

Contract Committee Review Request
MUST BE COMPLETED IN FULL

Date: 3.11.25

Contract/Agreement Vendor:	<div>IGNITE2UNITE Kristin Jedamski</div> <div>Name of Vendor & Contact Person</div>	
	<div></div> <div>Vendor Email Address</div>	
	<div>kristin@ignite2unite.com</div>	
	<div></div> <div>Describe Contract (Technology, program, consultant-prof Development, etc.)</div>	
	<div></div> <div>Please use Summary below to fully explain the contract purchase , any titles, and details for the Board of Education to review.</div>	
	<div></div> <div>Reason/Audience to benefit</div>	
	<div>4.14.25</div> <div>BOE Date</div>	<div>\$ 7,400.00</div> <div>Amount of agreement</div>

Person Submitting Contract/Agreement for Review:

Denny Beach

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:

11.104

Fund/Project OCAS Coding

☒ **Consent**

☐ **Action**

Accept and approve the NEW agreement between Broken Arrow Public Schools and Ignite2Unite for the Breaking Down the Walls Program at SMS during the 2025-2026 school year. The cost to the District is \$7,400.00 and paid for with general funds.

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.

Ignite 2 Unite, LLC
4720 S. 174th East Ave
Tulsa, OK 74134
+14793665517
kristin@ignite2unite.com

Invoice



BILL TO

Broken Arrow Public Schools
Sequoyah Middle School
Accounts Payable
701 S. Main Street
Broken Arrow, OK 74012

SHIP TO

Sequoyah Middle School
2701 S. Elm Place
Broken Arrow, OK 74012

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
1243	03/11/2025	\$7,400.00	09/15/2025	Net 30	

SHIP DATE
09/15/2025

SHIP VIA
In Person

ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
Breaking Down the Walls - Middle School with Pre-Recorded Videos	Breaking Down the Walls - Middle Level Program Monday, September 15 - Tuesday, September 16, 2025 All inclusive fee for a two day Breaking Down the Walls Program including two 2.5-hour workshops per day facilitated by Jason Jedamski on 9/15 and 9/16. The program includes a pre-recorded student kick-off video and a staff informational video to be sent two weeks prior to the event.	1	7,400.00	7,400.00

A 3.75% processing fee will be added to credit card payments.
All fees in US funds only.

BALANCE DUE

\$7,400.00

A Purchase Order for full balance is requested to hold this date.

Thank you.

11.104, 2199.323.000.0000.000.510

AGREEMENT FOR THE SERVICES OF IGNITE2UNITE, LLC

SPONSOR: Sequoyah Middle School
CONTACT: Denny Beach
WORK PHONE: (918) 259-4370
EMAIL: jbeach@baschools.org
CELL PHONE: (918) 269-1144

ADDRESS: 2701 S. Elm Place
CITY,ST,ZIP: Broken Arrow, OK 74012
ALT CONTACT:
ALT EMAIL:
ALT CELL PHONE:

PRESENTATION INFORMATION

SPEAKER: Jason Jedamski
DATE(S): Monday, September 15 - Tuesday, September 16, 2025
PROGRAM NAME: Breaking Down the Walls Program
PROGRAM LENGTH: 2.5-hour workshop
ARRIVAL TIME: TBD
AUDIENCE: 80 students and 10 adults per workshop

DETAILS: Jason Jedamski will facilitate two 2.5-hour workshops per day on 9/15-16, four workshops total. The program includes a pre-recorded student kick-off video and a staff informational video to be sent two weeks prior to the event.

FINANCIAL AGREEMENT

*Program fee is **\$7,400.00**. Payment is due Net 30. Program fee is all-inclusive, including all fees and expenses. Checks payable to Ignite2Unite. An Invoice is included with this contract. All fees in US funds only. Ignite2Unite Federal ID 87-1422622.

*A Purchase Order for full balance is requested to hold this date.

*In the event of cancellation, four weeks' notice will be needed. If this is not possible, there will be a 50% cancellation fee of speaker's honorarium. If, through events beyond the control of the speaker, the speaker is unable to appear, Ignite2Unite will arrange to send a suitable and qualified replacement, reschedule the engagement, or refund the deposit.

*Please provide a wireless microphone and a quality sound system. Presenter will also need a table.

THE ABOVE INFORMATION IS AGREED AND ACCEPTED BY:


Kristin Jedamski, Ignite2Unite
March 11, 2025
Date

Representative, Broken Arrow Public Schools
Date

Ignite2Unite, LLC / 4720 S. 174th East Avenue / Tulsa, OK 74134
ignite2unite.com / (479) 366-5517

**Request for Taxpayer
Identification Number and Certification**

Go to www.irs.gov/FormW9 for instructions and the latest information.

**Give form to the
requester. Do not
send to the IRS.**

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. See Specific Instructions on page 3.	1	Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.) Ignite 2 Unite, LLC	
	2	Business name/disregarded entity name, if different from above.	
	3a	Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C corporation <input type="checkbox"/> S corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input checked="" type="checkbox"/> LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) S Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner. <input type="checkbox"/> 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 Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____ (Applies to accounts maintained outside the United States.)
	3b	If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions <input type="checkbox"/>	
	5	Address (number, street, and apt. or suite no.). See instructions. 4720 S. 174th East Ave.	Requester's name and address (optional)
	6	City, state, and ZIP code Tulsa, OK 74134	
	7	List account number(s) here (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. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number									
			-				-		
or									
Employer identification number									
8	7		-	1	4	2	2	6	2

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 	Date January 9, 2025
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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.

What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they