



**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.*



# School Photography Agreement

## SCHOOL INFO

School: Broken Arrow Public Schools

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

School Type: ☐ OES ☐ OMS ☐ OHS ☒ Other \_\_\_\_\_ District: \_\_\_\_\_

School Picture Day Coordinator Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Title: \_\_\_\_\_ Email: \_\_\_\_\_

Customer #: \_\_\_\_\_ Yearbook Job #: \_\_\_\_\_

Student Information System (e.g. PowerSchool): \_\_\_\_\_

## PICTURE DAY INFO

Number of Students: \_\_\_\_\_ Number of Staff: \_\_\_\_\_ Total: \_\_\_\_\_

Preferred Dates: 1<sup>st</sup> Choice \_\_\_\_\_ Start & End Times \_\_\_\_\_ Retake Day \_\_\_\_\_

(Aug-Nov) 2<sup>nd</sup> Choice \_\_\_\_\_ Start & End Times \_\_\_\_\_ Retake Day \_\_\_\_\_

3<sup>rd</sup> Choice \_\_\_\_\_ Start & End Times \_\_\_\_\_ Retake Day \_\_\_\_\_

## SERVICES INCLUDED

- An efficient, hassle-free picture day experience (no handling of forms, money collection, or package distribution)
- Green screen technology (schools can choose a yearbook background, families can choose multiple backgrounds)
- Affordable, easy-to-order pictures for families (preview and order online, simple pricing, shipped directly to home)
- Fast delivery of images for schools (images available in JostensPIX portal within 3-5 business days of photography)
- Fast delivery of images for families (images available online within 3-5 business days of photography)
- Fast delivery of yearbook images (within 5 business days of retakes in Jostens yearbook software, or as download)
- An efficient ID solution for students and staff (delivered within 7-10 business days of photography)
- Additional school services in JostensPIX portal (online/printable directory, printable cumulative file stickers)
- Family communications (email notifications, posters, and flyers prior to picture day)
- Family support (direct customer service support—phone and email—for your families)

## ITEMS NEEDED

- Please provide 2-3 photos of the area we will be taking pictures.
- If IDs are needed, please provide front and back photos of student and staff IDs, and select from the following:  
☐ Students -and/or- ☐ Staff ☒ Jostens provided (bar code) -or- ☐ School provided (stripe/chip)
- Upload a complete list of all students and staff (including email addresses) at least two weeks prior to picture day.

## SIGNATURES

School Rep Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Email: \_\_\_\_\_ Date: \_\_\_\_\_

Jostens Rep Name: Dustin Keirse Signature: [Signature]

Email: dustin.keirse@jostens.com Date: 1/13/24

**Thank you for putting your trust in JostensPIX. Please email agreement to [JostensPIXAdmin@jostens.com](mailto:JostensPIXAdmin@jostens.com).**

Jostens Inc. – France Ave S #400 – Minneapolis, MN 55435

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# School Photography Agreement

## SCHOOL INFO

School: Broken Arrow High School  
Address: 1901 E. Albany St.  
City: Broken Arrow State: OK Zip: 74012  
School Type: ☐ ES ☐ MS ☒ HS ☐ Other \_\_\_\_\_ District: Broken Arrow Public Schools  
School Picture Day Coordinator Name: Madison Dilldine Phone: 918-671-7553 cell  
Title: Yearbook Adviser Email: mdilldine@baschools.org  
Customer #: 1047800 Yearbook Job #: 40290  
Student Information System (e.g. PowerSchool): eSchool

## PICTURE DAY INFO

Number of Students: 4,000 Number of Staff: 200 Total: 4,200  
Preferred Dates: 1<sup>st</sup> Choice \_\_\_\_\_ Start & End Times \_\_\_\_\_ Retake Day \_\_\_\_\_  
(Aug-Nov) 2<sup>nd</sup> Choice \_\_\_\_\_ Start & End Times \_\_\_\_\_ Retake Day \_\_\_\_\_  
3<sup>rd</sup> Choice \_\_\_\_\_ Start & End Times \_\_\_\_\_ Retake Day \_\_\_\_\_

