

BROKEN ARROW  PUBLIC SCHOOLS
Educating Today Leading Tomorrow

Contract Committee Review Request
MUST BE COMPLETED IN FULL

Date: 3/27/2024

Contract/Agreement Vendor:
Name of Vendor & Contact Person
michael.eason@literati.com
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
4/15/24
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: _____

Cabinet Team Member:

Funding Source:
Fund/Project OCAS Coding

Consent

Action

Spring Book Fair- opportunity for students and families to purchase books.

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.



Literati Book Fairs

Thank you for inspiring a school-wide love of reading and hosting a Literati Book Fair!

We look forward to partnering with you to bring your students—and your entire school community—a uniquely wonderful reading experience.

This Memo of Understanding outlines the terms of the partnership between WOLF CREEK ELEMENTARY SCHOOL ("School") and Literati Book Fairs ("Literati"). **School** is scheduled to run a Literati Book Fair: 2025-03-03 - 2025-03-07.

FAIR PLANNING

Literati will:	School will:
<ul style="list-style-type: none"> Provide a Literati Event Coordinator to help you plan your fair from beginning to end. 	<ul style="list-style-type: none"> Provide a Book Fair Coordinator who will be the primary contact between School and Literati. The Book Fair Coordinator will be responsible for recruiting and leading volunteers to assist with the fairs. Provide access to an electrical outlet and Ethernet or Wi-Fi.

FAIR DELIVERY AND PICKUP LOCATION

Literati will:	School will:
<ul style="list-style-type: none"> Deliver your fair up to three days prior to the start date and pick up no later than three days after the end date. <p><i>All Literati team members have passed a pre-employment background check and drug screen as a condition of employment.</i></p> <p><i>All Literati vehicles, owned or leased, will be properly insured in accordance with all applicable laws and regulations. All legally required documentation will be present on all vehicles.</i></p>	<ul style="list-style-type: none"> Provide a location on the first floor of the school building or access to an elevator for upper-level delivery. This is necessary to safely deliver your fair. Ensure fair location provided has access to an electrical outlet.

MARKETING

Literati will:	School will:
<ul style="list-style-type: none"> Provide creative and fun marketing materials to publicize and promote your fair. Provide ideas and strategies to build excitement and involvement at your fair to generate a successful and engaging literacy event. 	<ul style="list-style-type: none"> Agree to promote the book fair through various communication channels (social media, school webpage, newsletters, provided print marketing, etc.).

PRODUCT

Literati will:

- Partner with **School** to provide a fair that is appropriate to your enrollment, grade span, reading levels, and interests, with tabletop display selections that best fit your school community.
- Provide cases and pre-merchandised displays that will be simple to set up and display in your chosen location.

School will:

- Agree that **Literati** will be the sole provider of books being sold during the scheduled fair date.
- Set up the fair upon delivery and repack upon completion.
- Return all unsold items.
- Provide the **Literati** cash registers access to a live Ethernet port or secure Wi-Fi network connection.
- **Acknowledge the Literati Book Fair is not tax-exempt. Tax will need to be collected at time of purchase.**

FINANCIAL PROCESS AND WRAP-UP

Literati will:

- Provide a Point-of-Sale System (POS), which will allow you to easily track sales and take multiple payment forms, including all major credit cards, cash, checks, and **Literati** gift cards.
- Walk you through all financial paperwork and assist **School** with choosing the best rewards.

School will:

- **Collect sales tax if required by state law.**
- Verify Literati as an approved vendor in advance of conducting your book fair.
- Complete fair closeout and remit payment within 10 business days of the fair.
- Complete a feedback survey providing **Literati** with a recap of improvement opportunities.

CUSTOMER REWARDS

Literati will:

- Provide **School** with the easiest fair setup, saving you time to dedicate to your students. **Literati** will provide expertly curated stories and artistic displays to spark imaginations, strengthen literacy skills, and inspire a school-wide passion for reading that will last well beyond your Book Fair week.
- Help you determine the best profit and rewards options based on the specific needs of your students. Speak with your Literati Representative for additional details.

Literati reserves the right to update and modify the rewards program without notice. For the latest information, please talk to your Literati Representative.

*Changes to this Memo of Understanding may be made at the discretion of **Literati** as business conditions deem appropriate.*

As this is your Book Fair, we would like to schedule time to review your fair to better understand the opportunities to serve you.

Please sign below and return to your Literati Representative to ensure your fair is scheduled. We appreciate the opportunity to be your partner on this literacy journey.

X _____
Book Fair Coordinator/School Principal

Date

X DocuSigned by:
Shayla Upshur

6F5C341EC7D2475 Literati Representative

3/29/2024 | 11:2

Date

WOLF CREEK ELEMENTARY SCHOOL

School Name

This Memo of Understanding will expire 30 days from date sent.