

**MEMORANDUM OF UNDERSTANDING**  
**BETWEEN THE**  
**OKLAHOMA DEPARTMENT OF CAREER AND TECHNOLOGY EDUCATION**  
**Broken Arrow High School/Broken Arrow PS**

This agreement is entered into between the Oklahoma Department of Career and Technology Education, hereinafter referred to as ODCTE, and **Broken Arrow High School/Broken Arrow PS**.

**Purpose of Agreement:**

The purpose of this agreement is for funding to implement and/or upgrade instructional and training technology for the purpose of (1) innovative "cutting edge" hardware and software, (2) curriculum materials, (3) machinery and equipment for new technologies, and/or (4) instructor training in the use of the new technology.

Funding			
School Site/Program	Teacher Name	Program	CareerTech Funding from: OK Education Lottery Trust
Broken Arrow High School/Broken Arrow PS	Sheila Brewster	FCS	\$14864.54

Disallowed Dollar Amount/Expense, if any
\$

Effective Period	
Beginning:	Terminating:
July 1, 2021	February 1, 2022

**Duties of Broken Arrow High School/Broken Arrow PS:**

- Adhere to proposed project summary submitted to ODCTE as part of the preliminary RFP process.
- Adhere to General Terms and Conditions for this project as reflected on the approved budget and plan.
- Provide ODCTE with the Project 469 detailed expenditure report showing proof of payment and copies of paid invoices.

**Duties of ODCTE:**

- Provide funding to **Broken Arrow High School/Broken Arrow PS** upon receipt of proper documentation.
- Provide **Broken Arrow High School/Broken Arrow PS** with technical assistance and guidance related to implementation of project and administration of grant.

**Additional Terms:**

In accepting this agreement with ODCTE, **Broken Arrow High School/Broken Arrow PS** agrees to this audit clause which provides that books, records, documents, accounting procedures, practices, or any other items of the service provider relevant to this contract are subject to examination by ODCTE, the State Auditor and Inspector, and the State Purchasing Director.

Revisions to approved budget and plan require prior approval.

Assignment of any rights or responsibilities referenced in this document is prohibited unless agreed to in writing by both parties.

Reimbursements will not be processed for requests postmarked after February 1, 2022.

**Contact Persons:**

For purposes of this agreement, all contacts with ODCTE shall be directed to its representatives:

Technical Agent: Kim Downey at 405-743-6831 or email at [kim.downey@careertech.ok.gov](mailto:kim.downey@careertech.ok.gov)

Financial Agent: Debbi Butterfield at 405-743-5458 or email at [debbi.butterfield@careertech.ok.gov](mailto:debbi.butterfield@careertech.ok.gov)

For purposes of this contract, all contacts with **Broken Arrow High School/Broken Arrow PS** shall be directed to its representatives:

Technical Agent: Shelia Brewster at 918/284-7386 or email at Smbrewster@baschools.org  
(Typically the Technical Agent is the teacher/person who filled out the proposal.)

Financial Agent: Stacie Chase at 918-259-5709 or email at schase@baschools.org

**Approval of Agreement:**

*Representing the ODCTE*

*Representing **Broken Arrow High School/Broken Arrow PS***

\_\_\_\_\_  
Deputy State Director

\_\_\_\_\_  
Superintendent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Finance Manager

\_\_\_\_\_  
Date

**MEMORANDUM OF UNDERSTANDING**  
**BETWEEN THE**  
**OKLAHOMA DEPARTMENT OF CAREER AND TECHNOLOGY EDUCATION**  
**Oneta Ridge Middle School, Broken Arrow PS**

This agreement is entered into between the Oklahoma Department of Career and Technology Education, hereinafter referred to as ODCTE, and **Oneta Ridge Middle School, Broken Arrow PS**.

**Purpose of Agreement:**

The purpose of this agreement is for funding to implement and/or upgrade instructional and training technology for the purpose of (1) innovative “cutting edge” hardware and software, (2) curriculum materials, (3) machinery and equipment for new technologies, and/or (4) instructor training in the use of the new technology.

Funding			
School Site/Program	Teacher Name	Program	CareerTech Funding from: OK Education Lottery Trust
Oneta Ridge Middle School, Broken Arrow PS	Robert Dumas	STEM	\$14988.00

Disallowed Dollar Amount/Expense, if any
\$

Effective Period	
Beginning:	Terminating:
July 1, 2021	February 1, 2022

**Duties of Oneta Ridge Middle School, Broken Arrow PS:**

- Adhere to proposed project summary submitted to ODCTE as part of the preliminary RFP process.
- Adhere to General Terms and Conditions for this project as reflected on the approved budget and plan.
- Provide ODCTE with the Project 469 detailed expenditure report showing proof of payment and copies of paid invoices.

