



Contract Committee Review Request
MUST BE COMPLETED IN FULL

Date: 5/15/2024

Contract/Agreement Vendor: Special Event Services, LLC, Terra Shelton

Name of Vendor & Contact Person

terra@gsoklahoma.com

Vendor Email Address

event staff for the 2024-2025 football, basketball, and wrestling home games

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.

football, basketball, wrestling program

Reason/Audience to benefit

6/3/2024

BOE Date

\$ 0.00

Amount of agreement

Person Submitting Contract/Agreement for Review: Dr. Dustin Smith

PLEASE SEND THROUGH APPROPRIATE APPROVAL ROUTING BEFORE SENDING TO BOARD CLERK

Principal &/or Director or Administrator: [Signature]

Does this Contract/Agreement utilize technology? YES/NO

If yes, Technology Admin: _____

Leadership Team Member: [Signature]

Funding Source: 11/160 11.160.2199.344.830.3330.000.003
Fund/Project OCAS Coding

☒ Consent

☐ Action

Discussion, motion and vote on to approve or disapprove a NEW contract between Special Event Services, LLC and Broken Arrow Public Schools for providing event staff for the 2024-2025 football, basketball, and wrestling home games. Total cost to the district is based upon number of staff required and hour worked, but could be up to \$10,000 and will be paid for from General Funds, fund 11/160. D. Smith

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.



MEMORANDUM

To: Mr. Chuck Perry

From: Dr. Dustin Smith

Date: 5/16/2024

Re: Special Event Services, LLC : Consent Agenda

SUBJECT

Discussion, motion and vote on to approve or disapprove a NEW contract between Special Event Services, LLC and Broken Arrow Public Schools for providing event staff for the 2024-2025 football, basketball, and wrestling home games. Total cost to the district is based upon number of staff required and hour worked, but could be up to \$10,000 and will be paid for from General Funds, fund 11/160. D. Smith

ENCLOSURES/ATTACHMENTS

Contract agreement

SUMMARY

The cost of Special Event Services, LLC services are quoted at variable based upon number of staff required and hours worked, could be up to \$10,000 and will be paid from General Funds. The dates of services will be 2024-2025 football, basketball, and wrestling seasons.

FUNDING

General Fund 11/160

RECOMMENDATION

Approve

Special Event Services, LLC
8181 E. 100th St N
Owasso, OK 74055
918 688 2169
terra@gsoklahoma.com

May 14, 2024

Letter of Agreement

Between Special Event Services, LLC and Broken Arrow Public Schools

Special Event Services, LLC will provide event staff (ushers, ticket takers and parking management) for the upcoming 2024-2025 Football, Basketball and Wrestling seasons at a cost of \$16.75 per hour for Staff personnel and \$19.00 for supervisors; all working at four (4) hour minimums.

Special Event Services, LLC will pay all state and federal unemployment taxes and provide worker's compensation and general liability insurance. The uniform for each worker will be the SES logoed event staff t-shirt and khaki bottoms.

A minimum of seven (7) days' notice will be required to change the number of staff deployed for each game.



Terra Shelton, Owner/Sole Member
Special Event Services, LLC


Broken Arrow Public Schools