

B
 BROKEN ARROW PUBLIC SCHOOLS
Educating Today R *Leading Tomorrow*

Contract Committee Review Request
 MUST BE COMPLETED IN FULL

Date: February 16, 2022

Contract/Agreement Vendor: New Life Ranch / Bethany Cook #1459
Name of Vendor & Contact Person
 bethanym@newliferanch.com
Vendor Email Address

Location for Fall 2022 Leadership Retreat

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.

New Agreement / BAHS Students
Reason/Audience to benefit
 March 7, 2022
BOE Date Amount of agreement

Person Submitting Contract/Agreement for Review: Carolyn Harger

PLEASE SEND THROUGH APPROPRIATE APPROVAL ROUTING BEFORE SENDING TO BOARD CLERK

Principal &/or Director or Administrator: Christina Welborn

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

Leadership Team Member: Steve L. Duce

Funding Source:
Fund/Project OCAS Coding

Location for Fall 2022 Leadership Retreat, rate is \$70 per person.

Consent

Action

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.

MEMORANDUM

To: Mr. Chuck Perry

From: Christian Welborn

Date: March 7, 2022

Re: New Life Ranch

SUBJECT

Discussion, motion and vote on motion to approve or disapprove the agreement between New Life Ranch and Broken Arrow Public Schools to serve as facility for leadership retreat at a rate of \$70 per person. C. Welborn

ENCLOSURE/ATTACHMENTS

Agreement

SUMMARY

New Life Ranch will provide facility for leadership retreat in October 2022.

FUNDING

Activity Funds

RECOMMENDATION

Approve



NEW LIFE RANCH

Dear Christian,

Thank You for choosing New Life Ranch as the location for your upcoming trip. It is our goal to make this a comfortable place for life change to happen. We view each group that comes to this "Valley Set Apart" as a life change partner. We are excited about your upcoming trip and honored that we will be able to serve you during the weeks leading up to and throughout your trip.

This packet includes your Group Contract. This contract is a legal form and is important to you and to us in helping us communicate and confirm details with regard to dates, times, rates, and policies. Please read every word of this agreement, and contact us if you have any questions. If all is acceptable, then sign the contract and mail it back to NLR with your **insurance declaration sheet**, and **deposit** by the due date listed on the agreement. Your insurance company can provide an insurance declaration.

Below is a list of important dates for you to remember as you prepare for your trip.

April 29, 2022

Signed contract, certificate of liability insurance, and deposit due to New Life Ranch

October 01, 2022

Last day to make changes to your contract

October 24, 2022

Provide final numbers, schedule, and special needs

October 29, 2022

First day of your trip

October 30, 2022

Last day of trip.

It is important as you get ready for your trip that you stay in touch with us, and that we stay in touch with you about your needs for the time you spend at New Life Ranch.

Again, we are glad that you have chosen NLR. You can be assured of our very best effort to meet all of your needs and to serve you joyfully while you are here.

Sincerely,

Bethany Cook
Adventure Education Manager
New Life Ranch

Please contact us if you have any questions about your trip to New Life Ranch.
Bethany Cook 918.422.5506 x131 bethanym@newliferanch.com

Group Contract

ORGANIZATION

Name **2022 Broken Arrow HS Leadership Retreat**
 Address **1901 E. Albany**
 City / State / Zip **Broken Arrow, OK 74012**
 Phone **918-259-4310 ext. 4726**
 E-mail **cwelborn@baschools.org**
 Fax

REPRESENTATIVE

Group Leader **Christian Welborn**
 Type of Group **School (Public)**
 # Nights **1**
 # Meals **3**
 NLR Contact **Steve Markovich**

DATES

Arrival **October 29, 2022** Time **9:00 AM** Contract Sent **February 1, 2022**
 Departure **October 30, 2022** Time **12:00 PM** Contract Due **April 29, 2022**

GUESTS

Min. Expected # **150** Rate Per Person **\$70** Deposit Amount **\$500**

Note: If the actual number of guests fall below 150 (min #), Broken Arrow High School will be required to pay \$56.00 per person (80%) for those not attending up to the minimum expected number.