## SERVICES INCLUDED

- An efficient, hassle-free picture day experience (no handling of forms, money collection, or package distribution)
- Green screen technology (schools can choose a yearbook background, families can choose multiple backgrounds)
- Affordable, easy-to-order pictures for families (preview and order online, simple pricing, shipped directly to home)
- Fast delivery of images for schools (images available in JostensPIX portal within 3-5 business days of photography)
- Fast delivery of images for families (images available online within 3-5 business days of photography)
- Fast delivery of yearbook images (within 5 business days of retakes in Jostens yearbook software, or as download)
- An efficient ID solution for students and staff (delivered within 7-10 business days of photography)
- Additional school services in JostensPIX portal (online/printable directory, printable cumulative file stickers)
- Family communications (email notifications, posters, and flyers prior to picture day)
- Family support (direct customer service support—phone and email—for your families)

## ITEMS NEEDED

- Please provide 2-3 photos of the area we will be taking pictures.
- If IDs are needed, please provide front and back photos of student and staff IDs, and select from the following:  
☒ Students -and/or- ☒ Staff ☒ Jostens provided (bar code) -or- ☐ School provided (stripe/chip)
- Upload a complete list of all students and staff (including email addresses) at least two weeks prior to picture day.

## SIGNATURES

School Rep Name: Madison Dilldine Signature: [Signature]  
Email: mdilldine@baschools.org Date: \_\_\_\_\_  
Jostens Rep Name: Dustin Keirse Signature: [Signature]  
Email: dustin.keirse@jostens.com Date: 11/17/23

**Thank you for putting your trust in JostensPIX. Please email agreement to [JostensPIXAdmin@jostens.com](mailto:JostensPIXAdmin@jostens.com).**

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# School Photography Agreement

## SCHOOL INFO

School: Broken Arrow Freshman Academy  
Address: 301 W. New Orleans  
City: Broken Arrow State: OK Zip: 74011  
School Type: ☐ ES ☐ MS ☒ HS ☐ Other \_\_\_\_\_ District: Broken Arrow Public Schools  
School Picture Day Coordinator Name: Tanner St. John Phone: 918-259-4333  
Title: Yearbook Adviser Email: tstjohn@baschools.org  
Customer #: 2462087 Yearbook Job #: 13585  
Student Information System (e.g. PowerSchool): eSchool

## PICTURE DAY INFO

Number of Students: 1,380 Number of Staff: 100 Total: 1,480  
Preferred Dates: 1<sup>st</sup> Choice \_\_\_\_\_ Start & End Times \_\_\_\_\_ Retake Day \_\_\_\_\_  
(Aug-Nov) 2<sup>nd</sup> Choice \_\_\_\_\_ Start & End Times \_\_\_\_\_ Retake Day \_\_\_\_\_  
3<sup>rd</sup> Choice \_\_\_\_\_ Start & End Times \_\_\_\_\_ Retake Day \_\_\_\_\_

## SERVICES INCLUDED

- An efficient, hassle-free picture day experience (no handling of forms, money collection, or package distribution)
- Green screen technology (schools can choose a yearbook background, families can choose multiple backgrounds)
- Affordable, easy-to-order pictures for families (preview and order online, simple pricing, shipped directly to home)
- Fast delivery of images for schools (images available in JostensPIX portal within 3-5 business days of photography)
- Fast delivery of images for families (images available online within 3-5 business days of photography)
- Fast delivery of yearbook images (within 5 business days of retakes in Jostens yearbook software, or as download)
- An efficient ID solution for students and staff (delivered within 7-10 business days of photography)
- Additional school services in JostensPIX portal (online/printable directory, printable cumulative file stickers)
- Family communications (email notifications, posters, and flyers prior to picture day)
- Family support (direct customer service support—phone and email—for your families)

## ITEMS NEEDED

- Please provide 2-3 photos of the area we will be taking pictures.
- If IDs are needed, please provide front and back photos of student and staff IDs, and select from the following:  
☒ Students -and/or- ☒ Staff ☒ Jostens provided (bar code) -or- ☐ School provided (stripe/chip)
- Upload a complete list of all students and staff (including email addresses) at least two weeks prior to picture day.

