



Contract Committee Review Request
MUST BE COMPLETED IN FULL

Date: 11/04/2022

Contract/Agreement Vendor:

CAL Solutions (Center for Applied L

Name of Vendor & Contact Person

aalahmadi@cal.org

Vendor Email Address

Professional Development

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.

SIOP/Districtwide Staff

Reason/Audience to benefit

12/05/2022

BOE Date

\$ 18,716.00

Amount of agreement

Person Submitting Contract/Agreement for Review: Jean Brassfield

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: NO

Cabinet Team Member:

Funding Source: 541

Fund/Project

541-2213-320-000-0000-000-053

OCAS Coding

☒ Consent

☐ Action

CAL Solutions will provide (4) teacher workshops between February 7-10, 2023. Sites will designate a "SIOP Lead" to attend at least two of the workshops.

Workshops will provide PD on Sheltered Instruction Observation Protocol (SIOP) Model. Workshops will provide PD on cultural perspectives, influences and key resources, Cultural alignment with incoming students, adapting content instruction for newcomer students, and SLIFE students and classroom adaptations. All sessions will be held in-person.

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.



Center for Applied Linguistics
 4646 40th Street NW
 Washington, DC 20016-1859
 Phone: (202) 362-0700
 Fax: (202) 362-3740
www.cal.org

October 19, 2022

Jenny Ochwo, Ed.D.
 English Learner Instructional Specialist
 Broken Arrow Public Schools
 210 N. Main ST
 Broken Arrow, OK 74012
 918-259-5733
jochwo@baschools.org

Dear Ms. Ochwo,

In response to your request, the Center for Applied Linguistics (CAL) is pleased to provide professional development services on the Sheltered Instruction Observation Protocol (SIOP) Model to Broken Arrow Public Schools as indicated below:

SIOP Professional Services	Dates	Participants
Workshop 1 Elementary Teachers <ul style="list-style-type: none"> • Cultural Perspectives, Influences, and Key Resources • Cultural alignment with incoming students 	In-Person 1 Facilitator February 7, 2023	A maximum of 30 educators and administrators from Broken Arrow Public Schools
Workshop 2 Elementary Teachers <ul style="list-style-type: none"> • Adapting Content Instruction for Newcomer Students • SLIFE students and classroom adaptations 	In-Person 1 Facilitator February 8, 2023	
Workshop 3 Secondary Teachers <ul style="list-style-type: none"> • Cultural Perspectives, Influences, and Key Resources • Cultural alignment with incoming students 	In-Person 1 Facilitator February 9, 2023	
Workshop 4 Secondary Teachers <ul style="list-style-type: none"> • Adapting Content Instruction for Newcomer Students • SLIFE students and classroom adaptations 	In-Person 1 Facilitator February 10, 2023	

Note: Facilitators and Broken Arrow Public Schools reserve the right to modify the scope and sequence of the workshops based on their assessment of participants' learning needs.



Project Title

Newcomers in Your School: Cultural Connections and Instructional Strategies

Description of Services Provided

Four days of in-person professional development workshops will be provided by a CAL facilitator to educators from Broken Arrow Public Schools. 30 elementary educators will attend the training the first two days, 30 secondary educators will attend the training the last two days.

Professional Development Content

This professional development will feature content from CAL's Institute, *Newcomers in Your School: Cultural Connections and Instructional Strategies*. Participants will receive proven strategies and practical resources they can use right away to create a welcoming environment for newcomer students and facilitate their learning. The workshop is designed for teachers, administrators, and other practitioners, such as counselors, and related service providers who work in educational settings with newcomer students and their families. Teams of educators are welcome to attend.

