

Contract Committee Review Request
MUST BE COMPLETED IN FULL

Date: 04/01/2022

Contract/Agreement Vendor:

Name of Vendor & Contact Person

Vendor Email Address

Accept and approve that Ashley Spencer, a certified English teacher, at Broken Arrow High School, be approved to teach 2-3 sections of **Photography and Graphic Design** in which Summary

Reason/Audience to benefit

04/11/2022

BOE Date

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: _____

Leadership Team Member: Karla Dyes

Funding Source: _____ 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.