

Contract Committee Review Request  
**MUST BE COMPLETED IN FULL**

Date: 09/27/2022

Contract/Agreement Vendor: CAL Solutions (Center for Applied Linguistics)  
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

10/10/22      \$ 18,716.00  
BOE Date      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: \_\_\_\_\_

Cabinet Team Member:

Funding Source: 541      541-2213-320-000-0000-000-053  
Fund/Project      OCAS Coding

<input checked="" type="checkbox"/> <b>Consent</b>  <input type="checkbox"/> <b>Action</b>	CAL Solutions will provide (4) teacher workshops between November 8-11, 2022. 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 culutral 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.
<p><b>Summary</b>      <small>This area must be complete with full explanation of contract</small></p>	

*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.*



BROKEN ARROW PUBLIC SCHOOLS

EST. 1904

## MEMORANDUM

To: Chuck Perry  
From: Jean Brassfield  
Date: October 10, 2022  
Re: SIOP Professional Development

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### **SUBJECT**

Accept and approve the NEW AGREEMENT between Broken Arrow Public Schools and CAL Solutions to provide (4) teacher workshops on the SIOP Model for classroom teachers. The total cost to the district is \$18716.00 to be paid for using Title IIA funds. -J. Brassfield

### **SUMMARY**

Broken Arrow Public Schools began implementing the SIOP (Sheltered Instruction Observation Protocol) Model in 2020-21 by training SIOP Leads at each school site. SIOP is a districtwide learning model and provides training on cultural perspectives, influences key resources, cultural alignment with incoming EL students, adapting content instruction for newcomer students, and SLIFE students and classroom adaptations. All sessions will be held in-person in November, 2022 and attended by SIOP Leads from each school. SIOP is a train-the-trainer model which allows trained staff to share what they have learned with other teachers at their site. The total cost for all four workshops is \$18,716.00.

### **ENCLOSURE/ATTACHMENTS**

License Quote/Agreement

### **FUNDING**

Title IIA Funds

### **RECOMMENDATION**

Approve



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

September 16, 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](mailto: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
<p><b>Workshop 1 Elementary Teachers</b></p> <ul style="list-style-type: none"> <li>• Cultural Perspectives, Influences, and Key Resources</li> <li>• Cultural alignment with incoming students</li> </ul>	<p>In-Person 1 Facilitator                      November 8, 2022</p>	<p>A maximum of 30 educators and administrators from Broken Arrow Public Schools</p>
<p><b>Workshop 2 Elementary Teachers</b></p> <ul style="list-style-type: none"> <li>• Adapting Content Instruction for Newcomer Students</li> <li>• SLIFE students and classroom adaptations</li> </ul>	<p>In-Person 1 Facilitator                      November 9, 2022</p>	
<p><b>Workshop 3 Secondary Teachers</b></p> <ul style="list-style-type: none"> <li>• Cultural Perspectives, Influences, and Key Resources</li> <li>• Cultural alignment with incoming students</li> </ul>	<p>In-Person 1 Facilitator                      November 10, 2022</p>	
<p><b>Workshop 4 Secondary Teachers</b></p> <ul style="list-style-type: none"> <li>• Adapting Content Instruction for Newcomer Students</li> <li>• SLIFE students and classroom adaptations</li> </ul>	<p>In-Person 1 Facilitator                      November 11, 2022</p>	

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

### **Description of Services Provided**

Four days of in-person professional development workshops will be provided by 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: November 8 & 9, 2022 for elementary teachers and November 10 & 11, 2022 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 a 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 November 11, 2022. Invoices are payable within 30 days of receipt of an invoice from CAL. Please send payment to

Center for Applied Linguistics  
Accounts Receivable  
4646 40<sup>th</sup> Street NW  
Washington, DC 20016

This contract will be in effect from the date when the contract is signed until December 30, 2022.

**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](http://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 October 1, 2022. 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,

*Marybelle Marrero-Colon*

Marybelle Marrero-Colón  
Associate Director of Professional Development  
Email: [mmarrero-colon@cal.org](mailto: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](http://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 9/16/2022

**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 \_\_\_\_\_