Contract Committee Review Request MUST BE COMPLETED IN FULL

Summary

Date: 1.9.2024 Ruth Kelly Studios Contract/Agreement Vendor: Name of Vendor & Contact Person Jeff Lashley ~ jeff.lashley@ruthkelly.com Vendor Email Address Master agreement that will allow any BAPS site to use Ruth Kelly Studios for their 2024-2025 school pictures. 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. All BAPS sites Reason/Audience to benefit \$ 0.00 2.12.2024 Amount of agreement **BOE** Date Person Submitting Contract/Agreement for Review: Janet Brown PLEASE SEND THROUGH APPROPRIATE APPROVAL ROUTING BEFORE SENDING TO BOARD CLERK Principal <u>&/or</u> Director or Administrator: Tara Thompson Does this Contract/Agreement utilize technology? YES/NO If yes, Technology Admin: Leadership Team Member: Funding Source: OCAS Coding Fund/Project Master agreement that will allow any BAPS site to use Ruth Kelly Studios for their 2024-2025 school pictures. There is no cost to the District. J. Brown Consent Action

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.

This area must be complete with full explanation of contract

PICTURE AGREEMENT

Date: 10/31/23 **Home Office:** 201 West Broadway Muskogee, OK 74401 (918) 687-0523 Fax: 918-687-1371 oken Arrowtublic Schoolsaddress 701 S. Main Street Send Correspondence To Cach Site CityBroken Mou State OK Zip 74012 County Tulsa Phone 418, 259-5700 Title_____ This agreement covers the taking and selling of school pictures between the school and the Representative of Ruth Kelly Studio. All picture packages will be processed by Ruth Kelly Studio in Muskogee, Oklahoma. Since materials are purchased and commitments are made on the basis of this contract, this agreement shall remain in effect for the stated year unless unforeseen circumstances arise. This agreement is for the years of <u>2024</u> & 2025 **Underclass Portraits:** SPECIAL INSTRUCTIONS: Program: Prepay _____ Proof _____ Fall School Day Commission 40 % No Commission No Commission Date pictures are to be taken: RENEWAL DISPRING DIFALL Average Daily Attendance: _____ Starting Time: _____ SCHOOL RESPONSIBILITY Senior Portraits (a) Assisting with the picture shooting schedule. ☐ At the School ☐ At the Studio (b) Providing space for the studio setting. Average Attendance: _____ (c) Assisting in promoting the sales of pictures. Yearbook Only Fee \$____ (d) Scheduling with RUTH KELLY STUDIO the Deposit for Full Sittings \$ _____ SPRING Commission 30% No Commission necessary dates for picture shooting. ☐ HOMECOMINGS Accepted by:_____ ☐ MEMORY MATES \square PROM ☐ ACTIVITY SHOTS CLASS GROUPS Commission 25/2 Names _____ Names ____ Date: ____ Yearbook Sponsor _____ Accepted for Ruth Kelly Studio: Planning Period _____

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Home Office: 201 West Broadway Muskogee, OK 74401 (918) 687-0523 Fax: 918-687-1371 School Childers M. S Send Correspondence To	Address 301 E. TUCSON City Broken Amoustate OK Zip 74011 County TUSQ Phone 918 1259-43
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Home Office: 201 West Broadway Muskogee, OK 74401 (918) 687-0523 Fax: 918-687-1371	Date: (0/3) /23
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Send Correspondence To	City BA State $0K$ Zip $740/2$
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Home Office: 201 West Broadway	Date: 10/31/23
Muskogee, OK 74401 (918) 687-0523	
Fax: 918-687-1371 School PORKLANP ECC	Address 7700 S, Shelby Lane
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Send Correspondence To	City BA State OK Zip 740//
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Home Office: 201 West Broadway Muskogee, OK 74401 (918) 687-0523 Fax: 918-687-1371 School Accorded Elementar Send Correspondence To Title	Date: 10/31/23 Midress 916 W. NOrman City Broken Amoustate OKzip 74012 County TUSA Phone 918/251-8183
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Accepted for Ruth Kelly Studio: Representative	Planning Period

