

**Contract Committee Review Request**  
**MUST BE COMPLETED IN FULL**

Date: 2.21.25

Contract/Agreement Vendor: Ignite2Unite

Name of Vendor  
Jason Jedamski 479-366-5517

Contact Person Phone Number  
4720 S 174<sup>th</sup> E Ave

Address  
Tulsa OK 74134

City State Zip

kristin@ignite2unite.com

**Email address**

Sept 2025

Date of services

**IS THIS A NEW VENDOR? IF SO, PLEASE PROVIDE : W9** \_\_\_\_\_  
 And \_\_\_\_\_  
**Vendor Registration**  
 \_\_\_\_\_

Person Submitting Contract/Agreement for Review: Steve Dunn ESC  
Name Site

Reason for Review: (New Agreement, Renewal...): NEW

Audience/Group to benefit from Contract/Agreement: \_\_\_\_\_

**Routing Approval: PLEASE SEND TO APPROPRIATE LEADERSHIP TEAM MEMBER BEFORE SENDING TO STACIE CHASE**

Principal **and** Director or Administrator: \_\_\_\_\_  
Signature

Does this Contract/Agreement utilize technology? No  Yes

Has it been reviewed by the Chief Technology Officer? No  Yes

If yes, Approved by: \_\_\_\_\_

**Leadership Team Member:**   
Signature

Funding Source: General Funds 11/Project 104  
Description OCAS Coding

- Process: **PLEASE FOLLOW ALL STEPS**
1. The Contract/Agreement is reviewed and approved by site Principal/ Director/Administrator
  2. If Technology related, the Contract/Agreement is reviewed by Ben Stout, Chief Technology Officer
  3. Prepare Board Agenda Memorandum and attach to Contract/Agreement.
  4. Begin the requisition process and place a comment in the Notes section that says, "Please hold req pending board approval on Sept 2025"  
Date of Board Meeting
  5. Attach this form with Contract/Agreement and Board Memo
  6. **The appropriate Leadership Team Member will review and submit to the Contract Committee**
  7. Keep copy for your records

**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 8:30a.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 Stacie Chase. By following this process, the liability of entering into an agreement is placed with the district rather than an individual.**



BROKEN ARROW PUBLIC SCHOOLS

EST. 1904

## MEMORANDUM

**To:** Mr. Chuck Perry

**From:** Mr. Steve Dunn

**Date:** March 10, 2025

**Re:** Ignite2Unite, LLC

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### **SUBJECT**

Accept and approve the NEW agreement between Broken Arrow Public Schools and Ignite2Unite, LLC, for a Breaking Down the Walls Program facilitator, September 25-26, 2025 at Broken Arrow Freshman Academy. Total cost to the District is \$7,400.00 and paid out of General Funds. S. Dunn

### **ENCLOSURE/ATTACHMENTS**

Agreement

### **SUMMARY**

Mr. Jedamski with Ignite2Unite will facilitate two 2.5 hour workshops per day on 9/25 and 9/26, four workshops total. The program includes a pre-recorded student kick-off video and a staff informational video to be sent two weeks prior to the event.

### **FUNDING**

General Funds, Project 104

### **RECOMMENDATION**

Approve

# AGREEMENT FOR THE SERVICES OF IGNITE2UNITE, LLC

**SPONSOR:** Broken Arrow Freshman Academy  
**CONTACT:** Malinda Silva  
**WORK PHONE:** (918) 259-4330  
**EMAIL:** msilva@baschools.org  
**CELL PHONE:**

**ADDRESS:** 301 W. New Orleans  
**CITY,ST,ZIP:** Broken Arrow, OK 74011  
**ALT CONTACT:** Steve Dunn/ Melissa Addison  
**ALT EMAIL:** sldunn@baschools.org/ maaddison@baschools.org  
**ALT CELL PHONE:** (405) 615-8694/ (918) 259-5755

## PRESENTATION INFORMATION

**SPEAKER:** Jason Jedamski  
**DATE(S):** Thursday, September 25 - Friday, September 26, 2025  
**PROGRAM NAME:** Breaking Down the Walls Program  
**PROGRAM LENGTH:** 2.5-hour workshop  
**ARRIVAL TIME:** TBD  
**AUDIENCE:** Broken Arrow Freshman Academy Students

**DETAILS:** Jason Jedamski will facilitate four 2.5-hour workshops of Breaking Down the Walls at Broken Arrow Freshman Academy on 9/25-26. The program includes a pre-recorded student kick-off video and a staff informational video to be sent two weeks prior to the event.

