

MEMORANDUM

To: Mr. Chuck Perry

From: Amanda Grace

Date: May 4, 2022

Re: Franciscan Villa Apprenticeship and Licensing Program

SUBJECT

Accept and approve the agreement between Broken Arrow Public Schools and Franciscan Villa for their Apprenticeship and Licensing Program. There is no cost to the district.

A. Grace

ENCLOSURE/ATTACHMENTS

See attachments

SUMMARY

Franciscan Villa Apprenticeship and licensing Program is to prepare students for the world of work by providing an opportunity to earn a high school diploma and obtain occupational training and employability skills. This is an unpaid internship.

FUNDING

Not Applicable

RECOMMENDATION

Approve

Contract for Educational Services Broken Arrow Public Schools and FRANCISCAN VILLA, LLC.
Apprenticeship and Licensing Program School Year 2022-2023

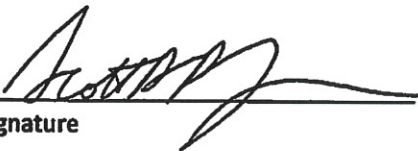
- I. **The Parties:** This document constitutes an agreement between FRANCISCAN VILLA, LLC. and Independent School District No. 3 of Tulsa County d/b/a Broken Arrow Public Schools (School District).
- II. **Program Mission/Goals:** The goal of the Broken Arrow Public Schools and FRANCISCAN VILLA, LLC. Internship, Apprenticeship and Licensing Program is to prepare students for the world of work by providing an opportunity to earn a high school diploma and obtain occupational training and employability skills. This is accomplished through a cooperative agreement with School District.
- III. FRANCISCAN VILLA, LLC.
Obligations:
 - a. Provide quality educational/occupational services to eligible students as space is available (at specific job sites), that meet the requirements of the Oklahoma State Department of Education (OSDE).
 - b. Work with School District to identify and recommend students for enrollment who desire to earn both high school credits and complete an Internship Program.
 - c. FRANCISCAN VILLA, LLC. agrees that Interns and/or Apprentices are temporary employees of FRANCISCAN VILLA, LLC. and/or contracted temp agency.
 - d. Meet on a regular basis with selected School District personnel for coordination and information purposes.
 - f. Provide job training services for a minimum number of hours per regularly scheduled school day between the hours of 7:45 a.m. and 2:45p.m. in alignment with the Broken Arrow Public Schools' calendar. Students may intern outside the scheduled school day as agreed upon by company.
 - g. Furnish required Program material and supplies.
 - h. Provide school site lectures, training and mentorship to Interns and/or Apprentices upon agreed times between FRANCISCAN VILLA, LLC., and Broken Arrow Public Schools.
 - i. Report attendance electronically to School District on a weekly basis.
 - j. Report completion of learning objectives and training bi-annually (semester end).
- IV. **School District's Obligations:**
 - a. School District shall provide a single point of contact a staff member to work with FRANCISCAN VILLA, LLC. Internship and/or Apprentice Supervisors to ensure accuracy of student records in relation to review of attendance, Internship/Apprenticeship performance and other assistance.
 - b. School District will provide promotional materials and public relations for the Internship and/or Apprenticeships.
 - c. School District will issue diploma and complete transcript for students upon completion of requirements for graduation.
 - d. School District will provide opportunities for FRANCISCAN VILLA, LLC. to participate in recruiting students for Internships and/or Apprenticeships through existing college and career planning structures.
 - e. School District shall provide information for state and federal reporting at the time of enrollment and otherwise as needed.

- V. **Program Staffing:** All staff, including the teachers, will be employees of Broken Arrow Public Schools. Program staff includes certified academic teachers, certified school counselor, certified school administrator, and essential support staff. FRANCISCAN VILLA, LLC. will provide Advisory members for the purpose of continuous improvement in programming. FRANCISCAN VILLA, LLC. will provide classroom guest speakers as arranged between FRANCISCAN VILLA, LLC. liaison and designated Broken Arrow Schools' staff.
- VI. **Project Evaluation:** Broken Arrow Public Schools will evaluate the success of the Internship and apprenticeship program using the following methods:
- a. Data analysis of program participants (as appropriate to the respective program) including:
 - i. Number applying
 - ii. Number accepted
 - iii. Number of certificates issued upon completion of program
 - iv. Number of licenses earned after completion of Internship/apprenticeship
 - v. Number of students that matriculated to next grade level in program
 - vi. Results of Parent and Student Satisfaction Surveys
 - vii. Results of Employer Satisfaction Surveys
 - viii. Number of students hired after graduation
- VII. **Student Behavior - Attendance Expectations:**
- a. Students are to follow all business policies and procedures, and are expected to earn an appropriate number of credits in a school year.
 - b. Students are expected to follow all of Broken Arrow Public Schools' student policies and procedures, including but not limited to its policies concerning behavior and conduct and disciplinary consequences for misconduct.
 - c. Students who do not meet the requirements in VII. (a) and VII. (b) may be removed and dropped from Internship and/or Apprenticeship and referred back to School District, subject to appeal procedures available to other BAPS students.
 - d. FRANCISCAN VILLA, LLC. internship/Apprenticeship is intended to serve students demonstrating a keen interest in a specific career path or high skill trade- related career paths. This group may include students who:
 - i. Need more individualization
 - ii. Are seeking an innovative or challenging curriculum with a work skill preparation component
 - iii. Show high proficiency in technical trade skills.
- VIII. **Period of Agreement and Modification/Termination:** This Agreement will become effective when signed by all parties. The Agreement will terminate on June 30, 2023, but may be renewed, amended or terminated at any time by mutual agreement of the parties. A party may unilaterally terminate this Contract by giving the other party a minimum of thirty (30) days' notice by regular and certified mail to the Superintendent of Schools. If either party exercises the option to terminate the Program, it must fulfill all education and/or monetary or other obligations to the end of the school fiscal year for which this agreement is made.
- IX. **No Indemnification and Liability:** By executing this Contract FRANCISCAN VILLA, LLC. and School District agree to work together to deliver services for eligible identified students. However, they are not "partners" to the extent that term encompasses joint and several liability. Each is responsible for its own employees, representatives, agents, subcontractors, and obligations arising from this Contract; each is responsible for its own defense and any resulting liability, in the event of claims.

- X. **Governing Law:** This Contract has been made in the State of Oklahoma and shall be governed by the laws of Oklahoma.
- XI. **Severability:** The invalidity or unenforceability of any provision of this Contract shall not affect the validity or enforceability of any other provision.
- XII. **No assignment:** Neither party may assign its rights or delegate its duties under this Contract without the prior written consent of the other.

FRANCISCAN VILLA, LLC.
17110 East 51st Street
Broken Arrow, OK 74012

"SCHOOL DISTRICT"
BROKEN ARROW PUBLIC SCHOOLS
701 S. Main Street
BROKEN ARROW, OK 74012


Signature

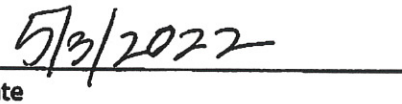
Signature


Print Name

Print Name


Title

Title


Date

Date