

B
 BROKEN ARROW PUBLIC SCHOOLS
Educating Today R *Leading Tomorrow*

Contract Committee Review Request
 MUST BE COMPLETED IN FULL

Date: July 7, 2022

Contract/Agreement Vendor: Oklahoma Department of Career and Technology Education Kim Downey
Name of Vendor & Contact Person
 kim.downey@careertech.ok.gov
Vendor Email Address

The grant allows the District to purchase technology for Fashion Design Merchandising and Fashion Design Construction.

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 in 10th through 12th grade
Reason/Audience to benefit

July 18, 2022
BOE Date

No Cost to District
Amount of agreement

Person Submitting Contract/Agreement for Review: Sharon James

PLEASE SEND THROUGH APPROPRIATE APPROVAL ROUTING BEFORE SENDING TO BOARD CLERK

Principal &/or Director or Administrator: *Sharon James*

Does this Contract/Agreement utilize technology? YES/NO
 If yes, Technology Admin: *Yes*

Leadership Team Member: *Karla Dyess*

Funding Source:
Fund/Project OCAS Coding

Consent
 Action

Accept and approve the new memorandum of understanding between Broken Arrow Public Schools and Oklahoma Department of Career Technology and Education awarding the Oklahoma Education Lottery Grant in the amount of \$2,889.63 to Rachel Smith (Family and Consumer Science teacher at Broken Arrow High School and Broken Arrow Freshman Academy). The grant allows the District to purchase technology for Fashion Design Merchandising and Fashion Design Construction for students in 10th through 12th grade. The grant allows students to familiarize themselves with current industry practices and processes./ S.James

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 UNDERSTANDING
 BETWEEN THE
 OKLAHOMA DEPARTMENT OF CAREER AND TECHNOLOGY EDUCATION
Broken Arrow Public School

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

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 Public School	Rachel Smith	FCS	\$2,889.63

Disallowed Dollar Amount/Expense, If any
\$52.87

Effective Period	
Beginning:	Terminating:
July 1, 2022	February 1, 2023

Duties of Broken Arrow Public 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.
- Goods and/or services must be received no later than terminating date indicated above to be considered reimbursable.
- Provide ODCTE request for reimbursement on reimbursement form including Project 469 detailed expenditure report showing proof of payment and copies of paid vendor invoices corresponding reference to the line item from the approved budget.

Duties of ODCTE:

- Provide reimbursement to Broken Arrow Public School upon receipt of proper documentation as stated above.
- Provide Broken Arrow Public 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 Public 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.

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, 2023.

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

Fiscal Agent: Financial Services email cslotterygrants@careertech.ok.gov

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

Technical Agent: Paerel Smith at 918-259-4585 or email at r1smith@baschools.org

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

Financial Agent: Julie Sunderland at 918-449-6184 or email at jsunderland@baschools.org

Approval of Agreement:

Representing the ODCTE

Cori A. Gray
Deputy State Director

07/07/22
Date

Lisa Batheider
Finance Manager CFO

7/7/22
Date

Representing **Broken Arrow Public School**

[Signature]
Superintendent

6/28/22
Date