## FINANCIAL AGREEMENT

\*Program fee is **\$7,400.00**. Checks payable to Ignite2Unite. An Invoice is included with this contract. All fees in US funds only. Ignite2Unite Federal ID 87-1422622.

\*A Purchase Order for full balance is requested to hold this date

\*Program fee is all-inclusive, including all fees and expenses.

\*In the event of cancellation, four weeks' notice will be needed. If this is not possible, there will be a 50% cancellation fee of speaker's honorarium. If, through events beyond the control of the speaker, the speaker is unable to appear, Ignite2Unite will arrange to send a suitable and qualified replacement, reschedule the engagement, or refund the deposit.

\*Please provide a wireless microphone and a quality sound system. Presenter will also need a table.

**THE ABOVE INFORMATION IS AGREED AND ACCEPTED BY:**

K Jedamski February 6, 2025  
Kristin Jedamski, Ignite2Unite Date

\_\_\_\_\_  
Board Representative, Broken Arrow Public Schools Date

Ignite2Unite, LLC / 4720 S. 174th East Avenue / Tulsa, OK 74134  
ignite2unite.com / (479) 366-5517

Ignite 2 Unite, LLC  
4720 S. 174th East Ave  
Tulsa, OK 74134  
+14793665517  
kristin@ignite2unite.com

# Invoice



### BILL TO

Broken Arrow Public Schools  
Broken Arrow Freshman Academy  
Accounts Payable  
701 S. Main Street  
Broken Arrow, OK 74012

### SHIP TO

Broken Arrow Freshman Academy  
Attn: Steve Dunn/ Malinda Silva  
301 W. New Orleans  
Broken Arrow, OK 74011

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
1231	02/05/2025	\$7,400.00	10/27/2025	Net 30	

**SHIP DATE**  
09/25/2025

**SHIP VIA**  
In Person

ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
<b>Breaking Down the Walls - High School</b>	Breaking Down the Walls Broken Arrow Freshman Academy Thursday, September 25 - Friday, September 26, 2025	1	7,400.00	7,400.00

All inclusive fee for Jason Jedamski to facilitate four 2.5-hour workshops of Breaking Down the Walls at Broken Arrow Freshman Academy on September 25-26, 2025.

A 3.75% processing fee will be added to credit card payments.  
All fees in US funds only.

**BALANCE DUE**

**\$7,400.00**

A Purchase Order for full balance is requested to hold this date.

Thank you.

**Request for Taxpayer  
Identification Number and Certification**  
Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

**Give form to the requester. Do not send to the IRS.**

**Before you begin.** For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

<b>Print or type.</b> <b>See Specific Instructions on page 3.</b>	<b>1</b>	Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)  <b>Ignite 2 Unite, LLC</b>
	<b>2</b>	Business name/disregarded entity name, if different from above.
	<b>3a</b>	Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only <b>one</b> of the following seven boxes.  <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C corporation <input type="checkbox"/> S corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input checked="" type="checkbox"/> LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) . . . . . <b>S</b> <b>Note:</b> Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) _____
	<b>3b</b>	If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions . . . . . <input type="checkbox"/> <span style="float:right;"><i>(Applies to accounts maintained outside the United States.)</i></span>
	<b>5</b>	Address (number, street, and apt. or suite no.). See instructions. <b>4720 S. 174th East Ave.</b>
	<b>6</b>	City, state, and ZIP code <b>Tulsa, OK 74134</b>
	<b>7</b>	List account number(s) here (optional)
		Requester's name and address (optional)

**Part I Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

<b>Social security number</b>									
				-			-		
<b>or</b>									
<b>Employer identification number</b>									
8	7	-	1	4	2	2	6	2	2

**Note:** If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

**Part II Certification**

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

<b>Sign Here</b>	Signature of U.S. person <i>Kjedanski</i>	Date <b>January 9, 2025</b>
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**General Instructions**

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

**What's New**

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

**Purpose of Form**

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they