**Duties of ODCTE:**

- Provide funding to **Oneta Ridge Middle School, Broken Arrow PS** upon receipt of proper documentation.
- Provide **Oneta Ridge Middle School, Broken Arrow PS** with technical assistance and guidance related to implementation of project and administration of grant.

**Additional Terms:**

In accepting this agreement with ODCTE, **Oneta Ridge Middle School, Broken Arrow PS** agrees to this audit clause which provides that books, records, documents, accounting procedures, practices, or any other items of the service provider relevant to this contract are subject to examination by ODCTE, the State Auditor and Inspector, and the State Purchasing Director.

Revisions to approved budget and plan require prior approval.

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Reimbursements will not be processed for requests postmarked after February 1, 2022.

**Contact Persons:**

For purposes of this agreement, all contacts with ODCTE shall be directed to its representatives:

Technical Agent: Kim Downey at 405-743-6831 or email at [kim.downey@careertech.ok.gov](mailto:kim.downey@careertech.ok.gov)

Financial Agent: Debbi Butterfield at 405-743-5458 or email at [debbi.butterfield@careertech.ok.gov](mailto:debbi.butterfield@careertech.ok.gov)

For purposes of this contract, all contacts with **Oneta Ridge Middle School, Broken Arrow PS** shall be directed to its representatives:

Technical Agent: Robert Dumas at 918-850-9518 or email at rdumas@baschools.org

(Typically the Technical Agent is the teacher/person who filled out the proposal.)

Financial Agent: Stacy Chase at 918-259-5709 or email at schase@baschools.org

**Approval of Agreement:**

*Representing the ODCTE*

*Representing **Oneta Ridge Middle School, Broken Arrow PS***

\_\_\_\_\_  
Deputy State Director

\_\_\_\_\_  
Superintendent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Finance Manager

\_\_\_\_\_  
Date

**MEMORANDUM OF UNDERSTANDING**  
**BETWEEN THE**  
**OKLAHOMA DEPARTMENT OF CAREER AND TECHNOLOGY EDUCATION**  
**Broken Arrow High School**

This agreement is entered into between the Oklahoma Department of Career and Technology Education, hereinafter referred to as ODCTE, and **Broken Arrow High School**.

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Funding			
School Site/Program	Teacher Name	Program	CareerTech Funding from: OK Education Lottery Trust
Broken Arrow High School	Thomas Barrow	STEM	\$13799.70

Disallowed Dollar Amount/Expense, if any
\$

Effective Period	
Beginning:	Terminating:
July 1, 2021	February 1, 2022

**Duties of Broken Arrow High School:**

- Adhere to proposed project summary submitted to ODCTE as part of the preliminary RFP process.
- Adhere to General Terms and Conditions for this project as reflected on the approved budget and plan.
- Provide ODCTE with the Project 469 detailed expenditure report showing proof of payment and copies of paid invoices.

**Duties of ODCTE:**

- Provide funding to **Broken Arrow High School** upon receipt of proper documentation.
- Provide **Broken Arrow High School** with technical assistance and guidance related to implementation of project and administration of grant.

**Additional Terms:**

In accepting this agreement with ODCTE, **Broken Arrow High School** agrees to this audit clause which provides that books, records, documents, accounting procedures, practices, or any other items of the service provider relevant to this contract are subject to examination by ODCTE, the State Auditor and Inspector, and the State Purchasing Director.

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Technical Agent: Kim Downey at 405-743-6831 or email at [kim.downey@careertech.ok.gov](mailto:kim.downey@careertech.ok.gov)

Financial Agent: Debbi Butterfield at 405-743-5458 or email at [debbi.butterfield@careertech.ok.gov](mailto:debbi.butterfield@careertech.ok.gov)

For purposes of this contract, all contacts with **Broken Arrow High School** shall be directed to its representatives:

Technical Agent: Thomas Barrow at 918-844-7875 or email at tbarrow@baschools.org

(Typically the Technical Agent is the teacher/person who filled out the proposal.)

Financial Agent: Stace Chase at 918-251-5709 or email at sCHASE@baschools.org

**Approval of Agreement:**

*Representing the ODCTE*

*Representing **Broken Arrow High School***

\_\_\_\_\_  
Deputy State Director

\_\_\_\_\_  
Superintendent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Finance Manager

\_\_\_\_\_  
Date