

BROKEN ARROW  PUBLIC SCHOOLS
Educating Today *Leading Tomorrow*

Contract Committee Review Request
MUST BE COMPLETED IN FULL

Date: 10/19/2021

Contract/Agreement Vendor: Kagan / Jackie Minor
Name of Vendor & Contact Person
jackie@KaganOnline.com
Vendor Email Address

Discover Kagan Workshop- Administration and
Leadership will be provided information about
Kagan

Summary

Discover Kagan Workshop

Reason/Audience to benefit

11/8/2021

BOE Date

\$00.00

Amount of agreement

Person Submitting Contract/Agreement for Review: Kristin Hennes

PLEASE SEND THROUGH APPROPRIATE APPROVAL ROUTING BEFORE SENDING TO BOARD CLERK

Principal &/or Director or Administrator: Kristin Hennes

Does this Contract/Agreement utilize technology? YES/NO

If yes, Technology Admin: _____

Leadership Team Member: _____

Funding Source: _____

Fund/Project

OCAS Coding



Consent Item: Accept and approve the NEW/RENEWAL agreement between Broken Arrow Public Schools and the vendor listed above. (ie. New fiscal year &/or Renewal services)



Action Item: Discussion, motion and vote on motion to approve or disapprove the NEW agreement between Broken Arrow Public Schools and the vendor listed above. (ie. Purchase over \$50,000 &/or new service)

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.



Letter of Agreement

This is an understanding and agreement between:

Kagan Professional Development (Kagan)
PO Box 72008
San Clemente, CA 92673-2008

&

Broken Arrow Public Schools ISD #I-3
701 S Main St
Broken Arrow, OK 74012

Federal Tax ID: 33-0593901

Kagan will present the following event at no cost:

- I. Topic: Discover Kagan
 - II. Date(s): November 30, 2021
 - III. Total Day(s): 1
 - IV. Time: 8:30 am - 3:45 pm
 - V. Location: Enrollment Center
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Broken Arrow Public Schools ISD #I-3 agrees to:

- I. Host a Discover Kagan workshop for a minimum of 45 participants.
- II. Ensure that participants are Kagan approved administrators, such as superintendents, assistant superintendents, principals, and district-level directors.
- III. Provide Kagan with a final participant count at least 30 days prior to the start date of this workshop.
- IV. Sign and submit this Letter of Agreement to Kagan at least 30 days prior to the start date of your event.
- V. Arrange a training site with equipment for the event.
- VI. Arrange for room set up per enclosed diagram.
 1. Ensure that arrangements are in order the day before the event.
 2. Provide the following equipment:
 - i. Tables and chairs
 - ii. LCD projector and table, podium, extension cord with power strip, and screen (minimum 8' x 8').
 - iii. Platform for presenter for groups over 50
 - iv. Lavalier wireless microphone and sound system for over 50 participants
 - v. Three input cords to podium: 1) VGA cord to connect into venue projector; 2 & 3) two mini-jack input cords to connect into the venue audio system; one for the presenter's computer and the other for their iPod.
 - vi. Flip chart and markers (if applicable)
- VII. Provide one facilitator (usually the host of the event) for every 50 participants to assist with registration check in and handing out materials.
- VIII. Return all required registration materials to Kagan after the event, i.e. registration lists and registration forms.
- IX. Return unused course materials to Kagan after the event.
- X. Comply with the terms of Kagan's Copyright: <https://www.KaganOnline.com/copyright>. Broken Arrow Public Schools ISD #I-3 agrees not to offer trainings on the copyrighted content of this workshop without Kagan's permission or certification.
- XI. Collect a completed registration form from each participant.

Kagan agrees to:

- I. Ship materials to and from the event.
- II. Provide each participant with a (WBDKADv2) Discover Kagan for Administrators Workbook v.2.

Both parties understand that:

- I. Kagan may cancel this event 30 days prior to the start date if the minimum number of participants is not met.
- II. Broken Arrow Public Schools ISD #I-3 may purchase Kagan product (except course materials) up to 3 weeks prior to the workshop date at a 10% discount plus free shipping. Please put event date on the purchase order to ensure a discount.
- III. It is agreed by Broken Arrow Public Schools ISD #I-3 that no videotaping of the presentation will be allowed without prior written consent from the Director of Professional Development, Laurie Kagan.
- IV. If events beyond the reasonable control of the parties (including, but not limited to, acts of God, declared war, governmental authority, terrorist attacks in or near the workshop site, or curtailment of transportation to or from the workshop site) make it illegal, impossible, or unreasonable for the trainer to perform as originally contracted under this Agreement, Kagan may terminate this Agreement, without liability. In the very extraordinary instance that an event must be cancelled by Kagan, Kagan agrees to reschedule the event, but will assume no financial responsibility to Broken Arrow Public Schools ISD #I-3 for the results of the cancellation.

To indicate your understanding and agreement, please sign one copy of this Letter of Agreement and return it to Kagan.

Agreed to and accepted by:



(Signature)
Kagan Professional Development

Director of Educational Partnerships
(Title)

October 14, 2021
(Date)

(Signature)
Broken Arrow Public Schools ISD #I-3

(Title)

(Date)