ACCOMMODATIONS

Accommodation Name	Res Start	Res End	Accommodation Notes
OK Land Bureau Motel 1	Oct 29, 9:00 AM (Sat)	Oct 30, 12:00 PM (Sun)	
Schoolhouse	Oct 29, 9:00 AM (Sat)	Oct 30, 12:00 PM (Sun)	
OK Land Bureau Motel 2	Oct 29, 9:00 AM (Sat)	Oct 30, 12:00 PM (Sun)	
Oklahoma Land Bureau	Oct 29, 9:00 AM (Sat)	Oct 30, 12:00 PM (Sun)	
Ballyhoo Corner Store	Oct 29, 9:00 AM (Sat)	Oct 30, 12:00 PM (Sun)	
OK Land Bureau Motel 3	Oct 29, 9:00 AM (Sat)	Oct 30, 12:00 PM (Sun)	
Bushwhack	Oct 29, 9:00 AM (Sat)	Oct 30, 12:00 PM (Sun)	
OK Land Bureau Motel 4	Oct 29, 9:00 AM (Sat)	Oct 30, 12:00 PM (Sun)	
Heck's Haberdashery	Oct 29, 9:00 AM (Sat)	Oct 30, 12:00 PM (Sun)	
County Calaboose	Oct 29, 9:00 AM (Sat)	Oct 30, 12:00 PM (Sun)	
Frontier Telegraph	Oct 29, 9:00 AM (Sat)	Oct 30, 12:00 PM (Sun)	
Blackwell Trading Co.	Oct 29, 9:00 AM (Sat)	Oct 30, 12:00 PM (Sun)	
Silver Spur Saddlery	Oct 29, 9:00 AM (Sat)	Oct 30, 12:00 PM (Sun)	
Cimarron Outfitters	Oct 29, 9:00 AM (Sat)	Oct 30, 12:00 PM (Sun)	
Biggs' Boarding House	Oct 29, 9:00 AM (Sat)	Oct 30, 12:00 PM (Sun)	
Jaquess' Emporium	Oct 29, 9:00 AM (Sat)	Oct 30, 12:00 PM (Sun)	
Cove Chronicle	Oct 29, 9:00 AM (Sat)	Oct 30, 12:00 PM (Sun)	

RESOURCES

Resource Name	Res Start	Res End	Res Notes
Meeting Space			
Town Hall	Oct 29, 9:00 AM (Sat)	Oct 30, 12:00 PM (Sun)	
Activities			
Go Karts	Oct 29, 3:30 PM (Sat)	Oct 29, 5:30 PM (Sat)	
Ropes Course	Oct 29, 3:30 PM (Sat)	Oct 29, 5:30 PM (Sat)	
OK Corral	Oct 29, 3:30 PM (Sat)	Oct 29, 5:30 PM (Sat)	
Union Station	Oct 29, 3:30 PM (Sat)	Oct 29, 5:30 PM (Sat)	

Please contact us if you have any questions about your trip to New Life Ranch.
 Bethany Cook 918.422.5506 x131 bethanym@newliferanch.com

