

Contract Committee Review Request
MUST BE COMPLETED IN FULL

Date: 9 September 2021

Contract/Agreement Vendor: Broken Arrow Roller Sports

Name of Vendor		
<u>Chanin Johnson</u>		<u>918-378-7083</u>
Contact Person		Phone Number
<u>551 W Oakland Place</u>		
Address		
<u>Broken Arrow</u>	<u>OK</u>	<u>74012</u>
City	State	Zip
<u>partyspecialist.bars@gmail.com</u>		
Email address		
<u>27 Sept 21- 22 Feb 2022</u>		
Date of services		

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

Person Submitting Contract/Agreement for Review: Walter Gagajewski BAHS
Name Site

Reason for Review: (New Agreement, Renewal...): Renewal for this 2021-2022 school year.

Audience/Group to benefit from Contract/Agreement: JROTC

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: _____
(Signature) Technology /Approval

Leadership Team Member: _____
Signature

Funding Source: _____
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: To Whom It May Concern

From: BAHS JROTC/SASI

Date: 8 Sept 2021

Re: JROTC Contract Broken Arrow Roller Sports

SUBJECT

Discussion, motion and vote on to approve or disapprove a NEW contract between Broken Arrow Roller Sports and Broken Arrow Public Schools for JROTC.

ENCLOSURES/ATTACHMENTS

Contract Estimate

SUMMARY

Broken Arrow Roller Sports will provide skating facilities, referees, music, skates, and one soda coupon for 50 people each evening. Cost is \$300 for first 50 skaters and an additional skaters are \$6 each. The skate nights will continue for four months from September through February.

FUNDING

JROTC Activity Account

RECOMMENDATION

Approve



Broken Arrow Roller Sports



Estimate accepted

Confirmation sent to wgagajewski@baschools.org

Estimate #2021ROTC

September 8, 2021

Customer

Walter Gagajewski

BA ROTC

wgagajewski@baschools.org

+1 (918) 259-8591

Message

We look forward to Skate Nights for this school year!

Private Group Event

\$300.00

Private Group Events for Schools/ Non-Profits are \$300 for up to 50 skaters. This includes admission, skate rental, and a drink from our snack bar. Additional skaters over the initial 50 are \$6 each.

A new invoice will be made for the following dates

September 27th, 2021

November 1st, 2021

December 7th, 2021

February 22nd, 2022

(ROTC may add additional dates at a later time.)

Groups may bring in their own food if they wish. But NO outside drinks will be allowed.

Subtotal \$300.00

Total \$300.00

Contracts

Service Agreement #000001

[View contract](#)

Broken Arrow Roller Sports
partyspecialist.bars@gmail.com
+1 (918) 251-6200