

Contract Committee Review Request  
 MUST BE COMPLETED IN FULL

Date: 9/27/22

Contract/Agreement Vendor: Family & Children's Services, Faith  
Name of Vendor & Contact Person  
fcrittenden@fcsok.org  
Vendor Email Address

McKinney-Vento parent/grandparent involvement

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.

Grandparents raising their grandchildren in MVs  
Reason/Audience to benefit

BOE Date \$ 5,000.00  
Amount of agreement

Person Submitting Contract/Agreement for Review: Valeri Radford

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

Cabinet Team Member: *[Signature]*

Funding Source: 796 2120/323/053  
Fund/Project OCAS Coding

- Consent
- Action

This contract is to have a facilitator to help grandparents raising grandchildren with resources and general help with a variety of topics, This will be made available to McKinney Vento students' grandparents who are their caregiver. It will be a series of meetings with various topics. Family & Children's Services will charge \$60 an hour for prep and meeting facilitation not to exceed \$5000. This is funded through ARP Homeless I grant which strongly suggested grantees contract with a community resource to help serve McKinney-Vento families.

**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.*

# Family and Children's Services

## LETTER OF AGREEMENT

This agreement dated 09/25/2022 is entered between Family and Children's Services and Broken Arrow Public Schools. This letter of agreement is for the period of 09/25/2022 through June 30th, 2023 and may be renewable annually with consent of both parties. It is agreed by both parties that Family and Children's Services will provide Support Groups and activities as listed in this agreement.

The purpose of this agreement is to provide for greater access to services offered in the Broken Arrow School Community.

### **FAMILY AND CHILDREN'S SERVICES.**

FCS will be allocated funds to provide services for grandparents raising grandchildren enrolled in the McKinney-Vento Program in the Broken Arrow Public School District.

Family and Children's Services will provide monthly invoices to the Broken Arrow School District documenting the services provided on an hourly basis of \$60.00 per hour for Family Support Provider (Support Groups, preparation for Support Group, and resources linkage) and not exceed \$5,000.00.

### **Service Fees for Program Services**

Service fees for the summer services provided because of this letter of agreement will be paid by Broken Arrow School District monthly. Broken Arrow School District will provide Family and Children's Services with invoice instructions as to how services need to be billed and who the invoices will be directed to.

### **Representation for all Services**

- Broken Arrow School District, Family and Children's Services agree to assign specific staff members the primary responsibility for administrative activities related to this agreement, identified herein as:
  - Jean Brassfield            Broken Arrow Public Schools
  - Valeri Radford            Broken Arrow Public Schools
  - Faith Crittenden            Family and Children's Services

### **Insurance**

- Prior to the commencement of services under this agreement, Family and Children's Services agrees to maintain general liability insurance coverage

in minimum amounts of Twenty-Five Thousand Dollars (\$25,000.00) for property damage, and Four Million Dollars (\$4,000,000.00) for bodily injury arising out of any single occurrence. Daybreak Family Services and Family and Children's Services also agrees to carry Professional Liability insurance in the amount of \$4,000,000. Both agencies shall give at least ten (10) days' notice to Broken Arrow Public Schools before cancellation of any coverage for any reason. Both agencies agree to maintain liability coverage in force during the entire term of this agreement.

**Hold Harmless**

- Family and Children's Services will not hold Broken Arrow Public Schools responsible for actions of each agencies employees or clients, which result in loss or damages whether action is unintended, negligent, or intended. Similarly, Broken Arrow Public Schools will not hold Family and Children's Services responsible for actions of Broken Arrow Public Schools staff or any student over which both agencies have no supervision or control which results in loss or damages whether such action resulting in loss or damages, is unintended, negligent or intended.

In the event of any disagreement as to the administration of the project, the matter will be resolved by the designated Administrators as referenced in this document.

**BROKEN ARROW PUBLIC SCHOOLS:**

**BOARD OF EDUCATION**

BY: \_\_\_\_\_  
President Date

**FAMILY AND CHILDREN'S SERVICES**

BY: Gail Lapidus September 28, 2022  
Gail Lapidus/CEO Date

\_\_\_\_\_  
CEO Date