## SIGNATURES

School Rep Name: Tanner St. John Signature: [Signature]  
Email: tstjohn@baschools.org Date: \_\_\_\_\_  
Jostens Rep Name: Dustin Keirse Signature: [Signature]  
Email: dustin.keirse@jostens.com Date: 11/16/23

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# School Photography Agreement

## SCHOOL INFO

School: Early College High School  
Address: 3100 New Orleans  
City: Broken Arrow State: OK Zip: 74011  
School Type: ☐ ES ☐ MS ☐ HS ☐ Other \_\_\_\_\_ District: Broken Arrow Public Schools  
School Picture Day Coordinator Name: Nikky Owens Phone: 918-449-6107  
Title: Admin Assistant Email: nowens@baschools.org  
Customer #: \_\_\_\_\_ Yearbook Job #: \_\_\_\_\_  
Student Information System (e.g. PowerSchool): Infinite Campus

## PICTURE DAY INFO

Number of Students: 400 Number of Staff: 14 Total: 414  
Preferred Dates: 1<sup>st</sup> Choice 9/5/24 Start & End Times 9:00-1:30 Retake Day 10/3/24  
(Aug-Nov) 2<sup>nd</sup> Choice 9/12/24 Start & End Times 9:00-1:30 Retake Day 11/7/24  
3<sup>rd</sup> Choice 9/19/24 Start & End Times 9:00-1:30 Retake Day 11/14/24

## SERVICES INCLUDED

- An efficient, hassle-free picture day experience (no handling of forms, money collection, or package distribution)
- Green screen technology (schools can choose a yearbook background, families can choose multiple backgrounds)
- Affordable, easy-to-order pictures for families (preview and order online, simple pricing, shipped directly to home)
- Fast delivery of images for schools (images available in JostensPIX portal within 3-5 business days of photography)
- Fast delivery of images for families (images available online within 3-5 business days of photography)
- Fast delivery of yearbook images (within 5 business days of retakes in Jostens yearbook software, or as download)
- An efficient ID solution for students and staff (delivered within 7-10 business days of photography)
- Additional school services in JostensPIX portal (online/printable directory, printable cumulative file stickers)
- Family communications (email notifications, posters, and flyers prior to picture day)
- Family support (direct customer service support—phone and email—for your families)

## ITEMS NEEDED

- Please provide 2-3 photos of the area we will be taking pictures.
- If IDs are needed, please provide front and back photos of student and staff IDs, and select from the following:  
☒ Students -and/or- ☒ Staff ☒ Jostens provided (bar code) -or- ☐ School provided (stripe/chip)
- Upload a complete list of all students and staff (including email addresses) at least two weeks prior to picture day.

## SIGNATURES

School Rep Name: Nikky Owens Signature: \_\_\_\_\_  
Email: nowens@baschools.org Date: \_\_\_\_\_  
Jostens Rep Name: Dustin Keirse Signature: \_\_\_\_\_  
Email: dustin.keirse@jostens.com Date: \_\_\_\_\_

**Thank you for putting your trust in JostensPIX. Please email agreement to [JostensPIXAdmin@jostens.com](mailto:JostensPIXAdmin@jostens.com).**

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# School Photography Agreement

## SCHOOL INFO

School: Rhoades Elementary School

Address: 320 E Midway St

City: Broken Arrow

State: OK

Zip: 74012

School Type: ☒ ES

☐ MS

☐ HS

☐ Other

District: Broken Arrow

School Picture Day Coordinator Name: Geri Phillips

Phone: 918-259-4481

Title: Principal Secretary

Email: gphillips@baschools.org

Customer #:

Yearbook Job #:

Student Information System (e.g. PowerSchool):

