



Contract Committee Review Request
MUST BE COMPLETED IN FULL

Date: 8/26/24

Contract/Agreement Vendor: **OSU- Reading Recovery** **Donita Shaw**

Name of Vendor & Contact Person

donita.shaw@okstate.edu

Vendor Email Address

site application for Reading Recovery

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.

Reading Recovery

Reason/Audience to benefit

9/9/24

BOE Date

\$ 675.00

Amount of agreement

Person Submitting Contract/Agreement for Review: **Kristin Henness**

PLEASE SEND THROUGH APPROPRIATE APPROVAL ROUTING BEFORE SENDING TO BOARD CLERK

Principal &/or Director or Administrator:

Kristin Henness

Does this Contract/Agreement utilize technology? YES ☒ NO

If yes, Technology Admin:

Cabinet Team Member:

Karl Dyer

Funding Source: **11/151**

Fund/Project

OCAS Coding



Consent



Action

Accept and Approve the new MOU between Broken Arrow Public Schools and OSU-Tulsa. This contract outlines the responsibilities of the Site Coordinator and the Teacher Leader. This will cost the district \$675.00 for the site fee and will be paid using Reading Recovery funds./K. Henness

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 OF
**TEACHING, LEARNING,
AND EDUCATIONAL SCIENCES**
College of Education and Human Sciences

Reading Recovery®

Memorandum of Understanding Broken Arrow Public Schools 2024-2025



Reading Recovery

Your school district is an established Reading Recovery site. Thank you for your commitment to Reading Recovery!

The following document outlines the partnership that your school district will have with Oklahoma State University during the 2024-2025 school year. It is organized as follows.

- Page 3 – This has the essential information about your district that will allow for effective communication between your School District and Oklahoma State University. Also, the superintendent's signature represents the commitment your district has made to Reading Recovery. The signature represents understanding and agreement to uphold the Standards and Guidelines of Reading Recovery in North America found [here](#).
- Pages 4 and 5 – On these pages you will see an outline of responsibilities by the Teacher Leader and the Site Coordinator. The signature of the superintendent on the application form indicates an understanding and commitment to these responsibilities.
- Page 6 - This provides the costs associated with Reading Recovery.

Establishment & Operation of a Reading Recovery® Training Site

In accordance with Legislative House Bill 1922, an individual is entitled to:

- (1) Request to be informed about the information collected about them;
- (2) Receive and review their information; and
- (3) Correct any incorrect information.

A. **Name of School District** Broken Arrow Public Schools
Mailing Address 701 S. Main
City Broken Arrow **State** OK **Zip** 74012
Phone (918) 259-5700 **FAX** ()

Please provide the year Reading Recovery was established. 2011-2012

B. **Site Coordinator** (administrator who will lead the application/implementation process)

Name Kristin Henness
Position/Title Executive Director of Teaching and Learning
Mailing or Street Address 701 S. Main
City Broken Arrow **State** OK **Zip** 74012
Work Phone (918) 259-5725 **Cell** (918) 519-5748
E-Mail Address khenness@baschools.org

C. Assurances

The signature of the superintendent or site administrator indicates approval of this application and intent to comply with the following:

- Assurances and commitments listed in the Implementation Plan (pp. 4-8).
- Standards and Guidelines for the Reading Recovery Council of North America.
- The trademark defines the quality of Reading Recovery, thus protecting the investment that schools, school districts, and states have made. In the United States, permission to use the trademark is contingent upon compliance with the standards and guidelines.

Kristin Henness 8/29/2024
Signature of Site Coordinator **Date**

Signature of Superintendent

Date

IMPLEMENTATION PLAN

In an effort to uphold Reading Recovery Standards and Guidelines, the remaining part of this document outlines responsibilities of the Site Coordinator and the Teacher Leader. The following responsibilities are organized by topic across the row with a specific outline of responsibilities by Teacher Leader and/or Site Coordinator.

