

**WEeping WATER SCHOOL
DISTRICT #13-0022-CASS COUNTY, NEBRASKA
BOARD OF EDUCATION MEETING
WEeping WATER PUBLIC SCHOOLS BUSINESS ROOM**

NOTICE for this meeting was posted in the identified locations as per district policy.

1. AGENDA
 - 1.a. Call the meeting to order
 - 1.b. Roll Call
 - 1.c. Acknowledgement of Nebraska Open Meetings Act posted
 - 1.d. Excuse absent board members
 - 1.e. Approval of consent agenda
 - 1.e.a. Approval of previous meetings minutes
 - 1.e.b. Notification of meeting publication site, date, and time
 - 1.e.c. Financial Reports and Payment of Bills
 - 1.e.d. Next regular meeting date - April 15, 2024 at 6:00pm at the Weeping Water Conference Room, Weeping Water Public Schools, Weeping Water, NE.
2. Communications
3. Visitors/Open Forum and staff and program presentations
4. Action Items
 - 4.a. Discuss, consider, and take all necessary action to give approval on the proposed proclamation.
 - 4.b. Discuss, consider, and take all necessary action to give approval for Month of the Military Child and the Resolution for the Support of Military Children and Families
 - 4.c. Discuss, consider, and take all necessary action to approve classified staff raises for the 2024/2025 contract year
 - 4.d. Discuss, consider, and take all necessary action to give the Superintendent authority to give individual raises to classified staff for the 2024/25 school year.
 - 4.e. Discuss, consider, and take all necessary action to accept the resignation of Morgan Cole
 - 4.f. Discuss, consider, and take all necessary action to approve 2024/2025 administrative contracts with Michelle Heath
 - 4.g. Discuss, consider, and take all necessary action to approve 2024/2025 administrative contract with Amy Kroll
 - 4.h. Discuss, consider, and take all necessary action to approve a 2024/2025 contract with Mary Mozena
 - 4.i. Discuss, consider, and take all necessary action to purchase shot clocks for the two gyms
 - 4.j. Discuss, consider, and take all necessary action to renew the HVAC maintenance agreement with MMC
 - 4.k. Discuss, consider, and take all necessary action to renew the HVAC service maintenance agreement with AES
 - 4.l. Discuss, consider, and take all necessary action to award the school picture contract for the 2024/25, 2025/26, and 2026/27 school years.

- 4.m. Discuss, consider, and take all necessary action to give approval to policies to be reviewed
- 4.n. Discuss, consider, and take all necessary action to give approval to policies to be revised
- 4.o. Discuss, consider, and take all necessary action to accept contract for summer cleaning duties
- 5. Reports
 - 5.a. Administration Reports
 - 5.b. Board Reports
- 6. Executive session
- 7. Adjournment

** Members of the board of education may move to enter "closed" session or adjust the order of the agenda at any point during the regular meeting.



**Weeping Water Public School
Financial Report for Board
March 2024**

FISCAL BUDGET USE PER MONTH

2023-2024 UPDATED: 03/15/24

MONTH END	FISCAL 22 % USED 22 Budget =	FISCAL 22 \$ USED	FISCAL 23 % USED 23 Budget =	FISCAL 23 \$ USED	FISCAL 24 % USED 24 Budget =	FISCAL 24 \$ USED
September	8.24%	\$ 516,539.55	7.86%	\$ 493,251.53	8.12%	\$ 511,449.49
October	8.54%	\$ 535,488.92	8.94%	\$ 561,007.27	7.91%	\$ 498,609.88
November	8.21%	\$ 514,638.41	7.98%	\$ 500,532.42	8.16%	\$ 514,462.24
December	8.98%	\$ 563,121.80	8.84%	\$ 554,328.70	8.96%	\$ 564,744.90
January	8.76%	\$ 549,302.80	8.14%	\$ 510,561.23	7.87%	\$ 496,131.19
February	8.66%	\$ 543,031.91	8.78%	\$ 550,372.60	8.66%	\$ 545,845.39
March	9.01%	\$ 565,226.14	8.18%	\$ 512,849.30	0.00%	\$ -
April	8.45%	\$ 529,694.82	8.27%	\$ 518,650.31	0.00%	\$ -
May	9.18%	\$ 575,462.89	9.19%	\$ 576,167.26	0.00%	\$ -
June	8.65%	\$ 542,271.19	7.13%	\$ 447,120.01	0.00%	\$ -
July	8.41%	\$ 527,636.84	7.41%	\$ 464,671.70	0.00%	\$ -
August	8.67%	\$ 543,532.22	9.27%	\$ 581,586.71	0.00%	\$ -
Cumulative	103.73%	\$6,505,947.49	99.99%	\$6,271,099.04	49.69%	\$3,131,243.09

