

B
 BROKEN ARROW PUBLIC SCHOOLS  
*Educating Today* R *Leading Tomorrow*

Contract Committee Review Request  
MUST BE COMPLETED IN FULL

Date: July 7, 2022

Contract/Agreement Vendor: Oklahoma Department of Career and Technology Education Kim Downey

Name of Vendor & Contact Person  
kim.downey@careertech.ok.gov  
Vendor Email Address

The grant allows the District to purchase RealCare Geriatric Simulation for students to experience hands on simulations.

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.

Broken Arrow High School Students  
Reason/Audience to benefit

July 18, 2022  
BOE Date

No Cost to District  
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 NO  
If yes, Technology Admin: \_\_\_\_\_

Leadership Team Member: *Karla Dye*

Funding Source:    
Fund/Project OCAS Coding

**Consent**

**Action**

Accept and approve the new memorandum of understanding between Broken Arrow Public Schools and Oklahoma Department of Career and Technology Education awarding the Oklahoma Education Lottery Grant in the amount of \$13,223.70 to Lesa Moore (Family and Consumer Science teacher at Broken Arrow High School). The grant allows the District to purchase RealCare Geriatric Simulation for Broken Arrow High School students. Students will be able to experience hands on simulations and promote insight into career fields students might not have considered. / S.James

**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 OF UNDERSTANDING**  
**BETWEEN THE**  
**OKLAHOMA DEPARTMENT OF CAREER AND TECHNOLOGY EDUCATION**  
**Broken Arrow High School**

This agreement is entered into between the Oklahoma Department of Career and Technology Education, hereinafter referred to as ODCTE, and Broken Arrow High School.

**Purpose of Agreement:**

The purpose of this agreement is for funding to implement and/or upgrade instructional and training technology for the purpose of (1) innovative "cutting edge" hardware and software, (2) curriculum materials, (3) machinery and equipment for new technologies, and/or (4) instructor training in the use of the new technology.

Funding			
School Site/Program	Teacher Name	Program	CareerTech Funding from: OK Education Lottery Trust
Broken Arrow High School	Lesa Moore	FCS	\$13,223.70

Disallowed Dollar Amount/Expense, if any
\$0.00

Effective Period	
Beginning:	Terminating:
July 1, 2022	February 1, 2023

**Duties of Broken Arrow High School:**

- Adhere to proposed project summary submitted to ODCTE as part of the preliminary RFP process.
- Adhere to General Terms and Conditions for this project as reflected on the approved budget and plan.
- Goods and/or services must be received no later than terminating date indicated above to be considered reimbursable.
- Provide ODCTE request for reimbursement on reimbursement form including Project 469 detailed expenditure report showing proof of payment and copies of paid vendor invoices corresponding reference to the line item from the approved budget.

**Duties of ODCTE:**

- Provide reimbursement to Broken Arrow High School upon receipt of proper documentation as stated above.
- Provide Broken Arrow High School with technical assistance and guidance related to implementation of project and administration of grant.

**Additional Terms:**

In accepting this agreement with ODCTE, Broken Arrow High School agrees to this audit clause which provides that books, records, documents, accounting procedures, practices, or any other items of the service provider relevant to this contract are subject to examination by ODCTE, the State Auditor and Inspector, and the State Purchasing Director.

Revisions to approved budget and plan require prior approval.

Assignment of any rights or responsibilities referenced in this document is prohibited unless agreed to in writing by both parties.

Reimbursements will not be processed for requests postmarked after February 1, 2023.

**Contact Persons:**

For purposes of this agreement, all contacts with ODCTE shall be directed to its representatives:

Technical Agent: Kim Downey at 405-743-6831 or email at [kim.downey@careertech.ok.gov](mailto:kim.downey@careertech.ok.gov)

Fiscal Agent: Financial Services email [cslotterygrants@careertech.ok.gov](mailto:cslotterygrants@careertech.ok.gov)

For purposes of this contract, all contacts with Broken Arrow High School shall be directed to its representatives:

Technical Agent: Lesla Moore at 918-259-4845 or email at lmoore@baschools.org

(Typically the Technical Agent is the teacher/person who filled out the proposal.)

Financial Agent: Jill Sunderland at 918-449-6184 or email at jsunderland@baschools.org

**Approval of Agreement:**

Representing the ODCTE

Cori A. Gray  
Deputy State Director

07/07/22  
Date

Lisa Baskin  
Finance Manager CFO

7/7/22  
Date

Representing Broken Arrow High School

[Signature]  
Superintendent

6/28/22  
Date