PICTURE AGREEMENT

Date: 10/31/23 **Home Office:** 201 West Broadway Muskogee, OK 74401 (918) 687-0523 Fax: 918-687-1371 School Aspen Creek Elementary 2800 W Florence Send Correspondence To ______ CityBroken Amoustate OK zip 74011 County Tulsa Phone 118, 259-4410 Title____ This agreement covers the taking and selling of school pictures between the school and the Representative of Ruth Kelly Studio. All picture packages will be processed by Ruth Kelly Studio in Muskogee, Oklahoma. Since materials are purchased and commitments are made on the basis of this contract, this agreement shall remain in effect for the stated year unless unforeseen circumstances arise. This agreement is for the years of <u>2024</u> & <u>2025</u> Underclass Portraits: SPECIAL INSTRUCTIONS: Program: Prepay ______ Proof _____ Fall School Day Commission 40 % No Commission No Commission Date pictures are to be taken: ☐ NEW ☐ RENEWAL ☐ SPRING FALL Average Daily Attendance: _____ Starting Time: _____ SCHOOL RESPONSIBILITY **Senior Portraits** (a) Assisting with the picture shooting schedule. ☐ At the Studio ☐ At the School (b) Providing space for the studio setting. Average Attendance: _____ (c) Assisting in promoting the sales of pictures. Yearbook Only Fee \$_____ (d) Scheduling with RUTH KELLY STUDIO the Deposit for Full Sittings \$ _____ SPRING Commission 30%No Commission_____ necessary dates for picture shooting. ☐ HOMECOMINGS Accepted by:_____ **■ MEMORY MATES** ☐ PROM Title: ☐ ACTIVITY SHOTS CLASS GROUPS Commission 25% Type T Names Date: ____ Yearbook Sponsor _____ Accepted for Ruth Kelly Studio: Representative Planning Period _____

PICTURE AGREEMENT

Date: 10/31/23 **Home Office:** 201 West Broadway Muskogee, OK 74401 (918) 687-0523 Fax: 918-687-1371 Creekwood Elementaryladress 1301 E. Albany St. Send Correspondence To _____ This agreement covers the taking and selling of school pictures between the school and the Representative of Ruth Kelly Studio. All picture packages will be processed by Ruth Kelly Studio in Muskogee, Oklahoma. Since materials are purchased and commitments are made on the basis of this contract, this agreement shall remain in effect for the stated year unless unforeseen circumstances arise. This agreement is for the years of 3024 & 2025 Underclass Portraits: SPECIAL INSTRUCTIONS: Program: Prepay ___ X Proof _____ Fall School Day Commission 40% No Commission _____ Date pictures are to be taken: ☐ NEW ★ RENEWAL ★ SPRING ★ FALL Average Daily Attendance: _____ Starting Time: _____ SCHOOL RESPONSIBILITY Senior Portraits (a) Assisting with the picture shooting schedule. At the Studio ☐ At the School (b) Providing space for the studio setting. Average Attendance: _____ (c) Assisting in promoting the sales of pictures. Yearbook Only Fee \$_____ Scheduling with RUTH KELLY STUDIO the Deposit for Full Sittings \$ _____ necessary dates for picture shooting. SPRING Commission 30% No Commission_____ ☐ HOMECOMINGS Accepted by:_____ ☐ MEMORY MATES Title: _____ □ PROM ☐ ACTIVITY SHOTS CLASS GROUPS Commission Type Names Yearbook Sponsor _____ Accepted for Ruth Kelly Studio: L Planning Period _____ Representative