By the end of the workshop, participants will be able to:

- Build awareness of the diversity of newcomer students in schools, including special populations such as unaccompanied minors; students with limited and interrupted formal schooling
- Learn more about our students and their families, and what they contribute to the school and the learning environment
- Analyze how to adapt content instruction and materials to meet the needs of newcomer students including in a virtual environment.
- Determine how to promote oral language development and begin to bridge oral language skills to literacy development
- Design classroom activities that allow newcomers to participate in grade-level content
- Analyze the application of the college and career readiness standards for optimal achievement by all newcomer students use effective approaches and instructional strategies with newcomers in the content classroom

The audience will consist of classroom/school educators and administrators.

Dates/Schedule

The dates indicated for professional development services are February 7 & 9, 2023 for elementary teachers and February 9 & 10, 2023 for secondary teachers. The full-day in-person sessions will each last seven hours (6 contact hours with time for breaks and lunch) on a schedule provided by the school.

Location

Broken Arrow Public Schools will provide a venue location that provides adequate space for cooperative activities for the presenters and participants. The location of the venue will be provided to the CAL facilitators in a timely manner.



Materials

Material	Number of Copies	How They Will Be Provided
Handouts	1 per participant	Emailed from Marybelle Marrero-Colón to Ms. Jenny Ochwo

Note: CAL SIOP will email handouts to Ms. Jenny Ochwo, approximately one week prior to the first workshop. Broken Arrow Public Schools agrees to reproduce the handouts for distribution to participants.

Training/Workshop Host

Broken Arrow Public Schools agrees to the following:

- Make all necessary arrangements for the training site including AV equipment (Smart Board or screen and LCD projector, laptop, speakers, internet access, and technical support).
- Provide chart paper and markers.
- Provide markers and sticky notes for participants to use in collaborative activities.
- Provide appropriate space and set up for cooperative learning and collaborative planning
- Print and deliver the workshop handouts to the workshop site.
- Technology and resources for virtual sessions

Enrollment

The session will have 30 participants from grades K-12 on the first two days, and 30 participants from grades K-12 on the last two days.

CAL Project Staff

Role	Staff
Project Director	Marybelle Marrero-Colón, Associate Director Professional Development
Workshop Facilitators	TBD
Administrative Support	Ali Alahmadi, Business Specialist

Broken Arrow Public Schools Project Representative

Broken Arrow Public Schools has designated _____ to be the contact for matters related to services. Questions and correspondence should be directed to (address) _____ (phone) _____; (email) _____.

Broken Arrow Public Schools Administrative Representative

Broken Arrow Public Schools has designated _____ as the Administrative Representative who shall be responsible for the contractual and administrative aspects of the agreement. Questions and correspondence of an administrative nature should be directed to (address) _____ (phone) _____ (email) _____.



CAL Project Representative

CAL has designated Marybelle Marrero-Colón, Associate Director of Professional Development, as its Project Representative who shall be responsible for the programmatic aspects of the Agreement. Questions and correspondence of a programmatic nature should be directed to the Project Representative at the Center for Applied Linguistics, 4646 40th Street NW, Washington, DC 20016-1859, (202) 202-384-1256, mmarrero-colon@cal.org

CAL Administrative Representative

CAL has designated Ali Alahmadi, Business Specialist as who shall be responsible for the contractual and administrative aspects of the agreement. Questions and correspondence of an administrative nature should be directed to the Administrative Representative at the Center for Applied Linguistics, 4646 40th Street NW, Washington, DC 20016-1859, (202) 355-1526, aalmahdi@cal.org

Fee

The firm, fixed price for the professional development is \$18,716.00. This price covers all services needed for the delivery of this professional development, including consultation, preparation and presentation, all workshop materials mentioned above, and all travel expenses.

Broken Arrow Public Schools agrees to pay the Center for Applied Linguistics this firm, fixed price of \$18,716.00 for the services described above.

Payment

CAL will invoice Broken Arrow Public Schools for \$18,716.00 after final session on February 10, 2023. Invoices are payable within 30 days of receipt of an invoice from CAL. Please send payment to

Center for Applied Linguistics
Accounts Receivable
4646 40th Street NW
Washington, DC 20016

This contract will be in effect from the date when the contract is signed until March 30, 2023.

