

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

Date: 11.1.2022

Contract/Agreement Vendor:   
Name of Vendor & Contact Person

Vendor Email Address

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.

Reason/Audience to benefit

BOE Date Amount of agreement

Person Submitting Contract/Agreement for Review:

**PLEASE SEND THROUGH APPROPRIATE APPROVAL ROUTING BEFORE SENDING TO BOARD CLERK**

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

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

Leadership Team Member:

Funding Source:    
Fund/Project OCAS Coding

**Consent**

**Action**

This addendum will allow the Broken Arrow Chamber of Commerce to use an additional 650 square feet of office space located upstairs at the Central On Main Building located at 210 North Main Street, Broken Arrow, OK 74012. The original lease agreement was approved at the June, 27, 2022, BOE meeting. The initial term of this addendum shall begin on the date hereof and end on June 30, 2023. There will be no additional fees associated with this addendum. L. Shackelford.

**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.**

## LEASE AGREEMENT ADDENDUM

THIS ADDENDUM is made and entered into this 7th day of November 2022, between the INDEPENDENT SCHOOL DISTRICT NO. 3 OF TULSA COUNTY, OKLAHOMA, a/k/a/ Broken Arrow Public Schools (the "District and Lessor") and The Broken Arrow Chamber of Commerce ("Lessee").

The above-named parties, Broken Arrow Public Schools and The Broken Arrow Chamber of Commerce, are parties to a lease agreement originally presented to and approved by the Broken Arrow Public Schools Board of Education on June 27, 2022.

**Addendum A** will allow the Broken Arrow Chamber of Commerce to use an additional 650 square feet of office space located upstairs at the Central on Main Building, located at 210 North Main Street, Broken Arrow, Oklahoma, 74012. The initial term of this agreement shall begin on the date hereof and end on June 30, 2023.

There is no additional cost to the Broken Arrow Chamber of Commerce to use this space.

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**By:** \_\_\_\_\_ **Date:** November 7, 2022

LESSOR, President, Board of Education ~ Mr. Steve Allen

**By:** \_\_\_\_\_ **Date:** \_\_\_\_\_

LESSEE, The Broken Arrow Chamber of Commerce