	Date: 10/31/23
Home Office: 201 West Broadway Muskogee, OK 74401 (918) 687-0523	Date: 10/01/20
Fax: 918-687-1371	_
School Country Lane Primary	Address 301 E. Omaha City BA State OKZip 74012
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Title	County <u>Tulsa</u> Phone 918, 259-440
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Home Office: 201 West Broadway Muskogee, OK 74401 (918) 687-0523 Fax: 918-687-1371	Date: 10/26/2023	
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Home Office: 201 West Broadway Muskogee, OK 74401	Date: 10/31/23
(918) 687-0523 Fax: 918-687-1371	
School Highland Park Elemand Secretary Send Correspondence To Becca Baker Title Principal Secretary	Address 7200 E. Quincey Place City Ba State OKzip 74014 County JUSA Phone 918,505-593
This agreement covers the taking and selling of school p Ruth Kelly Studio. All picture packages will be processed Since materials are purchased and commitments are made remain in effect for the stated year unless unforeseen cir This agreement is for the years of	de on the basis of this contract, this agreement shall cumstances arise.
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Send Correspondence To	Date: 10/31/23 Address 4300 S. Juniper Pl City BA State OKZip 74011 County Tulsa Phone 918, 259-446
This agreement covers the taking and selling of school p Ruth Kelly Studio. All picture packages will be processe Since materials are purchased and commitments are mad remain in effect for the stated year unless unforeseen circ This agreement is for the years of 2024 & 20	d by Ruth Kelly Studio in Muskogee, Oklahoma. le on the basis of this contract, this agreement shall cumstances arise.
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Date:	ACTIVITY SHOTS CLASS GROUPS Commission Type Names
Accepted for Ruth Kelly Studio	Yearbook Sponsor Planning Period

Home Office: 201 West Broadway Muskogee, OK 74401 (918) 687-0523 Fax: 918-687-1371	Date: 10/31/23
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This agreement covers the taking and selling of school Ruth Kelly Studio. All picture packages will be process Since materials are purchased and commitments are ma remain in effect for the stated year unless unforeseen ci	ted by Ruth Kelly Studio in Muskogee, Oklahoma. Ide on the basis of this contract, this agreement shall reumstances arise.
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Accepted for Ruth Kelly Studio:	Planning Period

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Home Office: 201 West Broadway Muskogee, OK 74401 (918) 687-0523 Fax: 918-687-1371 School ROSE WOOD Elementary Send Correspondence To Title	Date: 11/1/23 Address 4300 E, Gary St. City BA State OK Zip 74014 County Tulsa Phone 918/893-638
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Accepted for Ruth Kelly Studio:	Yearbook Sponsor

Home Office: 201 West Broadway Muskogee, OK 74401 (918) 687-0523 Fax: 918-687-1371	Date: 11/1/25
Send Correspondence To	Address 680 S. 3rd City BA State OKZip 7401 County TUS9 Phone 259, 4480
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Home Office: 201 West Broadway	<u></u>
Muskogee, OK 74401	
(918) 687-0523 Fax: 918-687-1371	
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School Timber Ridge Elem.	Address 3500 E. Kellosha
School Timber Ridge Elem. Send Correspondence To Kayla Murphree	City BA State OKZip 74014
Title Principal Secretary	T/100 5005310
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This agreement covers the taking and selling of school p	ictures between the school and the Representative of
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Accepted for Ruth Kelly Studio: Representative	Planning Period

Home Office: 201 West Broadway Murkeen OV 74401	
Muskogee, OK 74401 (918) 687-0523 Fax: 918-687-1371	
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Send Correspondence To Hubra Beemardity B. A State OK Zip 740/2	
School Vandever Elementary Address 2200 5 Lions A Send Correspondence To Aubra Bernarcity B. A State OK Zip 740/2 Title Pincipal Sec Wary County T4/59 Phone 259, 4490	
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Accepted by: MEMORY MATES	
Title: PROM	
☐ ACTIVITY SHOTS	
Date: School Santa State of Com	
Accepted for Ruth Kelly Studio: Yearbook Sponsor Planning Period	

Home Office: 201 West Broadway	Date: 11/1/23	
Muskogee, OK 74401 (918) 687-0523 Fax: 918-687-1371		
with the state of	Address 3000 W. New Orleans 8	
Send Correspondence To	City BA State OKZip 74011	
Title	County <u>Tulsa</u> Phone <u>259</u> , <u>4510</u>	
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