	Teacher Leader	Site Coordinator
<i>Standards & Guidelines</i>	<input type="checkbox"/> Comply with current Reading Recovery Standards & Guidelines including selection of students to be served.	<input type="checkbox"/> Support implementation of Reading Recovery Standards & Guidelines.
<i>Time Allocation</i>		<input type="checkbox"/> Support Teacher Leader's responsibilities to teach two Reading Recovery children and time to perform Teacher Leader functions the remainder of the day. This includes a significant amount of time for coaching visits to Reading Recovery teachers and potentially teaching a training class.
<i>IDEC</i>	<input type="checkbox"/> Collect and maintain data on Reading Recovery children in accordance with guidelines for evaluation to be performed by the International Data Evaluation Center at The Ohio State University.	<input type="checkbox"/> Budget and pay the annual fee to the International Data Evaluation Center (IDEC) for data services. Payment will be made directly to IDEC at The Ohio State University.
<i>Reading Recovery Teachers</i>	<input type="checkbox"/> If staff vacancies warrant, then select certified experienced teachers with a record of good practice to train as Reading Recovery teachers. Train 8-12 new Reading Recovery teachers in the district. (Submit waiver exemption for less than 8 teachers). <input type="checkbox"/> Ensure trained Reading Recovery teachers receive 6 Professional Development sessions and a minimum of 1 Teacher Leader visit. <input type="checkbox"/> Maintain and monitor Reading Recovery teachers careful record keeping and data entry. <input type="checkbox"/> Communicate with the district administration, site administration,	<input type="checkbox"/> If staff vacancies warrant, then make necessary arrangements for the Teacher Leader to train 8-12 Reading Recovery teachers from the district. <input type="checkbox"/> Make necessary staff allocations so the Reading Recovery teachers-in-training teach 4 individual children. <input type="checkbox"/> Advocate for Reading Recovery teachers by communicating with site administration the expectation of not pulling Reading Recovery teachers from the teaching of students to fulfill other duties. <input type="checkbox"/> Plan for full coverage of Reading Recovery in the district as defined in the Standards & Guidelines.

	and parents regarding any changes in programming.	
	Teacher Leader	Site Coordinator
<i>Reading Recovery Books and Supplies</i>	<input type="checkbox"/> Maintain book allotment for trained teachers and provide children's books and supplies for teachers-in-training.	<input type="checkbox"/> Purchase children's books and supplies for Reading Recovery teachers as planned in the budget.
<i>Site Visits</i>	<input type="checkbox"/> Schedule two site visits from OSU Trainer to provide assistance to the Teacher Leader and Reading Recovery teachers.	<input type="checkbox"/> Budget for Reading Recovery instructional fees (OLIVE Center) for supportive costs such as Teacher Leader assistance, professional development, report preparation, and guidance to district site coordinator.
<i>Teacher Leader Professional Development</i>	<input type="checkbox"/> Attend two professional development sessions (fall and spring), each being two days in length. Fall 2024 will be held at OSU in Tulsa, OK and Spring 2025 will be held in Springfield, MO.	<input type="checkbox"/> Budget for mileage, per diem and hotel as needed.
<i>Annual Reading Recovery Conference</i>	<input type="checkbox"/> Attend one annual Reading Recovery Conference such as MARRE or LitCon	<input type="checkbox"/> Budget for the Teacher Leader to attend one annual Reading Recovery Conference during each school year.
<i>Teacher Leader Institute</i>	<input type="checkbox"/> Attend the Teacher Leader Institute each summer. Location varies.	<input type="checkbox"/> Budget for the Teacher Leader to attend the annual Teacher Leader Institute.
<i>Colleague Visits</i>	<input type="checkbox"/> Visit with other Teacher Leaders as feasible.	<input type="checkbox"/> Encourage Teacher Leader to make colleague visits with other Teacher Leaders as feasible.

Costs

Oklahoma Literacy InnoVation in Education Center (OLIVE) Center is the University Training Center for Reading Recovery	Costs
Reading Recovery OLIVE Center Fee 2 Site Visits where the Trainer visits your school district <ul style="list-style-type: none"> • Fee will cover Trainer time. 2 Days of Fall Professional Development for the Teacher Leader at OSU-Tulsa <ul style="list-style-type: none"> • Fee will cover lunch both days. 2 Days of Spring Professional Development for Teacher Leader in Missouri <ul style="list-style-type: none"> • Fee will cover lunch both days. 3 Meetings for Site Coordinators – Virtual/District Site/OSU-Tulsa Technical Field Support as needed via email and Zoom Research and Teaching Support as needed in person, email and Zoom Materials produced by OSU-Tulsa for the Site, if requested	\$675.00

OTHER ANNUAL REQUIRED COSTS FOR BUDGETING PURPOSES

Annual IDEC Site Fees (as of 2024) The Ohio State University	\$800.00
Annual IDEC Fee per data entry (as of 2024) The Ohio State University	\$95.00
Annual Teacher Leader Institute (TLI)	TBD
Annual Reading Recovery Conference	TBD