

Contract Committee Review Request
MUST BE COMPLETED IN FULL

Date: 4-21-22

Contract/Agreement Vendor: Peachjar
Name of Vendor
Megan Bagtzis 858-997-2117 x113
Contact Person Phone Number
15373 Innovation Drive Suite 160
Address
San Diego CA 92128
City State Zip
meganbagtzis@peachjar.com
Email address
2022-2023 school yr
Date of services

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

Person Submitting Contract/Agreement for Review: Christina Dixon, ESC
Name Site

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

Audience/Group to benefit from Contract/Agreement: Students, parents, staff

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: _____
(Signature) Technology /Approval

Leadership Team Member: _____
Signature

Funding Source: no cost to district
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 _____"
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: Mr. Chuck Perry

From: Christina Dixon

Date: 4-21-22

Re: Renewal Agreement between BAPS & Peachjar

SUBJECT

Accept and approve the RENEWAL agreement between Broken Arrow Public Schools and Peachjar providing automated email distribution of District approved flyers. There is no cost to the District. C. Dixon

ENCLOSURES/ATTACHMENTS

Renewal Agreement

SUMMARY

Peachjar will provide automated email distribution of District approved flyers, and will post, store and management flyers in school-specific web pages and folders located on the District website. Accessibility will be provided to parents, school staff, and District staff.

FUNDING

N/A

RECOMMENDATION

Approve



Account Name Broken Arrow PS
Bill To 701 S Main St
Broken Arrow, OK 74012

Created Date 4/21/2022
Quote Number PJ-22041913344
Current Term 6/30/2022
Expiration Date
Revised Term 6/30/2023
Expiration Date

AMENDMENT TO AGREEMENT

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Account Name listed as "the "District" and Peachjar, Inc. hereby agree to modify the Agreement between the parties (the "Agreement") as follows:

1. District and Peachjar mutually agree to extend the term of the Agreement for one year from July 1, 2022 through June 30, 2023.
2. No fee shall be due upon renewal.
3. All other terms and conditions of the Agreement remain the same.

Agreed and acknowledged by the following Authorized Signers:

District

Signature:

Name:

Date:

Title:

Peachjar, Inc.

Signature:

Name:

Date:

Title:

Elicia Ritter

4/21/22

CFO