



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**

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.*

PUBLISHER'S AUTHORIZATION

JOSTENS IS HEREBY AUTHORIZED TO BE THE
PUBLISHER OF THE SCHOOL'S YEARBOOK

JOB # _____

SCHOOL Broken Arrow Public Schools

ADDRESS _____

CITY, STATE, ZIP _____

TERM AGREEMENT YEARS OF CONTRACT


20²⁵ _____ 20 _____ 20 _____ 20 _____ 20 _____

JOSTENS agrees as follows:

1. To provide planning sessions to determine specifications and to assist in creative design, content and editorial organization.
2. To furnish the staff with Jostens complete Yearbook Kit of materials.
3. To work within the framework of the school's yearbook budget set forth by the school administrator and/or yearbook adviser.

Additional Notes _____

Date 1/3/2024



School Administrator or Yearbook Adviser signature



JOSTENS Sales Representative's signature and rep number

Rep: Attach this form to a current publication agreement form
to finalize specs. This form obtains a legal signature of customer.

Copies: White > Marketing Services
Yellow > Sales Representative
Pink > Customer copy


Item #2318

PUBLISHER'S AUTHORIZATION

*JOSTENS IS HEREBY AUTHORIZED TO BE THE
PUBLISHER OF THE SCHOOL'S YEARBOOK*

JOB # 4617

SCHOOL Aspen Creek ECC

ADDRESS 2700 W. Florence St

CITY, STATE, ZIP Broken Arrow, Ok 74011

TERM AGREEMENT YEARS OF CONTRACT

20 25 20 20 20 20

JOSTENS agrees as follows:

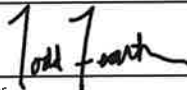
1. To provide planning sessions to determine specifications and to assist in creative design, content and editorial organization.
2. To furnish the staff with Jostens complete Yearbook Kit of materials.
3. To work within the framework of the school's yearbook budget set forth by the school administrator and/or yearbook adviser.

100 copies 28 pages all color SoftBack \$13.80 a book. Final copy #'s
due March 1st, 2025

Additional Notes

Date November 15th, 2023

School Administrator or Yearbook Adviser signature



JOSTENS Sales Representative's signature and rep number

Rep: Attach this form to a current publication agreement form
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Item #2318

PUBLISHER'S AUTHORIZATION

JOSTENS IS HEREBY AUTHORIZED TO BE THE
PUBLISHER OF THE SCHOOL'S YEARBOOK

JOB # 40218

SCHOOL Country Lane Intermediate

ADDRESS 251 E Omaha St.

CITY, STATE, ZIP Broken Arrow, OK 74014

TERM AGREEMENT YEARS OF CONTRACT

20 25 20 20 20 20

JOSTENS agrees as follows:

1. To provide planning sessions to determine specifications and to assist in creative design, content and editorial organization.
2. To furnish the staff with Jostens complete Yearbook Kit of materials.
3. To work within the framework of the school's yearbook budget set forth by the school administrator and/or yearbook adviser.

400 copies, 60 pages, ALL Color, 4 Color Cover

\$17 / per copy final copy numbers are due March 1st, 2025

Additional Notes

Date January 5th, 2024



School Administrator or Yearbook Adviser signature

Katy Anderson PTA President

Todd Featherston #1935

JOSTENS Sales Representative's signature and rep number

Rep: Attach this form to a current publication agreement form
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Item #2318

PUBLISHER'S AUTHORIZATION

JOSTENS IS HEREBY AUTHORIZED TO BE THE
PUBLISHER OF THE SCHOOL'S YEARBOOK

JOB # 48789

SCHOOL Country Lane Primary School

ADDRESS 301 E Omaha St.

CITY, STATE, ZIP Broken Arrow, OK 74012

TERM AGREEMENT YEARS OF CONTRACT

20 25 20 20 20 20 20 20

JOSTENS agrees as follows:

1. To provide planning sessions to determine specifications and to assist in creative design, content and editorial organization.
2. To furnish the staff with Jostens complete Yearbook Kit of materials.
3. To work within the framework of the school's yearbook budget set forth by the school administrator and/or yearbook adviser.

