

Contract Committee Review Request
MUST BE COMPLETED IN FULL

Date: 02/25/25

Contract/Agreement Vendor:
Name of Vendor & Contact Person

Vendor Email Address

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.

Reason/Audience to benefit

BOE Date Amount of agreement

Person Submitting Contract/Agreement for Review:

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:
Fund/Project OCAS Coding

- 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.

MEMORANDUM

To: Mr. Chuck Perry

From: Christian Welborn

Date: March 10, 2025

Re: Ignite2Unite

SUBJECT

Discussion, motion and vote on motion to approve or disapprove the agreement between Ignite2Unite facilitator Dean Whellams and Broken Arrow Public Schools to facilitate leadership retreat fall 2025 at a rate of \$6600. C. Welborn

ENCLOSURE/ATTACHMENTS

Agreement

SUMMARY

Ignite2Unite facilitator Dean Whellams will facilitate Leadership Retreat Fall 2025.

FUNDING

Activity Funds

RECOMMENDATION

Approve

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

Invoice



BILL TO

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

SHIP TO

Broken Arrow High School
Attn: Christian Welborn
1901 E. Albany
Broken Arrow, OK 74012

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
1233	02/05/2025	\$6,600.00	11/25/2025	Net 30	

SHIP DATE
10/25/2025

SHIP VIA
In Person

ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
Workshop	Leadership Retreat for Broken Arrow High School Location: New Life Ranch Frontier Cove 572 Dry gulch Rd. Adair, OK 74330 All inclusive fee for Dean Whellams to facilitate the Broken Arrow High School Leadership Retreat on 10/25-26. *Sponsor is responsible for lodging for one (1) night, Saturday, October 25, 2025.	1	6,600.00	6,600.00

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

BALANCE DUE

\$6,600.00

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

Thank you.

AGREEMENT FOR THE SERVICES OF IGNITE2UNITE, LLC

SPONSOR: Broken Arrow High School
CONTACT: Christian Welborn
WORK PHONE: (918) 850-4914
EMAIL: cwelborn@baschools.org
CELL PHONE: (918) 850-4914

ADDRESS: 1901 E Albany Street
CITY, ST, ZIP: Broken Arrow, OK 74012
ALT CONTACT: Steve Dunn
ALT EMAIL: sldunn@baschools.org
ALT CELL PHONE: (405) 615-8694

PRESENTATION INFORMATION

SPEAKER: Dean Whellams
DATE(S): Saturday, October 25 - Sunday, October 26, 2025
PROGRAM NAME: Student Leadership Retreat
PROGRAM LENGTH: Parts of Two Days
ARRIVAL TIME: Saturday AM
COMPLETION TIME: Sunday at 1 PM
AUDIENCE: Approximately 200 High School Students

DETAILS: Leadership Retreat for Broken Arrow High School

Location:
New Life Ranch Frontier Cove
572 Dry gulch Rd.
Adair, OK 74330

Dean Whellams will facilitate the Broken Arrow High School Leadership Retreat on 10/25-26.

FINANCIAL AGREEMENT

*Program fee is **\$6,600.00**. 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 amount is requested to hold this date. Payment due Net 30.

*Speaker's fee includes all expenses except lodging. **Sponsor is responsible for lodging for one (1) night, Saturday, October 25, 2025.**

*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:

Kjedamski February 19, 2025
Kristin Jedamski, Ignite2Unite Date

Steve Allen, Board President, 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) _____
	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"/> <i>(Applies to accounts maintained outside the United States.)</i>
	5	Address (number, street, and apt. or suite no.). See instructions. 4720 S. 174th East Ave.
	6	City, state, and ZIP code Tulsa, OK 74134
	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. 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	2

Part II Certification

Under penalties of perjury, I certify that:

1. 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
2. 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
3. I am a U.S. citizen or other U.S. person (defined below); and
4. 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 <i>Kjedanski</i>	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