

Contract Committee Review Request
MUST BE COMPLETED IN FULL

Date: 1.9.2024

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:

Leadership Team Member:

Funding Source:

Fund/Project OCAS Coding

☒ **Consent**

☐ **Action**

Master agreement that will allow any BAPS site to use Ruth Kelly Studios for their 2024-2025 school yearbooks. There is no cost to the District. J. Brown

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.

Yearbook Sales Agreement

2024-25 School Year

[illegible]

Quotation prepared by: Holly Jackson

IMPORTANT: Yearbook must be submitted 6 weeks prior to the requested delivery date. All books are printed in a first submitted, first printed basis, so the earlier you submit the better! Ruth Kelly Studio Inc. is not responsible for any mistakes unmarked in the proofing process. Yearbook representatives from each school must check and initial every page in the yearbook before it is printed. Covers need to be submitted by early December and approved by early January. Covers are printed in advance to the rest of the book, therefore, if you change the quantity after the cover is printed, you may face a charge of \$1.00 per soft cover wasted and \$1.50 per hard cover wasted.

To accept this quotation, sign here and return:

Thank you for your business!



Salesperson	School	Adviser Name	Adviser Email	Adviser Phone	Requested Delivery	Last Day of School
	BAArrow SpringEcc					
Qty	Page #	In-House or At School	HB/SB (SB max 80 pgs)	Book Price	Line Total	
60	20	At School	SB	15.00	900.00	
				Subtotal	900.00	
				Sales Tax/Shipping		
				Total	900.00	

To accept this quotation, sign here and return:

Plunkett & Glodt, 2015 Broadway, Berkeley, CA 94701. Phone: 9-249-3228 Fax: 9-249-3777 jon@plunkett.com



Yearbook Sales Agreement

2024-25 School Year

Salesperson	School	Adviser Name	Adviser Email	Adviser Phone	Requested Delivery	Last Day of School
	BAParkLane Ecc	Rhonda Caldwell-Shultz				

Qty	Page #	In-House or At School	HB/SB (SB max 80 pgs)	Book Price	Line Total
150	36	At School	SB	16.00	2400.00
Subtotal					2400.00
Sales Tax/Shipping					
Total					2400.00

Quotation prepared by: Holly Jackson

Jeff Lash

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Ruth Kelly Studio 201 W Broadway, Muskogee, OK 74401 Phone 918-348-6826 Fax 918-687-1371 daniel@ruthkelly.com



Yearbook Sales Agreement

2024-25 School Year

Salesperson	School	Adviser Name	Adviser Email	Adviser Phone	Requested Delivery	Last Day of School
	BAArrowhead ES	Jessica Voss				

Qty	Page #	In-House or At School	HB/SB (SB max 80 pgs)	Book Price	Line Total
100	52	At School	HB	21.00	2100.00
				Subtotal	2100.00
				Sales Tax/Shipping	
				Total	2100.00

Quotation prepared by: Holly Jackson

Jeff Kelly

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2024-25 School Year

Salesperson	School	Adviser Name	Adviser Email	Adviser Phone	Requested Delivery	Last Day of School
	BAAspenCreek ES	Stephanie McMillian				

Qty	Page #	In-House or At School	HB/SB (SB max 80 pgs)	Book Price	Line Total
250	60	At School	SB	15.00	
			HB	19.00	
				Subtotal	
				Sales Tax/Shipping	
				Total	

Quotation prepared by: Holly Jackson

Jeff Lasky

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Yearbook Sales Agreement

2024-25 School Year

Salesperson	School	Adviser Name	Adviser Email	Adviser Phone	Requested Delivery	Last Day of School
	BAleisurePark	Susan Doyle				

Qty	Page #	In-House or At School	HB/SB (SB max 80 pgs)	Book Price	Line Total
100	54	In-House	HB	23.00	2300.00

Subtotal	2300.00
Sales Tax/Shipping	
Total	2300.00

Quotation prepared by: Holly Jackson

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2024-25 School Year

Salesperson	School	Adviser Name	Adviser Email	Adviser Phone	Requested Delivery	Last Day of School
	BARosewood	Jana Hammer				

Qty	Page #	In-House or At School	HB/SB (SB max 80 pgs)	Book Price	Line Total
325	52	At School	SB	18.00	5850.00
				Subtotal	5850.00
				Sales Tax/Shipping	
				Total	5850.00

Quotation prepared by: Holly Jackson

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Yearbook Sales Agreement

2024-25 School Year

Salesperson	School	Adviser Name	Adviser Email	Adviser Phone	Requested Delivery	Last Day of School
	BASpringCreek	Aubry Hood				

Qty	Page #	In-House or At School	HB/SB (SB max 80 pgs)	Book Price	Line Total
225	40	In-House	SB	16.00	
			HB	20.00	
Subtotal					
Sales					
Tax/Shipping					
Total					

Quotation prepared by: Holly Jackson

IMPORTANT: Yearbook must be submitted 3 weeks prior to the requested delivery date. All books are printed in a first submitted, first printed basis, so the earlier you submit the better! Ruth Kelly Studio Inc. is not responsible for any mistakes unmarked in the proofing process. Yearbook representatives from each school must check and initial every page in the yearbook before it is printed. Covers need to be submitted by early December and approved by early January. Covers are printed in advance to the rest of the book, therefore, if you change the quantity after the cover is printed, you may face a charge of \$1.00 per soft cover wasted and \$1.50 per hard cover wasted.

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