

Contract Committee Review Request
MUST BE COMPLETED IN FULL

Date: 4.23.24

Contract/Agreement Vendor: The Willie Spears Experience/Crystal Mills

Name of Vendor & Contact Person

crystal.mills913@gmail.com

Vendor Email Address

Back to School Kickoff Speaker

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.

Kickoff/District Staff

Reason/Audience to benefit

6.3.24

BOE Date

\$ 5,000.00

Amount of agreement

Person Submitting Contract/Agreement for Review: Steve Dunn

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: _____

Cabinet Team Member: _____

Funding Source: 60.987

Fund/Project

OCAS Coding

Back to School Kickoff Speaker



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.

Addison, Melissa A

From: Dunn, Steve L
Sent: Tuesday, April 23, 2024 1:59 PM
To: Addison, Melissa A
Subject: FW: TWSE Services Agreement

From: Smith, Dustin <dpsmith@baschools.org>
Sent: Sunday, April 21, 2024 6:03 PM
To: Dunn, Steve L <sldunn@baschools.org>
Subject: Fwd: TWSE Services Agreement

Get [Outlook for iOS](#)

From: Crystal Mills <crystal.mills913@gmail.com>
Sent: Sunday, April 21, 2024 5:44:29 PM
To: Smith, Dustin <dpsmith@baschools.org>
Subject: TWSE Services Agreement

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.



Hello Dustin,
Please review the TWSE Services Agreement and let me know if any changes need to be made. You can access it by clicking the link below. Sign and return at your earliest convenience, thank you!

Contract Review/Sign

Enjoy the day!
Crystal Mills
405.370.9355
TWSE The Willie Spears Experience
Please visit our website at <http://www.williespears.com>.



Please review and sign the agreement below after filling in the spaces with the necessary information needed. Just let us know if you have any questions. Thank you!

Services Agreement

Services will be performed by **Willie Spears of The Willie Spears Experience** [referred to as Vendor]. This agreement made on March 14, 2024 agrees to perform services for Broken Arrow Public Schools [Referred to as Client].

Client: OK Broken Arrow Public Schools [Referred to as Client]

Client Address: 701 S. Main St. Broken Arrow, OK 74012

Date of Service: August 9, 2024

Time of Event: CST

Location of Event: 701 S. Main St. Broken Arrow, OK 74012

Contact: Dustin Smith [Referred to as Contact]

Contact Email: dpsmith@baschools.org

Contact Phone: 918-259-5700

Contact Cell Phone: 479-461-5524

Please select one of the following that best suits your event needs: Professional Development

- Keynote Speaker
- Motivational Speaker
- Professional Development
- Book Reading
- Mentorship
- Consulting
- Zoom
- Pre-Recorded Presentation
- Faith Based Presentation
- Other

Speaking to all district staff for their Back-to-School Kickoff event.

Our mission at The Willie Spears Experience is to inspire others through dynamic presentations and other resources in an effort to add value.

Retainer

Broken Arrow Public Schools is not obligated to pay a retainer fee due to the district state purchasing laws and district purchasing policies and regulations. The amount in full will be paid after services are rendered.

An initial retainer (deposit amount indicated below) and a signed contract must be secured prior to any services being performed by Vendor. We request that a deposit of half of the fee be paid as soon as possible to hold the date. The balance is to be paid on the day of the event unless otherwise communicated. See the "Fee Schedule" below. A check, money order, or cashier's check can be mailed to *Willie Spears 7322 Rachel Way Panama City, FL 32404*. Other forms of payment are also available and include paying via PayPal or credit card. There will be a 5% processing fee for payments made via credit card. An invoice and receipt will be sent electronically.

Item Description	Fee	Due Date
Event Fee (deposit)	0.00	8/9/24
Event Fee (remainder)	0.00	8/9/24
TOTAL FEE	5000	8/9/24

Speaker Requests:

- Please provide information needed for the itinerary.
- Please provide room temperature bottled water for the event.
- Please provide a handheld microphone for the event.
- Please provide payment upon arrival on the day of the event.

**Any copies of audio/video/photos that can be provided by you for
our promotional and publicity purposes are greatly appreciated!
Please forward to wspears05@gmail.com.**

Feel free to use photos from our website for flyers if needed at www.williespears.com.

TWSE will provide the relevant biography for the event if needed.

All documentation created and provided to client is owned and copy written by Vendor and cannot be used or given to any other 3rd party.

Cancellation Policy

If event is canceled, no portion of the fees paid to Vendor will be returned. If the event is rescheduled, services contracted can be applied to an agreed upon new date.

In Witness Thereof, the parties hereto have determined this Services Agreement to be effective as of the day, month, and year first input above in Agreement Date. The undersigned have read this contract, understand its terms, and agree to be bound thereby. Any additions, deletions, or revisions must be made in writing and approved by all responsible parties. The parties agree that this contract is the complete and exclusive statement of the mutual understanding of the parties.