## PICTURE DAY INFO

Number of Students: 400

Number of Staff: 65

Total: 465

Preferred Dates: 1<sup>st</sup> Choice

Oct. Tues or Thurs

Start & End Times

9:30 - finished

Retake Day

Nov. Tues or Thurs

(Aug-Nov)

2<sup>nd</sup> Choice

Start & End Times

Retake Day

3<sup>rd</sup> Choice

Start & End Times

Retake Day

## SERVICES INCLUDED

- An efficient, hassle-free picture day experience (no handling of forms, money collection, or package distribution)
- Green screen technology (schools can choose a yearbook background, families can choose multiple backgrounds)
- Affordable, easy-to-order pictures for families (preview and order online, simple pricing, shipped directly to home)
- Fast delivery of images for schools (images available in JostensPIX portal within 3-5 business days of photography)
- Fast delivery of images for families (images available online within 3-5 business days of photography)
- Fast delivery of yearbook images (within 5 business days of retakes in Jostens yearbook software, or as download)
- An efficient ID solution for students and staff (delivered within 7-10 business days of photography)
- Additional school services in JostensPIX portal (online/printable directory, printable cumulative file stickers)
- Family communications (email notifications, posters, and flyers prior to picture day)
- Family support (direct customer service support—phone and email—for your families)

## ITEMS NEEDED

- Please provide 2-3 photos of the area we will be taking pictures.
- If IDs are needed, please provide front and back photos of student and staff IDs, and select from the following:  
☒ Students -and/or- ☒ Staff ☒ Jostens provided (bar code) -or- School provided (stripe/chip)
- Upload a complete list of all students and staff (including email addresses) at least two weeks prior to picture day.

## SIGNATURES

School Rep Name:

Nathan Akelhurst

Signature:

[Signature]

Email:

nakehurst@baschools.org

Date:

1/4/24

Jostens Rep Name: Dustin Keirse

Signature:

Email:

dustin.keirse@jostens.com

Date:

**Thank you for putting your trust in JostensPIX. Please email agreement to [JostensPIXAdmin@jostens.com](mailto:JostensPIXAdmin@jostens.com).**

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# School Photography Agreement

☒ School Year 2024-25   ☐ School Year 2025-26   ☐ School Year 2026-27

## SCHOOL INFO

School: Sequoyah Middle Type: ☐ ES   ☒ MS   ☐ HS   ☐ K-12  
Address: 2701 S Elm Pl City: Broken Arrow ST: OK Zip: 74012  
Grades Included: 6-8 School District: Broken Arrow Public Schools  
School Picture Day Coordinator Name: Will Hayes Phone: 918-260-2164  
Title: Teacher Email: wthayes@baschools.org  
Customer #: 1047789 Yearbook Job #: 13063  
Student Information System (e.g. PowerSchool): Infinite Campus

## PICTURE DAY INFO

Number of Students: 750 Number of Staff: 80 Total: 830  
Preferred Dates: 1<sup>st</sup> Choice (Date & Start/End Time): 10/02 8:45-3 1<sup>st</sup> Choice Retake (Date/Times): 10/09 8:45-12  
(Aug-Nov) 2<sup>nd</sup> Choice (Date & Start/End Time): 9/25 8:45-3 2<sup>nd</sup> Choice Retake (Date/Times): 10/02 8:45-12  
3<sup>rd</sup> Choice (Date & Start/End Time): 10/23 8:45-3

## SERVICES INCLUDED

- An efficient picture day experience (photographers arrive 1.5 hours prior to start time to set up; photograph up to 60 students per camera, per hour; cameras assigned based on enrollment and available photography time)
- Ease of distribution for schools (no handling of forms, money collection, or package distribution)
- Green screen technology (schools can choose a yearbook background, families can choose multiple backgrounds)
- Affordable, easy-to-order pictures for families (preview and order online, simple pricing, shipped directly to home)
- Fast delivery of images to schools (images available in JostensPIX school portal about 1 week after each picture day)
- Fast delivery of images to families (images available online about 1 week after each picture day)
- Fast delivery of yearbook images (within 2 weeks of last picture day; to Jostens yearbook website or via download)
- An efficient ID solution for students and staff (shipped within 2 weeks of each picture day)
- Additional services in the JostensPIX school portal (online/printable directory, printable cumulative file stickers)
- Family communications (email notifications, posters, and flyers prior to picture day)
- Family support (direct customer service support—phone or online—for families)

