

BROKEN ARROW PUBLIC SCHOOLS

Educating Today

Leading Tomorrow



Contract Committee Review Request
MUST BE COMPLETED IN FULL

Date: 10/14/2021

Contract/Agreement Vendor: Lauren Anderson / PD

Name of Vendor
Lauren Anderson (501) 425-7684

Contact Person Phone Number
401 Walnut Street

Address
Little Rock AR 72205

City State Zip
calmandconfidence@gmail.com

Email address
12/06/2021

Date of services

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

Vendor Registration _____

Person Submitting Contract/Agreement for Review: Jason Jedamski Vanguard Academy

Name Site

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

Audience/Group to benefit from Contract/Agreement: Vanguard Staff

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

Principal **and** Director or Administrator: Harsh Dey

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: Harsh Dey

Signature

Funding Source: Schusterman Fund 216

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: Dr. Janet Vinson

From: Jason Jedamski

Date: October 14, 2021

Re: Lauren Anderson

SUBJECT

Discussion, motion and vote on motion to approve or disapprove the new agreement between Lauren Anderson and Broken Arrow Public Schools for \$2,500.00 J. Jedamski

ENCLOSURE/ATTACHMENTS

New Agreement

SUMMARY

Discussion, motion and vote on motion to approve or disapprove the new agreement between Broken Arrow Public Schools and Lauren Anderson, providing professional development for Vanguard Academy staff. J Jedamski

FUNDING

Schusterman funds account 216

RECOMMENDATION

Approve

Calm+Confidence

Beekeeping, Education,
and Entrepreneurship



Lauren Anderson, Owner
401 Walnut St.
Little Rock, AR 72205
(501) 425-7684
CalmAndConfidence@gmail.com

Invoice Number: 1011
Invoice Date: 10/4/21

QUOTE

Broken Arrow Public Schools
701 S. Main St.
Broken Arrow, OK 74012

<u>Date of Professional Development</u>	<u>PD Hours</u>	<u>Hourly Rate</u>	<u>Expanded</u>
December 6th	8	\$275	\$2200
Subtotal			\$2200
Transportation and Lodging			\$300
TOTAL			\$2500

"The great aim of education is not knowledge, but action" - Herbert Spencer