



Contract Committee Review Request
MUST BE COMPLETED IN FULL

Date: 4/3/25

Contract/Agreement Vendor:

Kagan

Vern Minor

Name of Vendor & Contact Person

vern@kaganonline.com

Vendor Email Address

Instructional Leadership

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.

Principals

Reason/Audience to benefit

5/12/25

BOE Date

\$ 14,200.00

Amount of agreement

Person Submitting Contract/Agreement for Review: Kristin Henness

PLEASE SEND THROUGH APPROPRIATE APPROVAL ROUTING BEFORE SENDING TO BOARD CLERK

Principal &/or Director or Administrator:

Kristin Henness

Does this Contract/Agreement utilize technology? YES ☒ NO

If yes, Technology Admin:

Cabinet Team Member:

Karl Dyer

Funding Source: 11/156

Fund/Project

OCAS Coding

☒ Consent

☐ Action

Please APPROVE this contract for Kagan Instructional Leadership training. The demands of leadership are more challenging in this era than at any time. This training is for leaders who have embraced the challenge of engaging ALL students. Topics that will be addressed during the course of the academy include the following: implementation rubrics, Structure-A-Month Clubs, walk-through observations, parent education, formal support systems, policy development, lesson planning, and barriers to implementation. Implementing systemic measures to ensure teachers successfully implement training in the classroom is critical to school improvement. This training will be paid for out of instructional funds. It will cost the district \$14,200.00. /K Henness

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.

41888



March 31, 2025

Kagan will provide onsite professional development services for the Broken Arrow School District for the following Instructional Leadership, May 28-29. The cost to the district will be \$14,200.00. Please see Appendix A for detailed cost/information. No additional cost other than on Appendix A will be paid out by Broken Arrow Public Schools.

The Broken Arrow School District agrees to reserve and provide meeting space for the Kagan training.



Kagan Representative

4.2.2025

Date

Broken Arrow Public Schools Representative

Date

Please see below for event details:

Primary Contact:

Kristin Henness
Executive Director of Teaching and Learning
khenness@baschools.org
918-259-5725
918-519-5748

Secondary Contact:

Julie Williams
Administrative Assistant
jwilliams@baschools.org
918-259-7784
918-798-0756

Venue:

Central on Main
210 N Main St
Broken Arrow, Oklahoma, 74012-4181

Date & Time:

May 28 - 29, 2025
8:00am - 3:15pm, Central Time (US and Canada)
Please plan to have the room set up the day prior to your workshop.

Title:

Instructional Leadership Days 1 & 2

Price:

Event Fee: \$355 per person/40 guaranteed
This pricing is for 40 participants from Broken Arrow Public Schools ISD #I-3.

* If your approved Purchase Order is not received at least 21 days prior to your event, you may be responsible for any additional shipping charges incurred. Please email your PO to Contracts@KaganOnline.com.

Participant Count:

40 participants from Broken Arrow Public Schools ISD #I-3.

Participants attending from outside Broken Arrow Public Schools ISD #I-3 must pay \$355.00 per person (unless prior written approval is obtained from Kagan).