## ITEMS TO COMPLETE

- Please provide 2-3 photos of the area we will be taking pictures.
- If IDs are needed, please select from the following:  
☐ Students -and/or- ☐ Staff   ☐ Jostens provided (bar code) -or- ☐ School provided (stripe/chip)
- Upload a complete list of all students and staff (including parent email addresses) 2 to 4 weeks prior to picture day.

## SIGNATURES

School Contact Name: Wilson Hayes Signature: Wilson Hayes Digitally signed by Wilson Hayes  
Date: 2023.11.16 08:27:09 -06'00'  
Email: wthayes@baschools.org Date: November 16, 2023  
Jostens Rep Name: Todd Featherston Signature: Todd Featherston  
Email: todd.featherston@jostens.com Date: November 15th, 2023

**Thank you for partnering with JostensPIX. Please email agreement to [JostensPIXAdmin@jostens.com](mailto:JostensPIXAdmin@jostens.com).**

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Jostens Rep Use Only. Exception codes/notes: \_\_\_\_\_



# School Photography Agreement

## SCHOOL INFO

School: Vanguard Academy  
Address: 3000 East Albany Street  
City: Broken Arrow State: OK Zip: 74012  
School Type: ☐ ES ☐ MS ☒ HS ☐ Other \_\_\_\_\_ District: Broken Arrow Public Schools  
School Picture Day Coordinator Name: Ashley Spencer Phone: 405-642-8864  
Title: Teacher Email: aspencer@baschools.org  
Customer #: 3070295 Yearbook Job #: 40290 & 30410  
Student Information System (e.g. PowerSchool): eSchool

## PICTURE DAY INFO

Number of Students: 150 Number of Staff: 15 Total: 165  
Preferred Dates: 1<sup>st</sup> Choice \_\_\_\_\_ Start & End Times \_\_\_\_\_ Retake Day \_\_\_\_\_  
(Aug-Nov) 2<sup>nd</sup> Choice \_\_\_\_\_ Start & End Times \_\_\_\_\_ Retake Day \_\_\_\_\_  
3<sup>rd</sup> Choice \_\_\_\_\_ Start & End Times \_\_\_\_\_ Retake Day \_\_\_\_\_

## SERVICES INCLUDED

- An efficient, hassle-free picture day experience (no handling of forms, money collection, or package distribution)
- Green screen technology (schools can choose a yearbook background, families can choose multiple backgrounds)
- Affordable, easy-to-order pictures for families (preview and order online, simple pricing, shipped directly to home)
- Fast delivery of images for schools (images available in JostensPIX portal within 3-5 business days of photography)
- Fast delivery of images for families (images available online within 3-5 business days of photography)
- Fast delivery of yearbook images (within 5 business days of retakes in Jostens yearbook software, or as download)
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- Family support (direct customer service support—phone and email—for your families)

## ITEMS NEEDED

- Please provide 2-3 photos of the area we will be taking pictures.
- If IDs are needed, please provide front and back photos of student and staff IDs, and select from the following:  
☒ Students -and/or- ☒ Staff ☒ Jostens provided (bar code) -or- ☐ School provided (stripe/chip)
- Upload a complete list of all students and staff (including email addresses) at least two weeks prior to picture day.

## SIGNATURES

School Rep Name: Ashley Spencer Signature: \_\_\_\_\_  
Email: aspencer@baschools.org Date: \_\_\_\_\_  
Jostens Rep Name: Dustin Keirse Signature: \_\_\_\_\_  
Email: dustin.keirse@jostens.com Date: 11/17/23

**Thank you for putting your trust in JostensPIX. Please email agreement to [JostensPIXAdmin@jostens.com](mailto:JostensPIXAdmin@jostens.com).**

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