Cancellation Policy

In the case of a cancellation or date change, Broken Arrow Public Schools will be responsible for reimbursement to CAL for all unrecoverable expenses (such as travel costs and planning time) incurred by CAL for the specific training engagement.

Cancellations or date changes received less than three (3) business days prior to the start of the training/workshop are subject to a late change fee of 50% of cost of cancelled or changed services.

If the assigned CAL facilitator(s)/coach(es) cannot provide the services as scheduled, CAL will make every effort to provide a qualified, alternative facilitator/coach for the scheduled dates. If this cannot be arranged, CAL will reschedule the training based on consultation with the district.



Notice of cancellation or date changes on the part of Broken Arrow Public Schools for training/workshops, technical assistance sessions, or coaching days must be received in writing by fax, email, or regular mail using the contact information in this Agreement.

Inclement Weather/Emergency Situations

Due to inclement weather or an emergency situation, if notice of cancellation is given at least 24 hours prior to the training workshop (and before the trainer has begun travel), there will be no charge for the on-site training costs and time. However, Broken Arrow Public Schools will be responsible for any travel or training expenses incurred by the trainer that cannot be refunded and for their planning time to date.

CAL reserves the right to postpone or cancel training/workshops in weather/emergency situations. Weather/emergency related postponements or cancellations will be rescheduled as soon as possible based on the current training schedule.

Copyright

CAL is the owner and copyright holder of all materials developed by CAL staff and consultants for use in delivery of services under this Agreement. Conversion of the CAL materials to on-line products is not permitted without the express permission of CAL.

Recording

CAL does not permit videotaping or audio recording of training/workshops.

CAL Capabilities Statement

The Center for Applied Linguistics (CAL) is a private, non-profit organization involved in the study of language and the application of linguistics to educational, cultural, and social concerns. CAL's mission is to improve education through better understanding of language and culture. Established in 1959, CAL has earned an international reputation for the quality of its work in language-related information collection, analysis, and dissemination; linguistic research that addresses the needs of the classroom; direct technical services to language programs; professional development; and needs assessments and program evaluations. For current information about CAL projects and products, visit our Web site at www.cal.org/solutions



Entire Agreement

This Agreement constitutes the entire agreement and understanding between Broken Arrow Public Schools and CAL and supersedes any prior oral or written agreements or understandings, if any. Any changes or modifications shall be accomplished by a written amendment to this Agreement executed by the duly authorized representatives of the parties.

If you agree with the above terms and conditions, please sign two copies of this Agreement, keep one copy for your records, and return one to me with a Purchase Order number on or before date February 1, 2023. The proposed fees are valid if we receive a signed contract at least two months in advance of the first day of services. CAL reserves the right not to honor this agreement if a signed copy is not received at least one week in advance of the first day of services.

We appreciate your selection of CAL for professional services, and we look forward to working with you and your district staff.

Sincerely,

A handwritten signature in cursive script that reads "Marybelle Marrero-Colon".

Marybelle Marrero-Colón
Associate Director of Professional Development
Email: mmarrero-colon@cal.org
Tel. 202-384-1255; Fax: 202-362-3740

Center for Applied Linguistics
4646 40th Street NW
Washington, D.C. 20016
Web: www.cal.org/solutions



APPROVED

Center for Applied Linguistics

DocuSigned by:
Signature Lolita Hewett-King
DA5EFCAA43854B8...

Print Name Lolita Hewett-King

Title Vice President, Finance

Date 10/19/2022

ACCEPTED

Broken Arrow Public Schools

Broken Arrow Public Schools warrants that the person who is signing this Agreement on behalf of Broken Arrow Public Schools is authorized to do so and to execute all other documents necessary to carry out the terms of this Agreement.

Broken Arrow Public Schools affirms the source of funds is:

☐ Federal

☐ Non-federal

Signature _____

Print Name _____

Title _____

Date _____