

BROKEN ARROW  PUBLIC SCHOOLS
Educating Today Leading Tomorrow

Contract Committee Review Request
MUST BE COMPLETED IN FULL

Date: 6-25-24

Contract/Agreement Vendor: Josh's Sno Shack Events
Name of Vendor & Contact Person
josh.events@gmail.com
Vendor Email Address
sno cones for Aloha Bash

Summary
BAHS students
Reason/Audience to benefit
07-15-2024
BOE Date
\$1/sno cone
Amount of agreement

Person Submitting Contract/Agreement for Review: 

PLEASE SEND THROUGH APPROPRIATE APPROVAL ROUTING BEFORE SENDING TO BOARD CLERK

Principal &/or Director or Administrator: _____

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

Leadership Team Member:  _____

Funding Source: 62-934 62-934
Fund/Project OCAS Coding

- Consent Item: Accept and approve the NEW/RENEWAL agreement between Broken Arrow Public Schools and the vendor listed above. (ie. New fiscal year &/or Renewal services)
- Action Item: Discussion, motion and vote on motion to approve or disapprove the NEW agreement between Broken Arrow Public Schools and the vendor listed above. (ie. Purchase over \$50,000 &/or new service)

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

To: Mr. Chuck Perry

From: Christian Welborn

Date: July 15, 2024

Re: Josh's Sno Shack

SUBJECT

Discussion, motion and vote on motion to approve or disapprove the agreement between Josh's Sno Shack and Broken Arrow Public Schools for sno cones at Broken Arrow High School Aloha Bash during the 2024-25 school year. Cost is \$1.00 per sno cone and will be paid by site activity funds. C. Welborn

ENCLOSURE/ATTACHMENTS

Agreement

SUMMARY

Josh's Sno Shack will provide sno cones at Aloha Bash.

FUNDING

Activity Funds

RECOMMENDATION

Approve

Josh's Sno Shack Contract 2024

*The Josh's Sno Shack **standard set-up** includes service at a standard 6ft table, with Josh's Sno Shack table cloth and equipment. Approximately 5v5" area needed. All supplies needed to enjoy Tulsa's best shaved ice will be provided. Set-up location can be inside or outside, but access to a standard three-prong outlet is needed. If other electrical option is required- please inquire. Event tent provided as appropriate. Payment in full due within 30 days of date of service.*

Event Name: Aloha Bash

Date: August 19th, 2024

Responsible Party: Broken Arrow Schools

Contact Name: Christian Welborn

Phone Number: 918-850-4914

E-mail: accounting@baschools.org

Location Address: 1901 East Albany Street (west side of campus)

Area of Tulsa: Broken Arrow

Requested Serving Time: 530-7pm

Flavors: top 4 flavors

Number of Guests: 800

*Special Requests: giving away sno cones, will bill at rate of \$1/cone after the event

Rate:

Additions:

Total:

Signature

Date