350 copies, 60 pages, ALL Color, 4 Color Cover

\$17 / per copy

Additional Notes

Date January 5th, 2024


School Administrator or Yearbook Adviser signature


Kathy Anderson PTA VP

Todd Featherston #1935

JOSTENS Sales Representative's signature and reg. number

Rep: Attach this form to a current publication agreement form
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Item #2318

PUBLISHER'S AUTHORIZATION

JOSTENS IS HEREBY AUTHORIZED TO BE THE
PUBLISHER OF THE SCHOOL'S YEARBOOK

JOB # 6507

SCHOOL Creekwood ECC

ADDRESS 1351 E Albany ST

CITY, STATE, ZIP Broken Arrow, Ok 74012

TERM AGREEMENT YEARS OF CONTRACT					
20	25	20	20	20	20

JOSTENS agrees as follows:

1. To provide planning sessions to determine specifications and to assist in creative design, content and editorial organization.
2. To furnish the staff with Jostens complete Yearbook Kit of materials.
3. To work within the framework of the school's yearbook budget set forth by the school administrator and/or yearbook adviser.

150 copies 40 pages all color hardback \$13 a book

Additional Notes

Date October 25th, 2023

School Administrator or Yearbook Adviser signature

Todd F. Smith

JOSTENS Sales Representative's signature and rep number

Rep: Attach this form to a current publication agreement form
to finalize specs. This form obtains a legal signature of customer.

Copies: White > Marketing Services
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Pink > Customer copy



Item #2318

PUBLISHER'S AUTHORIZATION

JOSTENS IS HEREBY AUTHORIZED TO BE THE
PUBLISHER OF THE SCHOOL'S YEARBOOK

JOB # 48789

SCHOOL Country Lane Primary School

ADDRESS 301 E Omaha St.

CITY, STATE, ZIP Broken Arrow, OK 74012

TERM AGREEMENT YEARS OF CONTRACT

20 24 20 20 20 20 20 20

JOSTENS agrees as follows:

1. To provide planning sessions to determine specifications and to assist in creative design, content and editorial organization.
2. To furnish the staff with Jostens complete Yearbook Kit of materials.
3. To work within the framework of the school's yearbook budget set forth by the school administrator and/or yearbook adviser.

325 copies, 60 pages, ALL Color, 4 Color Cover

\$17 / per copy Final copy numbers due March 1st, 2024

Additional Notes

Date July 24th, 2023

School Administrator or Yearbook Adviser signature

Todd Featherston #1935

JOSTENS Sales Representative's signature and rep number

Rep: Attach this form to a current publication agreement form
to finalize specs. This form obtains a legal signature of customer.
Copies: White > Marketing Services
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Item #2318

PUBLISHER'S AUTHORIZATION

JOSTENS IS HEREBY AUTHORIZED TO BE THE
PUBLISHER OF THE SCHOOL'S YEARBOOK

JOB # 5090

SCHOOL Creekwood Elementary School

ADDRESS 1301 E Albany

CITY, STATE, ZIP Broken Arrow, OK 74012

TERM AGREEMENT YEARS OF CONTRACT
20 25 20 20 20

JOSTENS agrees as follows:

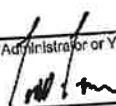
1. To provide planning sessions to determine specifications and to assist in creative design, content and editorial organization.
2. To furnish the staff with Jostens complete Yearbook Kit of materials.
3. To work within the framework of the school's yearbook budget set forth by the school administrator and/or yearbook adviser.

