



Contract Committee Review Request  
MUST BE COMPLETED IN FULL

Date: 8/21/2024

Contract/Agreement Vendor: Broken Arrow Neighbors- Megan Quickle

Name of Vendor & Contact Person

mquickle@baneighbors.org

Vendor Email Address

Food Donation

*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.*

CN

Reason/Audience to benefit

9/9/2024

BOE Date

\$ 0.00

Amount of agreement

Person Submitting Contract/Agreement for Review: Jesse Cole

PLEASE SEND THROUGH APPROPRIATE APPROVAL ROUTING BEFORE SENDING TO BOARD CLERK

Principal &/or Director or Administrator: E. McNally

Does this Contract/Agreement utilize technology? YES/NO

If yes, Technology Admin: NO

Cabinet Team Member: [Signature]

Funding Source: [Blank]

Fund/Project

OCAS Coding

☐ **Consent**

☒ **Action**

Discussion, motion & vote on motion to approve or disapprove the new agreement between Broken Arrow Public Schools and Broken Arrow Neighbors to provide donation pick up of non-perishable foods to decrease food waste for the 2024-2025 school year. This will be no cost to the District. E.McNally

**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.*



## MEMORANDUM

To: Mr. Perry

From: Emily McNally

Date: 9/9/2024

Re: Broken Arrow Neighbors

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### SUBJECT

Discussion, motion & vote on motion to approve or disapprove the new agreement between Broken Arrow Public Schools and Broken Arrow Neighbors to provide donation pick up of non-perishable foods to decrease food waste for the 2024-2025 school year. This will be no cost to the District. E.McNally

### ENCLOSURES

Memorandum of Understanding

### SUMMARY

### FUNDING

### RECOMMENDATION

Approve



**Memorandum of Understanding (MOU)  
for Donation Receiving and Pickup**

**This Memorandum of Understanding (MOU)** is entered into on this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_  
by and between: Broken Arrow Public Schools "Donor" and Broken Arrow Neighbors  
"Recipient"

The purpose of this MOU is to establish a mutual understanding and agreement regarding the donation of goods from Donor to Recipient and the subsequent regular pickups by Recipient.

**1. Donation Pickup Schedule**

Recipient agrees to pick up donations from Donor according to the following schedule:

- **Frequency of Pickup:** Monday through Thursday
- **Time of Pickup:** Between 1:00pm and 1:45pm
- **Start Date:** The first pickup will commence on September 7th
- **Subject to Availability:** The pickup schedule is subject to change with prior notification.

**2. Donation Collection Method**

Donations will be collected using: BAN Milkcrates

**3. Types of Donations Accepted**

Donor agrees to donate the following types of items:

- Food items, Un-used Hyenine Items, Other: \_\_\_\_\_

**4. Data and Documentation Requirements**

Donor agrees to provide the following data and documentation to Recipient:

- **Donor Contact Information:** Updated contact information of the Donor for communication purposes.

**5. Mutual Responsibilities**