

Contract Committee Review Request
 MUST BE COMPLETED IN FULL

Date:

Contract/Agreement Vendor: OSU PEU-Kathy Thomas, PhD
Name of Vendor & Contact Person

kathy.thomas@okstate.edu
Vendor Email Address

Agreement for Classroom Student Teachers

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.

Approve Student Interns
Reason/Audience to benefit

8/08/2022
BOE Date

\$ 13.95
Amount of agreement

Person Submitting Contract/Agreement for Review: Lindsay Drake/Andrea Jackson

PLEASE SEND THROUGH APPROPRIATE APPROVAL ROUTING BEFORE SENDING TO BOARD CLERK

Principal &/or Director or Administrator: *Lisby Dale*

Does this Contract/Agreement utilize technology? YES NO

If yes, Technology Admin: _____

Leadership Team Member: *[Signature]*

Funding Source: GENERAL
Fund/Project

PRJ 180 FUNCT 2571 OBJ 340
OCAS Coding

Consent

Action

Accept and approve the agreement between Broken Arrow Public Schools, Oklahoma State University and Professional Education Unit, to allow education students the ability to complete their student teaching within BAPS. Cost to the District is \$13.95 for criminal background checks per student intern.

The agreement between the District, Oklahoma State University and Professional Education Unit will continue for the 2022-23 school year.

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.



MEMORANDUM

To: Mr. Chuck Perry

From: Ms. Lindsay Drake
Director of Employee Relations

Date: August 08 Board Meeting

Re: Oklahoma State University and Professional Education Unit Contract

SUBJECT

Accept and approve the agreement between Oklahoma State University, Professional Education Unit and Broken Arrow Public Schools to allow education students the ability to complete their student teaching hours within Broken Arrow Public Schools. The maximum cost to the district is \$13.95 for a criminal background check per student intern.

ENCLOSURE/ATTACHMENTS

Intern Agreement

SUMMARY

The agreement between the District, Oklahoma State University and Professional Education Unit will continue for the 2022-23 school year.

FUNDING

PRJ 180 FUNCT 2571 OBJ 340

RECOMMENDATION

Approve

AGREEMENT

between

OKLAHOMA STATE UNIVERSITY
PROFESSIONAL EDUCATION UNIT

and

BROKEN ARROW PUBLIC SCHOOLS

for

FIELD CLINICAL EXPERIENCES

This AGREEMENT made and entered into this day of August 1, 2022, by and between the Oklahoma State University Professional Education Unit, party of the first part, hereinafter referred to as "OSU PEU," and Broken Arrow Public Schools, party of the second part, hereinafter referred to as "BROKEN ARROW PUBLIC SCHOOLS." Oklahoma State University candidates participating in an approved OSU PEU field or clinical experience course will be referred to as OSU PEU candidates.

SECTION 1 BROKEN ARROW PUBLIC SCHOOLS agrees to provide the authorization, supervision, and instruction of OSU PEU candidates completing the field and clinical experiences component of the teacher preparation program. This would include activities such as a) observation, b) teacher job-shadowing, c) student teaching, d) advanced certification internships/practicum, and e) other activities as approved by both the OSU PEU and BROKEN ARROW PUBLIC SCHOOLS. OSU PEU requires all candidates to have a cleared Oklahoma State Bureau of Investigation (OSBI) name check prior to being placed in any field experience or clinical practice. OSU PEU will not place a candidate without a clear OSBI check, but the completion of a cleared OSBI name check will not necessarily require BROKEN ARROW PUBLIC SCHOOLS to accept that OSU PEU candidate in a field or clinical experience. All placements should be mutually acceptable to both parties and either party may withdraw a candidate from the program if they believe it is not in the best interest of the candidate, faculty member, or the program to continue. Procedures for problem solving are detailed in the Handbook for Cooperating Teachers, Supervisors, and Principals. The OSU PEU will provide the appropriate forms, collect the fees, and provide the information to BROKEN ARROW PUBLIC SCHOOLS. The completed OSBI report will be valid for up to four (4) years while the candidate is enrolled at OSU.

