contract/Agreement Vendor: Debra J Gottschalk LLC

Name of Vendor & Contact Person

debrajgottschalk@gmail.com

Vendor Email Address

Internship agreement for secondary Students

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.

Secondary Students

Reason/Audience to benefit

1/10/2022

BOE Date

\$ 0.00

Amount of agreement

Person Submitting Contract/Agreement for Review: Sharon James

PLEASE SEND THROUGH APPROPRIATE APPROVAL ROUTING BEFORE SENDING TO BOARD CLERK

Principal &/or Director or Administrator: Sharon James

Does this Contract/Agreement utilize technology? YES (NO)

If yes, Technology Admin:

Leadership Team Member: Karl Dyer

Funding Source: Fund/Project

OCAS Coding

Consent

Action

This is a law office and the intern will be at the front desk. She will answer the phones professionally, take messages, log mail, scan in to the appropriate computer file and log into computer system. She will greet clients briefly as they come in and she will do paper filing in our office. This will give her an overall sense of how an office is run, how legal are prepared and organized, and an overall knowledge of confidentiality and what it means to the clients and the practice. This experience will teach the intern overall office and telephone etiquette.

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.

**Contract for Educational Services Broken Arrow Public Schools and Debbra J Gottschalk, LLC Apprenticeship and Licensing Program
School Year 2021-2022**

I. The Parties: This document constitutes an agreement between Debbra J Gottschalk, LLC and Independent School District No. 3 of Tulsa County d/b/a Broken Arrow Public Schools (School District).

II. Program Mission/Goals: The goal of the Broken Arrow Public Schools and Debbra J Gottschalk, LLC Internship, Apprenticeship and Licensing Program is to prepare students for the world of work by providing an opportunity to earn a high school diploma and obtain occupational training and employability skills. This is accomplished through a cooperative agreement with School District.

III. Debbra J Gottschalk, LLC

Obligations:

- a. Provide quality educational/occupational services to eligible students as space is available (at specific job sites), that meet the requirements of the Oklahoma State Department of Education (OSDE).
- b. Work with School District to identify and recommend students for enrollment who desire to earn both high school credits and complete an Internship Program. Debbra J Gottschalk, LLC agrees to pay students at the rate of \$10/hour for Internship or Apprenticeship work.
- c. Debbra J Gottschalk, LLC agrees that Interns and/or Apprentices are temporary employees of Debbra J Gottschalk, LLC or the temp agency used for all company employees.
- d. Meet on a regular basis with selected School District personnel for coordination and information purposes.
- f. Provide job training services for a minimum NUMBER of HOURS per regularly scheduled school day between the hours of 7:45 a.m. and 2:45p.m. in alignment with the Broken Arrow Public Schools' calendar. The numbers of hours are not limited to the school hours. Students may work outside school day as agreed upon by company.
- g. Furnish required Program material and supplies.
- h. Provide school site lectures, training and mentorship to Interns and/or Apprentices upon agreed times between Debbra J Gottschalk, LLC, and Broken Arrow Public Schools.
- i. Report attendance electronically to School District on a weekly basis.
- j. Report completion of learning objectives and training bi-annually (semester end).

IV. School District's Obligations:

- a. This Internship, Apprenticeship and Licensing Program is not intended for students with severe/profound disabilities (and their inclusion would materially alter the fundamental nature of the programs) or violent offenders as defined by the Oklahoma Judicial System; consequently, those students are not eligible for these programs.
- b.. School District shall provide a single point of contact a staff member to work with Debbra J Gottschalk, LLC Internship and/or Apprentice Supervisors to ensure accuracy of student records in relation to review of attendance, Internship/Apprenticeship performance and other assistance.
- c. School District will provide promotional materials and public relations for the Internship and/or Apprenticeships.
- d. School District will issue diploma and complete transcript for student upon completion of requirements for graduation.
- e. School District will provide opportunities for Debbra J Gottschalk, LLC. to participate in recruiting students for Internships and/or Apprenticeships through existing college and career planning structures.
- f. School District shall provide information for state and federal reporting at the time of enrollment and otherwise as needed.

