



Contract Committee Review Request
MUST BE COMPLETED IN FULL

Date: 08/23/2024

Contract/Agreement Vendor: **OSU-Lexie McKinney/P-12 Partnership Coord**

Name of Vendor & Contact Person

lexie.mckinney@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

09/09/2024

BOE Date

Amount of agreement

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

PLEASE SEND THROUGH APPROPRIATE APPROVAL ROUTING BEFORE SENDING TO BOARD CLERK

Principal &/or Director or Administrator:

Lindsay Drake

Does this Contract/Agreement utilize technology? YES/NO

If yes, Technology Admin:

Cabinet Team Member:

[Signature]

Funding Source: **GENERAL**

Fund/Project

PRJ 180 FUNCT 2571 OBJ 340

OCAS Coding

☒ **Consent**

☐ **Action**

Accept and approve the Memorandum of Understanding Agreement between Broken Arrow Public Schools and Oklahoma State University/Office of Educator Support, to allow education students the ability to complete their field clinical experiences within BAPS. The MOU will be effective through the end of the fiscal year and will be renewed on an annual basis. Cost to the District is \$16.45 for criminal background checks per student intern.

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.

AGREEMENT
between
OKLAHOMA STATE UNIVERSITY
OFFICE OF EDUCATOR SUPPORT
and
BROKEN ARROW PUBLIC SCHOOLS
for
FIELD CLINICAL EXPERIENCES

This AGREEMENT made and entered into this day of September 1, 2024, by and between the Oklahoma State University Office of Educator Support, party of the first part, hereinafter referred to as “OSU OES,” 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 OES field or clinical experience course will be referred to as OSU OES candidates.

SECTION 1 BROKEN ARROW PUBLIC SCHOOLS agrees to provide the authorization, supervision, and instruction of OSU OES 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 OES and BROKEN ARROW PUBLIC SCHOOLS. OSU OES 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 OES 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 OES 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 OES 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 OES 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 OES candidates assigned and will work with a faculty member assigned by the OSU OES in directing and evaluating the field or clinical experience.

SECTION 3 The OSU OES agrees to award *Certificates of Professional Development* (CPD) for BROKEN ARROW PUBLIC SCHOOLS certified staff who supervise OSU OES 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 OES 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 pay only resident graduate rate (not online program rate).


SECTION 4 The OSU OES 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 OES Field and Clinical Experiences office. Forms processed by the OSU OES 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 September 1, 2024.

By: 
Dr. Toni Ivey
Director Office of Educator Support
College of Education and Human Sciences
OSU

By: _____
Broken Arrow Public Schools