

Contract Committee Review Request
MUST BE COMPLETED IN FULL

Date: November 12, 2024


Contract/Agreement Vendor: **Wellspring Consulting** **Lindy Risenhoover**
Name of Vendor & Contact Person
 cody@wellspringconsult.com and/or lindy@wellspringconsult.com
Vendor Email Address

Professional Development-Foundation of a Conflict Leader & Strategic Communication
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.

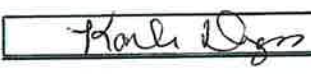
BAPS Aspiring Administrator's
Reason/Audience to benefit
December 9, 2024 **\$ 1,250.00**
BOE Date Amount of agreement

Person Submitting Contract/Agreement for Review: **Jennifer Peterson**

PLEASE SEND THROUGH APPROPRIATE APPROVAL ROUTING BEFORE SENDING TO BOARD CLERK

Principal **&/or** Director or Administrator: 

Does this Contract/Agreement utilize technology? YES/NO **(NO)**
 If yes, Technology Admin: _____

Cabinet Team Member: 

Funding Source: **11/120** _____
Fund/Project OCAS Coding

Consent

Action

Accept and approve the NEW agreement between Broken Arrow Public Schools and Wellspring Consulting who will provide professional development (one two and a half hour on site session) to Elementary and Secondary Aspiring Administrator's on January 16, 2025. The cost to the District is \$1,250.00 and paid with general funds./J. Peterson

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.



Proposal for Broken Arrow Public Schools - (Updated on 8/1/2024)

Audience: 25 School Administrators

Presenting: Wellspring Team Members - Boyd Brigman, Cody Reeter, Lindy Risenhoover

Title: Foundation of a Conflict Leader & Strategic Communication

This professional development will offer an insight into a foundation of terms, ideas, practices and common language that portray an honest view of the conflict management landscape. Our goal is to provide proven conflict management concepts to you as an educational leader.

You will receive a self-evaluation of your conflict style, and will learn how your conflict personality and the way you communicate helps or hurts your ability to influence others and resolve conflict.

Time: 2:30 pm - 5:00 pm

Date: Thursday, January 16, 2025

Location: Broken Arrow Public Schools ESC Board Room

Prework: Wellspring Consulting/Education will send facilitators and participating principals the **Conflict Management Profile Assessment** for completion before our training.

The Conflict Management Profile Assessment evaluates individual employee conflict styles and identifies potential areas of conflict within an organization. The assessment helps pinpoint potential sources of discord between team members and provides actionable insights to improve conflict resolution strategies.

Boyd, Cody & Lindy will go into a deep dive into the results with your teams and then take the lead on walking everyone through the steps needed to better understand how we handle conflict as an individual and as a member of a team.

Work in groups using the SWOT Analysis process to identify areas of possible conflict and/or current conflict.

Scenarios will be created for hands-on engagement and opportunity for discussion throughout the session.

Cost per person: \$50.00 with Conflict Management Profile for each participant.

25 Participants - Total \$1,250

Brown, Janet L

From: Mackenzie, Megan E
Sent: Thursday, November 14, 2024 11:20 AM
To: Brown, Janet L
Subject: FW: New Vendor Request -Wellspring Consulting

Hi Janet,

Please see email below.

Thank you!

Megan Mackenzie
Director's Secretary to the
Executive Directors of Elementary and
Secondary Instruction
BROKEN ARROW PUBLIC SCHOOLS
918-259-7726

From: Cody Reeter <cody@wellspringconsult.com>
Sent: Thursday, November 14, 2024 11:17 AM
To: Mackenzie, Megan E <mmackenzie@baschools.org>
Subject: Re: New Vendor Request -

CAUTION: This email originated from outside of the district. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hey Megan,

We will not expect payment for any services that are not received. Thank you!

Best,

Cody Reeter

On Thu, Nov 14, 2024 at 10:51 AM Mackenzie, Megan E <mmackenzie@baschools.org> wrote:

Hi Cody,

Can you please mention that we can not pay for any services that are not received? Everything else looks good. 😊

Thank you!

Megan Mackenzie

Director's Secretary to the

Executive Directors of Elementary and

Secondary Instruction

BROKEN ARROW PUBLIC SCHOOLS

918-259-7726

From: Cody Reeter <cody@wellspringconsult.com>
Sent: Thursday, November 14, 2024 10:25 AM
To: Mackenzie, Megan E <mmackenzie@baschools.org>
Cc: Lindy Risenhoover <lkrisenhoover@gmail.com>
Subject: Re: New Vendor Request -

CAUTION: This email originated from outside of the district. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Megan,

I apologize if we missed any steps in this process. I am emailing to confirm with you that we are great to accept a purchase order with no deposit or upfront cost, and a net 30 payment structure.