300 copies, 60 pages, hardback stocked cover, \$15/per book

64 pages for \$15.50/per book and 68 pages for \$16/per book

Additional Notes

Final # of yearbooks must be determined by Date October 25th, 2023
March 1st, 2025


School Administrator or Yearbook Adviser signature


JOSTENS Sales Representative's signature and rep number

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Item #2318

PUBLISHER'S AUTHORIZATION

JOSTENS IS HEREBY AUTHORIZED TO BE THE
PUBLISHER OF THE SCHOOL'S YEARBOOK

JOB # 5662

SCHOOL Highland Park Elementary

ADDRESS 7200 E Quincy Place

CITY, STATE, ZIP Broken Arrow, OK 74014

TERM AGREEMENT YEARS OF CONTRACT

20 25 20 20 20 20

JOSTENS agrees as follows:

1. To provide planning sessions to determine specifications and to assist in creative design, content and editorial organization.
2. To furnish the staff with Jostens complete Yearbook Kit of materials.
3. To work within the framework of the school's yearbook budget set forth by the school administrator and/or yearbook adviser.

420 copies 72 pages all color/ custom process color cover inc. \$17 per book

Additional Notes

Date October 25th, 2023

School Administrator or Yearbook Adviser signature

JOSTENS Sales Representative's signature and rep number

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Copies: White > Marketing Services
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Item #2318

PUBLISHER'S AUTHORIZATION

JOSTENS IS HEREBY AUTHORIZED TO BE THE
PUBLISHER OF THE SCHOOL'S YEARBOOK

JOB # 12989

SCHOOL Liberty Elementary

ADDRESS 4300 S. 209th E. Ave.

CITY, STATE, ZIP Broken Arrow, OK 74014

TERM AGREEMENT YEARS OF CONTRACT				
20 ²⁵	20	20	20	20

JOSTENS agrees as follows:


1. To provide planning sessions to determine specifications and to assist in creative design, content and editorial organization.
2. To furnish the staff with Jostens complete Yearbook Kit of materials.
3. To work within the framework of the school's yearbook budget set forth by the school administrator and/or yearbook adviser.

72 Pages / 200 Copies, All Color, Custom Litho Cover = \$19.50 per copy

Final Specifications TBD.

Additional Notes

Date 11/17/2023


School Administrator or Yearbook Adviser signature


JOSTENS Sales Representative's signature and rep number

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Copies: White > Marketing Services
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Item #2318

PUBLISHER'S AUTHORIZATION

JOSTENS IS HEREBY AUTHORIZED TO BE THE
PUBLISHER OF THE SCHOOL'S YEARBOOK

JOB # _____

SCHOOL Rhodes Elementary

ADDRESS 320 E. Midway St.

CITY, STATE, ZIP Broken Arrow, OK 74012

TERM AGREEMENT YEARS OF CONTRACT

20²⁵ _____ 20 _____ 20 _____ 20 _____ 20 _____

JOSTENS agrees as follows:

1. To provide planning sessions to determine specifications and to assist in creative design, content and editorial organization.
2. To furnish the staff with Jostens complete Yearbook Kit of materials.
3. To work within the framework of the school's yearbook budget set forth by the school administrator and/or yearbook adviser.

60 Pages / 200 Copies, All Color, Custom Soft Cover = \$18.00 per copy

Final Specifications TBD.

Additional Notes _____

Date 1/4/2024


School Administrator or Yearbook Adviser signature

 #3323
JOSTENS Sales Representative's signature and rep number

Rep: Attach this form to a current publication agreement form
to finalize specs. This form obtains a legal signature of customer.
Copies: White > Marketing Services
Yellow > Sales Representative
Pink > Customer copy



Item #2318

crystal.meyer@jostens.com



Memory Book Company Publication Agreement

Memory Book Company | 304 Curry Drive, Sedalia, MO 65301 | Phone: (800) 247-1526

Please complete & sign this form and either: Fax it to (800) 550-7129 | Email it to yearbook@memorybook.com | Mail it to the address above

Adviser Name: Regina Lunsford
School Name: Vandever Elementary - Broken Arrow PS
☒ Public ☐ Private ☐ Other
Street Address: 2200 S Lions Ave.
City: Broken Arrow
State: OK ZIP Code: 74012
Adviser Phone: (918)259-4490
Adviser Email: rlunsford@baschools.org

Term: (Check one)

- ☐ One year agreement
☒ Two year agreement*
☐ Three year agreement*

* For two- and three-year agreements, basic pricing will remain the same for all years covered under this Agreement. School may change programs, options, number of copies, and pages. Pricing will be adjusted to accommodate the changes.

