



Contract Committee Review Request
MUST BE COMPLETED IN FULL

Date: 03/25/2025

Contract/Agreement Vendor: Special Event Services/ Terra

Name of Vendor & Contact Person

terra@gsoklahoma.com

Vendor Email Address

Will provide event staff for 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 Graduation

Reason/Audience to benefit

April 14, 2025

BOE Date

\$ 2,743.88

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: _____

Funding Source: 008

Fund/Project

008

OCAS Coding

☐ **Consent**

☐ **Action**

Special Event Services will provide event staffing for graduation ceremony

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: April 14, 2025

Re: Special Event Services

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 graduation ceremony at a rate of \$2743.88. C. Welborn

ENCLOSURE/ATTACHMENTS

Agreement

SUMMARY

Special Event Services will provide event staff for graduation ceremony in May 2025.

FUNDING

Activity Funds

RECOMMENDATION

Approve

Broken Arrow Graduation

T-Shirt Security Staffing

Location/Description	#	TIME IN	TIME OUT	Hours	TTL Hrs		Price
Staff	33	5:00 PM	9:30 PM	4.50	148.5	\$ 16.75	\$ 2,487.38
Supervisors	3	5:00 PM	9:30 PM	4.50	13.5	\$ 19.00	\$ 256.50

Remit payment to Special

Event Services

\$ 2,743.88

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