

BROKEN ARROW PUBLIC SCHOOLS

Educating Today Leading Tomorrow



Contract Committee Review Request
MUST BE COMPLETED IN FULL

Date: September 19, 2022

Contract/Agreement Vendor: Twig Education Kathleen Messenbaugh

Name of Vendor & Contact Person
jkm95@cox.net
Vendor Email Address

Twig education will supply a digital PDF of each K5 Twig Book.

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.

Broken Arrow Public Schools K-5 teachers and students
Reason/Audience to benefit

October 10, 2022 No Cost
BOE Date Amount of agreement

Person Submitting Contract/Agreement for Review: Jennifer Peterson

PLEASE SEND THROUGH APPROPRIATE APPROVAL ROUTING BEFORE SENDING TO BOARD CLERK

Principal &/or Director or Administrator: [Signature]

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

Cabinet Team Member: [Signature]

Funding Source: Fund/Project No Cost to the District OCAS Coding

Consent/Action checkboxes and summary box containing contract details and a note about no cost to the district.

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.

twig EDUCATION

Mr. Steve Allen,
Broken Arrow Public Schools Board of Education President.
Broken Arrow Public Schools
701 South Main Street, Broken Arrow, OK.

August 7th 2022

Re: Supply of K5 Twig Science Twig Book PDF's

The purpose of this letter is to record the terms upon which Twig Education has agreed to supply Broken Arrow School District with digital PDF's of the K5 Twig Science Twig Books.

Please review the terms below, sign where indicated at the end of this Letter to confirm your agreement to these terms, and return the signed copy of this Letter to Twig Education at nstillwell@twigeducation.com (copy to be sent by email to Broken Arrow)

In consideration of their mutual obligations under this Letter, Twig Education and Broken Arrow have agreed the following:

- a. Twig Education shall supply a watermarked digital PDF of each K5 Twig Book (31 PDF's in total) to Broken Arrow which can be shared with the Broken Arrow K5 teachers.
- B. Teachers will have the right to print selected pages of the Twig Book in their school for their own class use.
- c. Broken Arrow will not have the right to print the PDF's at District level to share either pages or complete Twig Books with the K5 teachers. Should Broken Arrow require print copies of the Twig Books they will upgrade their Twig Science subscription from digital only to print and digital.
- d. When the Broken Arrow subscription to Twig Science ends, so shall the permission to print pages from the Twig Books.

This Letter shall be governed, interpreted and construed in accordance with the laws of the State of Oklahoma.

Yours sincerely,
For and on behalf of TWIG EDUCATION LIMITED



Name: Natasha Stillwell Chief Product Officer

ACCEPTED AND AGREED for and on behalf of Broken Arrow Public School

Name: Mr. Steve Allen, Broken Arrow Public Schools Board of Education President.