SECTION 2 BROKEN ARROW PUBLIC SCHOOLS agrees to accept OSU PEU candidates for assignment in the public schools with cooperating teachers, administrators, and other related teaching personnel. BROKEN ARROW PUBLIC SCHOOLS further agrees the cooperating certified staff will give direct supervision to the OSU PEU candidates assigned and will work with a faculty member assigned by the OSU PEU in directing and evaluating the field or clinical experience.

SECTION 3 The OSU PEU agrees to award *Certificates of Professional Development* (CPD) for BROKEN ARROW PUBLIC SCHOOLS certified staff who supervise OSU PEU candidates. Each cooperating certified staff member who singly supervises a candidate teacher for 12 weeks will receive a three hour CPD. For each 360 hours of clinical observations, a one hour CPD will be awarded to BROKEN ARROW PUBLIC SCHOOLS. This certificate provides a tuition waiver for the continuing professional development of certified staff member. Cooperating teachers must complete an online evaluation of candidate performance prior to the last day of the semester serving as a cooperating teacher; failure to do so will result in no CPD being issued for that cooperating teacher. The cooperating certified staff member of record can

transfer the certificate to another BROKEN ARROW PUBLIC SCHOOLS certified, contracted staff member with the approval of the superintendent. Certificates cannot be sold. If a certified staff member chooses not to redeem the certificate, it must be redeemed by another member of the BROKEN ARROW PUBLIC SCHOOLS certified staff following all OSU PEU and district procedures. The donating certified staff member (or superintendent approved district administrator with documentation of donation), the certificate recipient and the superintendent must sign the certificate in order to complete the transfer. Certificates must be used during the semester in which course work is completed and will expire after 18 months. Lost CPDs cannot be replaced. No more than 6 hours of certificates may be redeemed by any one person during a semester or summer session. Certificates can only be used to pay for resident, correspondence or extension courses.

SECTION 4 The OSU PEU agrees to provide or arrange for non-credit staff development training related to supervision for those teachers desiring to serve as supervisors of candidate teachers and other clinical experiences. All instructors (tenure-track faculty, adjunct faculty, visiting faculty, and graduate teaching assistants or associates) are required to complete FERPA training. As part of our national accreditation, we are required to teach and assess the professional dispositions of our candidates throughout their coursework. Remediation is provided for any candidate receiving a low score on any element in each course. The elements in this assessment include ethics, professionalism, commitment to education, respect for diversity, work ethic, communication, learner attributes, cooperative/collaborative nature, and flexibility.

SECTION 5 All field experience forms will be initially processed for each course and each semester through the OSU PEU Field and Clinical Experiences office. Forms processed by the OSU PEU will be given to the designated BROKEN ARROW PUBLIC SCHOOLS district personnel for further processing and site placement.

SECTION 6 All OSU employees are covered by professional insurance for their actions performed within the scope of their employment but the university is prohibited from indemnifying a third party (candidates). Therefore, OSU advises all candidates to purchase professional liability insurance through a professional organization. Candidates placed in BROKEN ARROW PUBLIC SCHOOLS for clinical practice will be advised that they must show proof of liability insurance when requested. OSU will not be responsible for maintaining coverage for any liability arising from the acts and/or omissions of the employees, representatives or agents of Broken Arrow Public Schools.

BROKEN ARROW PUBLIC SCHOOLS will maintain adequate insurance to provide coverage for the liabilities arising from the acts and/or omissions of employees, representatives or agents of BROKEN ARROW PUBLIC SCHOOLS who are participating in the internship program with OSU. BROKEN ARROW PUBLIC SCHOOLS will not be responsible for maintaining coverage for any liability arising from the acts and/or omissions of the employees, representatives or agents of Oklahoma State University.

SECTION 9 This AGREEMENT begins August 1, 2022.

By: Shelbie Witte
Dr. Shelbie Witte
Senior Director of Teacher Education

By: _____
Superintendent
Broken Arrow Public Schools