Resource Name	Res Start	Res End	Res Notes
Pawnee Pool Hall	Oct 29, 3:30 PM (Sat)	Oct 29, 5:30 PM (Sat)	
Hudson Fieldhouse	Oct 29, 3:30 PM (Sat)	Oct 29, 5:30 PM (Sat)	
Canteen	Oct 29, 3:30 PM (Sat)	Oct 29, 5:30 PM (Sat)	
Smashball (Park)	Oct 29, 3:30 PM (Sat)	Oct 29, 5:30 PM (Sat)	
Human Foosball	Oct 29, 3:30 PM (Sat)	Oct 29, 5:30 PM (Sat)	
Nine Square	Oct 29, 3:30 PM (Sat)	Oct 29, 5:30 PM (Sat)	
Playground	Oct 29, 3:30 PM (Sat)	Oct 29, 5:30 PM (Sat)	
Volleyball	Oct 29, 3:30 PM (Sat)	Oct 29, 5:30 PM (Sat)	
Disc Golf	Oct 29, 3:30 PM (Sat)	Oct 29, 5:30 PM (Sat)	
Soccer Field	Oct 29, 3:30 PM (Sat)	Oct 29, 5:30 PM (Sat)	
Ballfield	Oct 29, 3:30 PM (Sat)	Oct 29, 5:30 PM (Sat)	
Ladder Golf	Oct 29, 3:30 PM (Sat)	Oct 29, 5:30 PM (Sat)	
Tetherball	Oct 29, 3:30 PM (Sat)	Oct 29, 5:30 PM (Sat)	
Cornhole	Oct 29, 3:30 PM (Sat)	Oct 29, 5:30 PM (Sat)	
Fire Pit Locations			
Carousillon	Oct 29, 9:30 PM (Sat)	Oct 29, 11:00 PM (Sat)	also use smaller one next to it

CONTRACT NOTES/MEALS

Contract Notes **New Rate for 2022**

New Life Ranch will refund deposit and/or payment for cancellations caused by acts of God or other causes beyond reasonable control.

If the final number of attendees is at or above 150, a 5% discount will be applied to the per person rate.

First Meal **Saturday Lunch** Last Meal **Sunday Breakfast**

TERMS AND CONDITIONS

- To reserve the requested dates, we agree to pay New Life Ranch a non-refundable deposit for the reservation listed above. Changes cannot be made within 90 calendar days prior to the Arrival Date unless mutually agreed. Cancellation within the 90 calendar days prior to the Arrival Date will require payment for 50% of the number of reservations.
- We agree to make final payment within 30 days of leaving NLR.
- We agree to pay for any damage caused by the group, including, but not limited to graffiti, broken glass, setting off fire extinguishers, and other damage beyond normal wear and tear.
- We agree that New Life Ranch and its officers, agents, and employees shall not be responsible for any injury to the property or person of any individual, adult or child, in our group during the retreat dates described above except such injuries and damages which are caused by the negligence of New Life Ranch, its agents, or employees.
- We agree TO PROVIDE FIRST AID EQUIPMENT AND CARE for any injuries incurred by an individual, adult or child in our group during the retreat dates described above. We understand that New Life Ranch will NOT provide such equipment and care.
- We agree to provide our own liability policy which covers damages to persons and property.
PLEASE ATTACH A COPY OF YOUR ORGANIZATION'S CERTIFICATE OF LIABILITY INSURANCE.
- We agree to comply faithfully with this contract and the attached information. We understand that New Life Ranch is a Christian organization whose mission is to present the Gospel of Jesus Christ and equip believers for ministry. We agree to work in cooperation with the staff of New Life Ranch to conduct a program that is respectful of the beliefs of New Life Ranch.

Please contact us if you have any questions about your trip to New Life Ranch.
Bethany Cook 918.422.5506 x131 bethanym@newliferanch.com

Broken Arrow High School

Signature: _____ Date: _____

Printed Name and Title: _____

Signature: _____ Date: _____

Printed Name and Title: _____

New Life Ranch Inc.

NLR Signature: _____ Date: _____

Brown, Janet L

From: Mitchem, Cathy A
Sent: Wednesday, March 9, 2022 12:56 PM
To: Welborn, Christian D; Brown, Janet L
Cc: Eneff, Natalie S
Subject: RE: NEW LIFE RANCH

Just use the email below and include in the summary to the BOE that an email addendum is also being approved. Have them sign the email at the bottom as well please. Thanks.

Cathy A Mitchem
Executive Director of Finance
918-259-5738
Let's get fiscal, cause it's accrual world

From: Welborn, Christian D
Sent: Wednesday, March 9, 2022 12:16 PM
To: Brown, Janet L <jlbrown@baschools.org>
Cc: Mitchem, Cathy A <cmitchem@baschools.org>; Eneff, Natalie S <nseneff@baschools.org>
Subject: RE: NEW LIFE RANCH

Please advise!

