



Contract Committee Review Request  
MUST BE COMPLETED IN FULL

Date: 05/16/2024

Contract/Agreement Vendor: C.A.R.D Early Head Start/ Gayla Burris

Name of Vendor & Contact Person

gburris@cardcaa.org

Vendor Email Address

Coordinated support for students/ families enrolled in the Mentoring Healthy Parents Program (MHP) at Broken Arrow Options Academy.

*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.*

BAPS Students and Families

Reason/Audience to benefit

06/03/2024

BOE Date

\$ 0.00

Amount of agreement

Person Submitting Contract/Agreement for Review: Rachel Kaiser

**PLEASE SEND THROUGH APPROPRIATE APPROVAL ROUTING BEFORE SENDING TO BOARD CLERK**

Principal &/or Director or Administrator: [Signature]

Does this Contract/Agreement utilize technology? YES/NO NO

If yes, Technology Admin: \_\_\_\_\_

Cabinet Team Member: [Signature]

Funding Source: \_\_\_\_\_ \_\_\_\_\_

Fund/Project

OCAS Coding



**Consent**



**Action**

Accept and RENEW the agreement between Broken Arrow Public Schools and C.A.R.D Early Head Start beginning July 1, 2024 and ending on June 30, 2025. The purpose of this agreement is to coordinate services for students enrolled in the district's Mentoring Healthy Parents program who choose to also become clients of C.A.R.D. Early Head Start. There is no cost to the District. R. Kaiser

**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 AGREEMENT**  
**BETWEEN**  
**COMMUNITY ACTION RESOURCE & DEVELOPMENT EARLY HEAD START**  
**AND**  
**BROKEN ARROW PUBLIC SCHOOLS**

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This agreement is entered into between CARD Early Head Start (EHS) and Broken Arrow Public Schools for the Mentoring Healthy Parents program. The purpose of this agreement is to coordinate services for mutual clients of the participating agencies and requires no financial obligation on the part of the school district.


Critical to the success of this partnership is a collaborative approach to meeting the needs of mutual clients. This is accomplished through the joint peer staffing process. The purpose of joint peer staffing is to:

- Build and maintain on-going positive relationships with each of the collaborating partners which include Children's First, Child Guidance, Healthy Families & Babies, Parents as Teachers, SoonerStart, and CARD Early Head Start.
- Coordinate services to families that are dually enrolled in order to ensure that service providers work together and collaborate on recommendations to families that meet best practice standards.
- Provide a multi-disciplinary team of professionals to provide question-specific case consultation to assist staff in Intervention planning.
- **Share** opportunities for parent training, staff training, **and** resource updates.

CARD Early Head Start and BAPS Mentoring Healthy Parents program agree to the following:

- To send at least one representative to the joint peer staffings which will be scheduled for mutually agreed upon dates.
- To ensure that each staff member who attends joint peer staffings will have a complete orientation on the importance of confidentiality and will have a signed confidentiality statement on file.
- To collaborate to offer Early Head Start child care services to the students in BAPS.

This agreement is valid from July 1, 2024, through June 30, 2025. However, either party hereto shall have the right to terminate the agreement upon thirty (30) days written notice to the other.

  
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Gayla Burris, M. S., C.C.P.S  
CARD Head Start/Early Head Start Director

Date: 5/16/2024

\_\_\_\_\_  
Board of Education President  
Broken Arrow Public Schools

Date: \_\_\_\_\_