



Contract Committee Review Request
MUST BE COMPLETED IN FULL

Date: 08/28/2024

Contract/Agreement Vendor:

Focused School Photography/Pyper Bowman

Name of Vendor & Contact Person

pyper@focused.pics

Vendor Email Address

School Portraits

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.

OMS Students and Staff

Reason/Audience to benefit

09/09/2024

BOE Date

Amount of agreement

Person Submitting Contract/Agreement for Review: Sarah Vance

PLEASE SEND THROUGH APPROPRIATE APPROVAL ROUTING BEFORE SENDING TO BOARD CLERK

Principal &/or Director or Administrator:

Wade Whittey

Does this Contract/Agreement utilize technology? YES ☒ NO

If yes, Technology Admin:

Cabinet Team Member:

Keith Dyer

Funding Source:

OMS/Yearbook/84

Fund/Project

25-68-807-3200-670-900-0000-000-525

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.



Focused

School Photography

Serving Oklahoma and Texas

www.focused.pics

doyce@focused.pics

anne@focused.pics

alecia@focused.pics

pyper@focused.pics

caryn@focused.pics

405.509.8580/800.245.8660

School Portrait Agreement - School Year: ☒ 2024-25 ☐ 2025-26
Check one or both

School: <u>Oliver Middle School</u>		
Address: <u>3100 w New Orleans St.</u>		Phone: <u>(918) 259-4590</u>
City: <u>Broken Arrow</u>		
ST: <u>OK</u>	Zip: <u>74011</u>	
Principal: <u>Nathaniel Hutchings</u>	Email: <u>nhutchings@baschools.org</u>	
Secretary: <u>Shannon Whaley</u>	Email: <u>swhaley@baschools.org</u>	
Grades: <u>6-8</u>		
School Colors & Mascot: <u>Black / Gold tigers</u>		# of Classes:
Enrollment UC: <u>900</u>	Enroll SR: <u> </u>	Sort Cards
Fall Date(s): <u>10/7/24</u>	# of Cameras: <u>3</u>	<u>T/G</u>
Retake Date: <u>11/13/24</u>	# of Cameras: <u>1</u>	<u>English</u>
Senior Date(s): <u> </u>	# of Cameras: <u> </u>	
Senior Retake Date: <u> </u>	# of Cameras: <u> </u>	
Senior Grad Date: <u> </u>	# of Cameras: <u> </u>	
Classroom Group Date: <u> </u>	# of cameras: <u> </u>	
Spring Date: <u>3/4/25</u>	# of Cameras: <u>1</u>	
<input checked="" type="checkbox"/> Prepay <input type="checkbox"/> Proof (Photograph everyone)		
UC Grad <u> </u> Grade: <u>H&S 3/4</u>	# of Cameras: <u> </u>	
Date: <u> </u>		
Sports Date(s): <u>11/13/24 (GYDUPS)</u>	<u>Photo all PP</u>	
Activity Date(s): <u>11/13/24</u>		
Other Date(s): <u> </u>		
Other groups: <u> </u>		

School Official Signature

Date

Ryder Bauman

8/22/24

Focused School Photography Representative

Date

Senior Information

# of Seniors:	# of Proofs:	Sit fee?	Invoice to school?
Senior Attire: Boys: Tux Sult Bow tie color	Girls: Feathers Drape We provide?		
Gown Color: Cap Color: Tassel Color:	Wall Composite? Composite Delivery:		
Board Size: Individual Copy Size: Addl charges?	Yearbook Requirement:		
Senior Graduation Handshake? Mock?			

Picture Day Coordinator: Sarah Vance	Contact email or phone:
Confirmation contact: Sarah Phone:	Contact email: Svance@baschools.org
Contact for data: Sarah Phone:	Contact email:
ID cards: yes *additional charges may apply	ID Card Charge:
ID card sort: Grade Horizontal/center punch	
Yearbook advisor: Sarah Vance Phone:	Contact email: Svance@baschools.org
	Yearbook Company: org
Administration Software: Infinite Campus	Details on Software:
Administration Download sent to: Sarah Vance	
Sticky Pictures: — # sets	
Faculty/Staff Photos Digital Download for Personal Use: <input checked="" type="checkbox"/>	
— Ask @ camera if staff wants package print.	

Additional charges: Sports and activities photo sessions are invoiced at \$100 per hour.

Notes:
