

**Contract Committee Review Request**  
**MUST BE COMPLETED IN FULL**

Date: 10.12.23

Contract/Agreement Vendor: Ignite2Unite

Name of Vendor  
Jason Jedamski      479-366-5517  
 Contact Person      Phone Number  
4720 S 174<sup>th</sup> E Ave  
 Address  
Tulsa      OK      74134  
 City      State      Zip  
kristin@ignite2unite.com  
**Email address**  
January 10 and 11, 2024  
 Date of services

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

Person Submitting Contract/Agreement for Review: Steve Dunn      ESC  
 Name      Site

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

Audience/Group to benefit from Contract/Agreement: \_\_\_\_\_

**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: \_\_\_\_\_

**Leadership Team Member:**   
 Signature

Funding Source: General Funds 11/Project 104  
 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 by Ben Stout, Chief Technology Officer
  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 11.6.23"  
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.***



BROKEN ARROW PUBLIC SCHOOLS

EST. 1904

## MEMORANDUM

**To:** Mr. Chuck Perry

**From:** Mr. Steve Dun

**Date:** October 11, 2023

**Re:** Ignite2Unite, LLC

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### **SUBJECT**

Accept and approve the NEW agreement between Broken Arrow Public Schools and Ignite2Unite, LLC, for a Breaking Down the Walls Program facilitator, January 10-11, 2024 at Oliver Middle School. Total cost to the District is \$7,000.00 and paid out of General Funds. S. Dunn

### **ENCLOSURE/ATTACHMENTS**

Agreement

### **SUMMARY**

Mr. Jedamski with Ignite2Unite will facilitate two 2.5 hour workshops per day on 1/10 and 1/11, four workshops total. The program includes a pre-recorded student kick-off video and a staff informational video to be sent two weeks prior to the event.

### **FUNDING**

General Funds, Project 104

### **RECOMMENDATION**

Approve



Ignite2Unite, LLC  
4720 S. 174th East Ave  
Tulsa, OK 74134  
479.366.5517  
kristin@ignite2unite.com  
www.ignite2unite.com

Quote  
Invoice

ignite2unite

**BILL TO**

Broken Arrow Public Schools  
Oliver Middle School  
Accounts Payable/ Finance  
701 S. Main Street  
Broken Arrow, OK 74012

**SHIP TO**

Oliver Middle School  
Attn: Steve Dunn  
3100 W. New Orleans  
Broken Arrow, OK 74011

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
1059	10/05/2023	\$7,000.00	01/10/2024	Deposit Due / Balance Prior to Event	

**SHIP DATE**  
01/10/2024

**SHIP VIA**  
In Person

ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
<b>BDW MS+PRT</b>	Breaking Down the Walls - Middle Level Program Wednesday, January 10 - Thursday, January 11, 2024	1	7,000.00	7,000.00

All inclusive fee for a two day Breaking Down the Walls Program including two 2.5 hour workshops per day facilitated by an Ignite2Unite facilitator on 1/10-11. The program includes a pre-recorded student kick-off video and a staff informational video to be sent two weeks prior to the event.

A 3.5% processing fee will be added to credit card payments.

**BALANCE DUE**

**\$7,000.00**

A Purchase Order for full balance is requested to hold this date.

Thank you.

## Request for Taxpayer Identification Number and Certification

**Give Form to the  
requester. Do not  
send to the IRS.**

▶ Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Print or type.  
See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line. do not leave this line blank. <b>Ignite 2White, LLC</b>	
2 Business name/disregarded entity name, if different from above	
3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only <b>one</b> of the following seven boxes.  <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input checked="" type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ <b>S</b> <small>Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.</small> <input type="checkbox"/> Other (see instructions) ▶	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):  Exempt payee code (if any) _____  Exemption from FATCA reporting code (if any) _____  <small>(Applies to accounts maintained outside the U.S.)</small>
5 Address (number, street, and apt. or suite no.) See instructions. <b>4720 S 174th E Ave.</b>	Requester's name and address (optional)
6 City, state, and ZIP code <b>Tulsa, OK 74134</b>	
7 List account number(s) here (optional)	

### Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number											
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Employer identification number											
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8	7	-	1	4	2	2	6	2	2		

### Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

**Sign Here** Signature of U.S. person ▶ **Hjedanski**

Date ▶ **January 1, 2023**

### General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

### Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
  - Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
  - Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
  - Form 1099-S (proceeds from real estate transactions)
  - Form 1099-K (merchant card and third party network transactions)
  - Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
  - Form 1099-C (canceled debt)
  - Form 1099-A (acquisition or abandonment of secured property)
- Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

*If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.*