Contract Date: May 15, 2024

Steve Allen ,BOE President
sjallen@baschools.org

* Signature required

Willie Spears

Willie Spears
wspears05@gmail.com

Signed: May 20, 2024

The Willie Spears Experience

Willie Spears | (405) 370-9355 | crystal.mills913@gmail.com
7322 Rachel Way Panama City, FL, 32404

<https://www.williespears.com>





TWSE The Willie Spears Experience

Willie Spears
7322 Rachel Way
Panama City, FL 32404
405-370-9355
www.williespears.com
crystal.mills913@gmail.com

INVOICE
QUOTE7330

DATE
04/21/2024

DUE DATE
08/09/2024

BALANCE DUE
USD \$5,000.00

BILL TO

Broken Arrow Public Schools

Dustin Smith
701 S. Main St.
Broken Arrow, OK 74012
📞 9182595700
☎ 4794615524
dpsmith@baschools.org

DESCRIPTION	RATE	QTY	AMOUNT
Professional Development • Speaking to all district staff for their Back-to-School Kickoff	\$5,000.00	1	\$5,000.00
TOTAL			\$5,000.00

Payment Info

BALANCE DUE **USD \$5,000.00**

An Online Payment Fee will be charged if this invoice is paid online.

BY CHECK

The Willie Spears Experience

Contact Crystal Mills with any questions.
crystal.mills913@gmail.com
405.370.9355
Thank you for the opportunity to add value!

Request for Taxpayer Identification Number and Certification

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

► Go to 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.

WILLIE DAVID SPEARS, JR.

2 Business name/disregarded entity name, if different from above

THE WILLIE SPEARS EXPERIENCE

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only **one** of the following seven boxes.

☒ Individual/sole proprietor or single-member LLC

☐ C Corporation

☐ S Corporation

☐ Partnership

☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ►

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.

☐ 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) _____

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.

7322 RACHEL WAY

6 City, state, and ZIP code

PANAMA CITY, FL 32404

7 List account number(s) here (optional)

Requester's name and address (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

____ - ____ - ____

or

Employer identification number

9 2 - 3 2 7 8 4 2 9

Part II Certification

Under penalties of perjury, I certify that:

- 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
- 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
- I am a U.S. citizen or other U.S. person (defined below); and
- 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 ►

Willie D. Spears, Jr.

Date ►

4/23/24

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.

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.



TWSE The Willie Spears Experience

Willie Spears
7322 Rachel Way
Panama City, FL 32404
405-370-9355
www.williespears.com
crystal.mills913@gmail.com

INVOICE
INV7330

DATE
05/21/2024

DUE DATE
08/09/2024

BALANCE DUE
USD \$5,000.00

BILL TO

Broken Arrow Public Schools

Janet Brown
701 S. Main St.
Broken Arrow, OK 74012
9182595731
jlbrown@baschools.org

DESCRIPTION	RATE	QTY	AMOUNT
Professional Development • Speaking to all district staff for their Back-to-School Kickoff	\$5,000.00	1	\$5,000.00

TOTAL \$5,000.00

Payment Info

BALANCE DUE USD \$5,000.00

BY CHECK

The Willie Spears Experience

Contact Crystal Mills with any questions.
crystal.mills913@gmail.com
405.370.9355
Thank you for the opportunity to add value!

Brown, Janet L

From: Crystal Mills <crystal.mills913@gmail.com>
Sent: Tuesday, May 21, 2024 2:42 PM
To: Brown, Janet L
Subject: Re: BROKEN ARROW PUBLIC SCHOOLS
Attachments: W-9 RACHEL WAY-2.pdf

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.

Yes! I'll email that to you right away. Our invoices come from an app called Invoice Simple. You shouldn't have any problems, but I can send in pdf if you prefer. I'm also attaching a copy of our W-9 that we send out to all clients. Just let me know if you need a docusign with a signature and/or dated and I can get that. Thank you!

On Tue, May 21, 2024 at 2:28 PM Brown, Janet L <jlbrown@baschools.org> wrote:

Great!

Thank you so much! So you will submit an invoice to BAPS?

Janet Brown

Board Clerk

701 South Main Street

Broken Arrow, Oklahoma 74012

(918) 259-5731

jlbrown@baschools.org

On Tue, May 21, 2024 at 10:14 AM Brown, Janet L <jlbrown@baschools.org> wrote:

Hello!

On the Willie Spears Experience contract, the payment terms listed are that we pay the day of the event. Being a public school district, we can't do that. We will need an invoice to pay from and net 30 day payment terms.

Are you able to provide these things for us? I do not need you to redo the contract, just respond to this email letting me know that you agree to these new terms.

Please let me know as soon as possible.

Thank you!

Janet Brown

Board Clerk

701 South Main Street

Broken Arrow, Oklahoma 74012

(918) 259-5731

jlbrown@baschools.org



BROKEN ARROW PUBLIC SCHOOLS