All of that sounds great. Let me know if there are any further questions.

Best,

Cody Reeter

On Tue, Nov 12, 2024 at 12:09 PM Mackenzie, Megan E <mmackenzie@baschools.org> wrote:

Your good! Our purchasing department did receive the attached paperwork for you all to become a vendor so we are good there. Our contract committee is requesting a documents showing terms and conditions in the case that the session has to be rescheduled due to weather or anything like that. Do you all have that to provide?

From: Lindy Risenhoover <lkrisenhoover@gmail.com>
Sent: Tuesday, November 12, 2024 11:58 AM
To: Mackenzie, Megan E <mmackenzie@baschools.org>
Cc: cody@wellspringconsult.com
Subject: Re: New Vendor Request -

CAUTION: This email originated from outside of the district. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Megan,

I apologize! This is on me! Cody sent me those documents a while back and I told him I would send your way! I have attached them. If you need anything else, please let me know!

Agai, I am so sorry!

Lindy

On Tue, Nov 12, 2024 at 8:25 AM Mackenzie, Megan E <mmackenzie@baschools.org> wrote:

Hi Cody!

I may have dropped the ball on this. I am not sure if I ever emailed you to get us the terms and conditions document? We are needing to get our contract over to our contract review committee soon.

Thank you!

Megan Mackenzie

Director's Secretary to the

Executive Directors of Elementary and

Secondary Instruction

BROKEN ARROW PUBLIC SCHOOLS

918-259-7726

From: Lindy Risenhoover <lkrisenhoover@gmail.com>

Sent: Thursday, August 1, 2024 12:30 PM

To: Mackenzie, Megan E <mmackenzie@baschools.org>

Subject: Re: New Vendor Request -

CAUTION: This email originated from outside of the district. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Megan,

Please change emails to cody@wellspringconsult.com and/or lindy@wellspringconsult.com

I would send the contract to Cody. Cody is working on the terms and conditions document today. We will get that to you ASAP.

Thank you!

Lindy

On Thu, Aug 1, 2024 at 11:52 AM Mackenzie, Megan E <mmackenzie@baschools.org> wrote:

Hi Lindy!

Is this the email you want me to use on the contract?

Also, we do need is a list of terms and conditions on the proposal should there be any.

Thank you!

From: Lindy Risenhoover <lkrisenhoover@gmail.com>
Sent: Wednesday, July 31, 2024 2:45 PM
To: Mackenzie, Megan E <mmackenzie@baschools.org>
Subject: Fwd: New Vendor Request -

CAUTION: This email originated from outside of the district. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Megan,

Please see attached signed documents.

Thank you,

Lindy Risenhoover

----- Forwarded message -----

From: **Cody Reeter** <cody@wellspringconsult.com>

Date: Wed, Jul 31, 2024 at 2:36 PM

Subject: Re: New Vendor Request -

To: Lindy Risenhoover <lkrisenhoover@gmail.com>

Hey Lindy,

Attached is a copy of both the signed W9 & Vendor Agreement, and also the BAPS product and service form. Let me know if this looks good to you!

Best,

Cody Reeter

On Tue, Jul 30, 2024 at 2:52 PM Cody Reeter <cody@wellspringconsult.com> wrote:

Just so you know, I've filled these out and have sent them away to get signatures. Hopefully that comes fast, and I can get completed copies to you asap!

Best,

Cody

On Mon, Jul 29, 2024 at 1:32 PM Lindy Risenhoover <lkrisenhoover@gmail.com> wrote:

See below for Broken Arrow.

----- Forwarded message -----

From: Purchasing <purchasing@baschools.org>

Date: Mon, Jul 29, 2024 at 12:43 PM

Subject: New Vendor Request -

To: lkrisenhoover@gmail.com <lkrisenhoover@gmail.com>

CC: Mackenzie, Megan E <mmackenzie@baschools.org>

Hello,

I was asked to reach out so that we can set you up as a vendor with Broken Arrow Public Schools. Attached are the forms we will need completed- Vendor Registration, BAPS Product form and W9.

If possible, we ask that the Vendor Registration and W9 be completed electronically.

Additional vendor details can be found on our website: <https://www.baschools.org/o/baps/page/become-a-district-vendor>. Please let me know if you have any questions.

Thank you,

Trisha Strawn

Encumbrance Clerk/Purchasing Support Specialist

918-259-5707



www.baschools.org

--

Best,

Cody Reeter
832-596-9559
Vice President of Business Development
Wellspring Consulting



--

Best,

Cody Reeter
832-596-9559
Vice President of Business Development
Wellspring Consulting



--

Best,

Cody Reeter
832-596-9559
Vice President of Business Development
Wellspring Consulting



--

Best,

Cody Reeter
832-596-9559
Vice President of Business Development
Wellspring Consulting

