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 BROKEN ARROW PUBLIC SCHOOLS  
*Educating Today* R *Leading Tomorrow*

Contract Committee Review Request  
MUST BE COMPLETED IN FULL

Date: 02/26/2024

Contract/Agreement Vendor: Special Event Services / Terra

Name of Vendor & Contact Person

Terra@gsoklahoma.com

Vendor Email Address

Will provide event staff for project graduation

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.

New Agreement / BAHS Graduating Students

Reason/Audience to benefit

March 11, 2024

BOE Date

\$ 1,081.00

Amount of agreement

Person Submitting Contract/Agreement for Review: Carolyn Harger

PLEASE SEND THROUGH APPROPRIATE APPROVAL ROUTING BEFORE SENDING TO BOARD CLERK

Principal &/or Director or Administrator: *Christian Welborn*

Does this Contract/Agreement utilize technology? YES/NO

If yes, Technology Admin: \_\_\_\_\_

Cabinet Team Member: *Stan L. Quinn*

Funding Source: 62-878

Fund/Project

878-2199-337-900-0000-000-720

OCAS Coding

**Consent**

**Action**

Special Event Services will provide event staffing for project graduation

**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: Christian Welborn  
Date: March 11, 2024  
Re: Special Event Services

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### **SUBJECT**

Discussion, motion and vote on motion to approve or disapprove the agreement between Special Event Services and Broken Arrow Public Schools to serve as event staff for project graduation at a rate of \$1081. C. Welborn

### **ENCLOSURE/ATTACHMENTS**

Agreement

### **SUMMARY**

Special Event Services will provide event staff for project graduation in May 2024.

### **FUNDING**

Activity Funds

### **RECOMMENDATION**

Approve

**BAHS Project Grad**

**PROPOSAL**

**T-Shirt Security Staffing**

Graduation Party	15	10:00 PM	12:00 AM	2.00	30	\$ 16.75	\$ 502.50
	15	12:00 AM	2:00 AM	2.00	30	\$ 16.75	\$ 502.50
Graduation Party Supervisor	1	10:00 PM	12:00 AM	2.00	2	\$ 19.00	\$ 38.00
	1	12:00 AM	2:00 AM	2.00	2	\$ 19.00	\$ 38.00
					96	\$	\$ 1,081.00

**Remit payment to Special Event Services**

**8181 E. 100th St N**

**Owasso OK 74055**

**918 688 2169**

[terra@gsoklahoma.com](mailto:terra@gsoklahoma.com)