

Contract Committee Review Request
MUST BE COMPLETED IN FULL

Date: July 22, 2021

Contract/Agreement Vendor: Growing Leaders, Inc.

Name of Vendor		
<u>Josey Butcher</u>	<u>770-495-3332</u>	
Contact Person		
<u>190 Technology Pkwy, Suite 100</u>		
Address		
<u>Peachtree Corners</u>	<u>GA</u>	<u>30092</u>
City	State	Zip
<u>josey@growingleaders.com</u>		
Email address		
Date of services		

IS THIS A NEW VENDOR? IF SO, PLEASE PROVIDE : W9 _____ And _____

Vendor Registration

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

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

Audience/Group to benefit from Contract/Agreement: Athletics

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

Principal and Director or Administrator: [Signature]
 Signature

Does this Contract/Agreement utilize technology? No Yes
 Has it been reviewed by the Chief Technology Officer? No Yes

If yes, Approved by: [Signature]
 (Signature) Technology /Approval

Leadership Team Member: [Signature]
 Signature

Funding Source: Activity Funds
 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 and approved Technology.
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 8/9/21"
 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.

MEMORANDUM

To: Dr. Janet Vinson

From: Steve Dunn

Date: August 9, 2021

Re: Growing Leaders, Inc.: Consent Agenda

SUBJECT

Accept and approve the RENEWAL agreement between Broken Arrow Public Schools and Growing Leaders, Inc. to provide the HabitudesOnline Subscription for Building Student Leaders. Total cost to the district will be \$499.00 and will be paid with activity funds. S. Dunn

ENCLOSURES/ATTACHMENTS

Agreement

SUMMARY

Growing Leaders, Inc. will provide the HabitudesOnline Digital subscription for Building Student Leaders for the 2021-2022 school year.

FUNDING

Activity Funds

RECOMMENDATION

Approve

Shipping Address (if different from billing)

RETURN POLICY: We regret that we are unable to accept returns or provide refunds. All sales are final.

PAYMENT POLICY: Growing Leaders will invoice within 2 business days of signed proposal. All invoices are NET30. After 30 days a reminder invoice will be sent and our Accounts Receivable will reach out for payment confirmation. If at 90 days past due payment has not been received Growing Leaders has the right to terminate access to HabitudesOnline.

190 Technology Pkwy, Suite 100 Peachtree Corners, GA 30092 | 770.495.3332 | GrowingLeaders.com