Christian Welborn
Director of Student Life and Activities
Broken Arrow Public Schools
O: 918-259-8571
cwelborn@baschools.org

From: Brown, Janet L
Sent: Wednesday, March 9, 2022 10:52 AM
To: Welborn, Christian D <cwelborn@baschools.org>
Subject: RE: NEW LIFE RANCH

Is she going to put NA on the contract and send me a new one or do I need to just use the email below?

Thoughts ?

JB

From: Welborn, Christian D
Sent: Wednesday, March 9, 2022 10:48 AM
To: Brown, Janet L <jlbrown@baschools.org>
Cc: Harger, Carolyn <charger@baschools.org>; Eneff, Natalie S <nseneff@baschools.org>; Mitchem, Cathy A <cmitchem@baschools.org>; Chase, Stacie D <schase@baschools.org>
Subject: FW: NEW LIFE RANCH

Janet,

Brown, Janet L

From: Welborn, Christian D
Sent: Wednesday, March 9, 2022 10:48 AM
To: Brown, Janet L
Cc: Harger, Carolyn; Eneff, Natalie S; Mitchem, Cathy A; Chase, Stacie D
Subject: FW: NEW LIFE RANCH

Janet,

Can you please add the verbiage below to the new life ranch contract for us and include it on the April board meeting?

Christian Welborn
Director of Student Life and Activities
Broken Arrow Public Schools
O: 918-259-8571
cwelborn@baschools.org

From: Steve Markovich <stevem@newliferanch.com>
Sent: Tuesday, March 1, 2022 9:55 AM
To: Welborn, Christian D <cwelborn@baschools.org>
Subject: Re: NEW LIFE RANCH

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 Christian,

I hope you had a great weekend.

You all have always met the minimum number since you started coming in 2018. So, it shouldn't be an issue but if we need to adjust it we can definitely look inot it.

I will not be able to change the contract but I can put "N/A" on the minimum number and add a note that says, "The minimum number will not be required. Broken Arrow will only pay for those who attend."

Does that work?

On Mon, Feb 28, 2022 at 9:33 AM Welborn, Christian D <cwelborn@baschools.org> wrote:

Steve,

Did you see the proposal from our CFO? We want to be sure your costs are covered!

If that won't work, we can send an addendum through on our side. I'm not really concerned about not meeting the quota, but apparently it's against the law for schools to pay for no shows, so we are thinking creatively to be sure you aren't losing money either. Let me know!

Christian Welborn

Director of Student Life and Activities

Broken Arrow Public Schools

O: 918-259-8571

cwelborn@baschools.org

From: Steve Markovich <stevem@newliferanch.com>
Sent: Tuesday, February 22, 2022 10:57 AM
To: Welborn, Christian D <cwelborn@baschools.org>
Subject: Re: NEW LIFE RANCH

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 Christian,

I can lower the minimum reservation to 100 but I cannot remove it because we have to have a certain minimum number in order to plan for food, staffing, etc.

Also, we had the 150 minimum on the contract last year (and previous years) and it wasn't an issue.

Thanks.

On Tue, Feb 22, 2022 at 8:32 AM Welborn, Christian D <cwelborn@baschools.org> wrote:

Hi Steve! Is it a problem to adjust this language?

Christian Welborn

Director of Student Life and Activities

Broken Arrow Public Schools

Begin forwarded message:

From: "Brown, Janet L" <jlbrown@baschools.org>

Date: February 22, 2022 at 8:14:44 AM CST

To: "Welborn, Christian D" <cwelborn@baschools.org>, "Harger, Carolyn" <charger@baschools.org>

Cc: "Addison, Melissa A" <maaddison@baschools.org>

Subject: NEW LIFE RANCH

Hello!

On the contract it states that they will charge us if we do not have at least 150 people there. We can't pay for no shows. This needs to be removed before I can send it to the BOE.

I will set this aside until I received a modified contract.

Happy Tuesday!

Janet Brown

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Steve Markovich

New Life Ranch

Reservations Coordinator

918.422.5506 x114

www.newliferanch.com

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Steve Markovich

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