V. Program Staffing: All staff, including the teachers, will be employees of Broken Arrow Public Schools. Program staff includes certified academic teachers, certified school counselor, certified school administrator, and essential support staff. Debbra J Gottschalk, LLC will provide Advisory members for the purpose of continuous improvement in programming. Debbra J Gottschalk, LLC will provide classroom guest speakers as arranged between Debbra J Gottschalk, LLC liaison and designated Broken Arrow Schools' staff.

VI. Project Evaluation: Broken Arrow Public Schools will evaluate the success of the Internship and apprenticeship program using the following methods:

- a. Data analysis of program participants (as appropriate to the respective program) including:
 - i. Number applying
 - ii. Number accepted
 - iii. Number of certificates issued upon completion of program
 - iv. Number of licenses earned after completion of Internship/apprenticeship
 - v. Number of students that matriculated to next grade level in program
 - vi. Results of Parent and Student Satisfaction Surveys
 - Vii. Results of Employer Satisfaction Surveys

VII. Student Behavior

- a. Students are to follow all business policies and procedures and must earn an appropriate number of credits in a school year.
- b. Students are expected to follow all of Broken Arrow Public Schools' student policies and procedures, including but not limited to its policies concerning behavior and conduct and disciplinary consequences for misconduct.
- c. Students who do not meet the requirements in VII. (a) and VII. (b) may be removed and dropped from Internship and/or Apprenticeship and referred back to School District, subject to appeal procedures available to other BAPS students.
- d. Debra J Gottschalk, LLC internship/Apprenticeship is intended to serve students demonstrating a keen interest in a specific career path or high skill trade- related career paths. This group may include students who:
 - i. Need more individualization
 - ii. Are seeking an innovative or challenging curriculum with a work skill preparation component
 - iii. Show high proficiency in technical trade skills

VIII. Period of Agreement and Modification/Termination: This Agreement will become effective when signed by all parties. The Agreement will terminate on June 30, 2022, but may be renewed, amended or terminated at any time by mutual agreement of the parties. A party may unilaterally terminate this Contract by giving the other party a minimum of thirty (30) days' notice by regular and certified mail to the Superintendent of Schools. If either party exercises the option to terminate the Program, it must fulfill all education and/or monetary or other obligations to the end of the school fiscal year for which this agreement is made.

IX. No Indemnification and Liability: By executing this Contract Debra J Gottschalk, LLC, and School District agree to work together to deliver services for eligible identified students. However, they are not "partners" to the extent that term encompasses joint and several liability. Each is responsible for its own employees, representatives, agents, subcontractors, and obligations arising from this Contract; each is responsible for its own defense and any resulting liability, in the event of claims.

X. Governing Law: This Contract has been made in the State of Oklahoma and shall be governed by the laws of Oklahoma.

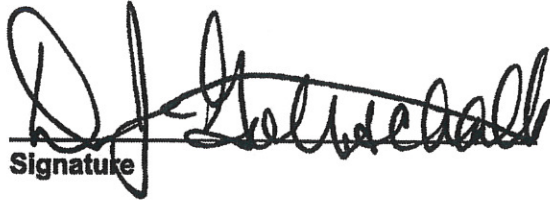
XI. Severability: The invalidity or unenforceability of any provision of this Contract shall not affect the validity or enforceability of any other provision.

XII. No assignment: Neither party may assign its rights or delegate its duties under

this Contract without the prior written consent of the other.

"Debbra J Gottschalk, LLC
2518 E 71st St,
Tulsa, OK 74136

"SCHOOL DISTRICT"
BROKEN ARROW PUBLIC SCHOOLS
701 S. MAIN STREET
BROKEN ARROW, OK 74012


Signature

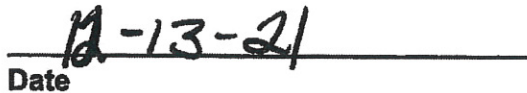
Signature


Print Name

Print Name


Title

Title


Date

Date