Number of Copies: 200 (minimum 25)
Number of Pages: 48 (must be divisible by 4)

Printing Type: (Check one)

- ☒ All color ☐ Black & White ☐ B&W with some color pages

Program Type: (Check one)

- ☒ **Memory Book Online™**
You produce your book using our online design software.
☐ **Digital Expert**
You prepare your pages/files digitally using this graphics design software:
☐ Adobe® InDesign™ ☐ Photoshop™ ☐ Microsoft® Publisher™
☐ **Cut and Paste**
You paste photos and type on layout sheets provided by us.
☐ **Professional**
You paste your photos; we professionally typeset your words and copy.
☐ **Convenient**
You number your photos and corresponding typed class lists and we layout your book for you.

Options: (Check all that apply)

- ☒ Free standard cover ☐ Special Cover
☒ Personalization (☐ Foil, ☐ Ink or ☐ Photo)
☐ Custom Foil - School Name and Year
☐ Flashback - Current Events Insert
☒ Lamination (☐ Matte or ☒ Gloss)
☐ EASY WORK

Additional Specifications / Shipping Address if different than above address (attach additional sheet if necessary):

Binding: (Check one)

- ☐ Saddle Stitch Binding (Softback Stapled)
☐ Perfect Binding (Softback Glued)
☐ Coil Binding (Softback Spiral)
☒ Casebound Binding (Hardback Glued)
☐ Smythe-sewn Binding (Hardback Sewn)

Photos: (How will you receive student/staff photos) (Check one)

- ☒ Class Photos on CD
☐ Printed Hardcopy Photos
☐ Upload My Own Class Photos (must be using Memory Book Online™)

First day of school: 08/24/2022 Last day of school: 05/25/2023
(mm/dd/yyyy) (mm/dd/yyyy)

Spring break dates: 03/13/2022 to 03/17/2022
(mm/dd/yyyy) (mm/dd/yyyy)

Current Enrollment: 403

By signing below, I, an authorized representative of the school named on this form, authorize Memory Book Company to produce our school memory book for the term specified in this Agreement. Please see Page 2 for additional terms which form part of this Agreement.

Memory Book Company commits to produce your yearbook with the same care you use to create it. We look forward to working with you!

SIGNATURE OF CUSTOMER'S AUTHORIZED REPRESENTATIVE
Regina Lunsford 11/7/2022
DATE

PRINTED NAME OF SIGNER

Accepted by Memory Book Company

SIGNATURE OF MEMORY BOOK COMPANY REPRESENTATIVE
Crystal Meyer 11/07/2022
DATE

PRINTED NAME OF SIGNER

☒ New

☐ Renew

If new, previous publisher: Ruth Kelley

PUBLISHER'S AUTHORIZATION

JOSTENS IS HEREBY AUTHORIZED TO BE THE
PUBLISHER OF THE SCHOOL'S YEARBOOK

JOB # 45896

SCHOOL Wolf Creek Elementary

ADDRESS 3000 West New Orleans Street

CITY, STATE, ZIP Broken Arrow, OK 74011

TERM AGREEMENT YEARS OF CONTRACT

20 25 20 20 20 20

JOSTENS agrees as follows:

1. To provide planning sessions to determine specifications and to assist in creative design, content and editorial organization.
2. To furnish the staff with Jostens complete Yearbook Kit of materials.
3. To work within the framework of the school's yearbook budget set forth by the school administrator and/or yearbook adviser.

72 pages 350 copies all color \$14.00 a book # of books due by 3/1/25

Additional Notes

Date October 25th, 2023

School Administrator or Yearbook Adviser signature

JOSTENS Sales Representative's signature and rep number

Rep: Attach this form to a current publication agreement form to finalize specs. This form obtains a legal signature of customer.

Copies: White > Marketing Services

Yellow > Sales Representative

Pink > Customer copy


Item #2318

PUBLISHER'S AUTHORIZATION

JOSTENS IS HEREBY AUTHORIZED TO BE THE
PUBLISHER OF THE SCHOOL'S YEARBOOK

JOB # 13585

SCHOOL Broken Arrow Freshman Academy

ADDRESS 301 W. New Orleans

CITY, STATE, ZIP Broken Arrow, OK 74011

TERM AGREEMENT YEARS OF CONTRACT

20²⁵

20

20

20

20

JOSTENS agrees as follows:

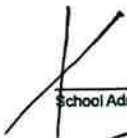
1. To provide planning sessions to determine specifications and to assist in creative design, content and editorial organization.
2. To furnish the staff with Jostens complete Yearbook Kit of materials.
3. To work within the framework of the school's yearbook budget set forth by the school administrator and/or yearbook adviser.

176 Pages / 600 Copies, All Color, Custom Litho Cover = \$44.50 Per Copy

Final Specifications TBD.

Additional Notes

Date 11/16/2023


School Administrator or Yearbook Adviser signature

 #3323
JOSTENS Sales Representative's signature and rep number

Rep: Attach this form to a current publication agreement form
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Pink > Customer copy


Item #2318

PUBLISHER'S AUTHORIZATION

*JOSTENS IS HEREBY AUTHORIZED TO BE THE
PUBLISHER OF THE SCHOOL'S YEARBOOK*

JOB # 40290

SCHOOL Broken Arrow High School

ADDRESS 1901 E. Albany

CITY, STATE, ZIP Broken Arrow, OK 74012

TERM AGREEMENT YEARS OF CONTRACT

20²⁵ 20 20 20 20

JOSTENS agrees as follows:

1. To provide planning sessions to determine specifications and to assist in creative design, content and editorial organization.
2. To furnish the staff with Jostens complete Yearbook Kit of materials.
3. To work within the framework of the school's yearbook budget set forth by the school administrator and/or yearbook adviser.

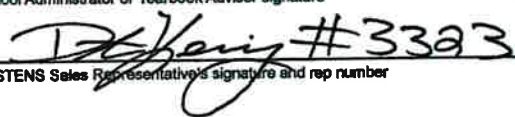
460 Pages / 1,500 Copies, All Color, Custom Litho Cover = \$71.00 per copy

Final Specifications TBD.

Additional Notes

Date 11/17/2023


School Administrator or Yearbook Adviser signature


JOSTENS Sales Representative's signature and rep number

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Item #2318

PUBLISHER'S AUTHORIZATION

JOSTENS IS HEREBY AUTHORIZED TO BE THE
PUBLISHER OF THE SCHOOL'S YEARBOOK

JOB # 4844

SCHOOL Centennial Middle School

ADDRESS 225 E Omaha St.

CITY, STATE, ZIP Broken Arrow, OK 74012

TERM AGREEMENT YEARS OF CONTRACT

20 25 20 20 20 20 20 20

JOSTENS agrees as follows:

1. To provide planning sessions to determine specifications and to assist in creative design, content and editorial organization.
2. To furnish the staff with Jostens complete Yearbook Kit of materials.
3. To work within the framework of the school's yearbook budget set forth by the school administrator and/or yearbook adviser.

325 copies 72 pages all color \$29 a book. Rep guarantees final
budget. Will credit any books school can't sell to make budget.

Final # of books due March 1st, 2025

Additional Notes

Date October 25th, 2023

School Administrator or Yearbook Adviser signature

JOSTENS Sales Representative's signature and rep number

Rep: Attach this form to a current publication agreement form
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Copies: White > Marketing Services

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Pink > Customer copy



Item #2318

PUBLISHER'S AUTHORIZATION

JOSTENS IS HEREBY AUTHORIZED TO BE THE
PUBLISHER OF THE SCHOOL'S YEARBOOK

JOB # 33475

SCHOOL Oliver Middle School

ADDRESS 3100 West New Orleans

CITY, STATE, ZIP Broken Arrow OK ,74011

TERM AGREEMENT YEARS OF CONTRACT

20 25 20 20 20 20

JOSTENS agrees as follows:

1. To provide planning sessions to determine specifications and to assist in creative design, content and editorial organization.
2. To furnish the staff with Jostens complete Yearbook Kit of materials.
3. To work within the framework of the school's yearbook budget set forth by the school administrator and/or yearbook adviser.

\$29.00 a book/ rep will guarantee the budget. Final copy #'s are due March 1st, 2025

Additional Notes

Date November 15th, 2023

School Administrator or Yearbook Adviser signature

JOSTENS Sales Representative's signature and rep number

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Item #2318

PUBLISHER'S AUTHORIZATION

*JOSTENS IS HEREBY AUTHORIZED TO BE THE
PUBLISHER OF THE SCHOOL'S YEARBOOK*

JOB # 8735

SCHOOL Oneta Ridge Middle School

ADDRESS 6800 Quincy Place

CITY, STATE, ZIP Broken Arrow OK 74014

TERM AGREEMENT YEARS OF CONTRACT

20 25 20 20 20 20

JOSTENS agrees as follows:

1. To provide planning sessions to determine specifications and to assist in creative design, content and editorial organization.
2. To furnish the staff with Jostens complete Yearbook Kit of materials.
3. To work within the framework of the school's yearbook budget set forth by the school administrator and/or yearbook adviser.

500 copies 88 pages all color \$29 per book

Final copy number is due March 1st, 2025

Additional Notes

Date November 15th, 2023

School Administrator or Yearbook Adviser signature

JOSTENS Sales Representative's signature and rep number

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Item #2318

PUBLISHER'S AUTHORIZATION

JOSTENS IS HEREBY AUTHORIZED TO BE THE
PUBLISHER OF THE SCHOOL'S YEARBOOK

JOB # 13063

SCHOOL Sequoyah Middle School

ADDRESS 2701 S Elm PL

CITY, STATE, ZIP Broken Arrow OK 74012

TERM AGREEMENT YEARS OF CONTRACT

20 25 20 20 20 20

JOSTENS agrees as follows:

1. To provide planning sessions to determine specifications and to assist in creative design, content and editorial organization.
2. To furnish the staff with Jostens complete Yearbook Kit of materials.
3. To work within the framework of the school's yearbook budget set forth by the school administrator and/or yearbook adviser.

200 copies 64 pages all color \$28.79 per book

Final copy numbers are due March 1st, 2025

Additional Notes

Date November 15th, 2023

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Item #2318

PUBLISHER'S AUTHORIZATION

JOSTENS IS HEREBY AUTHORIZED TO BE THE
PUBLISHER OF THE SCHOOL'S YEARBOOK

JOB # 30410

SCHOOL Vanguard Academy

ADDRESS 3000 East Albany Street

CITY, STATE, ZIP Broken Arrow, OK 74012

TERM AGREEMENT YEARS OF CONTRACT

20²⁵ 20 20 20 20

JOSTENS agrees as follows:


1. To provide planning sessions to determine specifications and to assist in creative design, content and editorial organization.
2. To furnish the staff with Jostens complete Yearbook Kit of materials.
3. To work within the framework of the school's yearbook budget set forth by the school administrator and/or yearbook adviser.

84 Pages / 125 Copies, All Color, Custom Litho Cover = \$40.00 per copy

Final Specifications TBD.

Additional Notes

Date 11/17/2023


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