	2022	2023	2024
OPERATING BUDGET	\$5,746,903.00	\$5,746,903.00	\$5,948,300.00
W/ SIXPENCE	\$6,271,903.00	\$6,271,903.00	\$6,301,300.00

Weeping Water Public School

March 2024 Claims for Payment

Account Code	Payment Vendor	Invoice Total	Invoice Description
01-2-02620-610-000	Amazon E-Commerce	\$30.89	Cordless Blinds
Multiple	Amazon E-Commerce	\$356.48	District Supplies
01-2-02620-610-000	Amazon E-Commerce	(\$30.89)	Blind Return
01-2-01100-610-002	Amazon E-Commerce	\$113.71	Elementary Supplies
01-2-03300-610-000	Amazon E-Commerce	\$188.39	Childcare Supplies
01-2-01200-610-001	Amazon E-Commerce	\$32.02	SPED Supplies - Seen/Heard/Valued Book
01-2-01100-610-001	Amazon E-Commerce	\$36.58	Secondary Supplies
Multiple	Amy Kroll	\$75.00	Monthly Cell Phone Reimbursement
01-2-01200-333-001	Amy Kroll	\$168.84	Mileage Reimbursement
01-2-01100-610-001	Blick Art Materials	\$325.05	Pottery Molds/Tools - Final Hopper Grant for Art
01-2-02710-350-000	C&C Truck Repair, Inc.	\$2,062.88	13 Bus-Qtr Inspection w/Frt Brake Pads, Oil Leak, Air Filter
01-2-02710-350-000	C&C Truck Repair, Inc.	\$60.00	23 Bus - Qtr Inspection
01-2-02710-350-000	C&C Truck Repair, Inc.	\$120.00	08 IC Bus - Qtr Inspection+Grease
01-2-02710-350-000	C&C Truck Repair, Inc.	\$60.00	24 Bus - Qtr Inspection
01-2-02710-350-000	C&C Truck Repair, Inc.	\$60.00	24 Bus - Qtr Inspection
01-2-02510-443-000	Capital Business Systems, Inc. (Lease)	\$1,566.31	Copier Lease: 027-1825924-001
01-2-02510-643-000	Capital Business Systems, Inc. (Subscription)	\$89.00	Filing Subscription: CONT14736-01
01-2-02510-643-000	Capital Business Systems, Inc. (Subscription)	\$89.00	Filing Subscription: CONT14736-01
01-2-02610-622-000	City Of Weeping Water	\$6,911.56	Annual - Football Field Usage and Services
01-2-02610-410-000	City Of Weeping Water	\$744.28	Monthly Water/Sewer
01-2-02620-430-000	Clark & Enersen, Inc.	\$7,502.90	WWPS Mechanical Assessment
Multiple	Community Memorial Hospital DBA Syracuse Area Health	\$1,398.67	OT/PT Services
01-2-02120-333-001	Dawn Bickford	\$296.14	Mileage Reimbursement
01-2-01100-610-001	Dietze Music House - Lincoln	\$105.00	Yamaha Tenor/Pads/Cork
01-2-01100-610-001	Dietze Music House - Lincoln	\$65.00	King Trumpet
01-2-01100-610-001	Dietze Music House - Lincoln	\$54.00	Cowbell Rock Ridge Rider
Multiple	Educational Service Unit 3	\$5,772.60	Jan Psychology
06-2-03100-610-000	Egan Supply Company, Inc	\$100.48	Delimer
01-2-02610-610-000	Egan Supply Company, Inc	\$98.52	Orange Concentrate
01-2-02610-340-000	Enviro-Master of Omaha	\$11,585.00	Building Cleaning Services
01-2-02610-340-000	Enviro-Master of Omaha	\$15,087.50	Building Cleaning Services
01-2-02510-610-000	Futuramic's Clean Water Center	\$13.50	Drinking Water
06-2-03100-630-000	Hiland Dairy	\$1,838.41	Milk
01-2-02510-810-000	Internal Revenue Service	\$10,637.68	Penalty CP220
01-2-02510-810-000	Internal Revenue Service	\$8,414.54	Penalty CP220
01-2-02710-350-000	Keckler Oil Co Inc	\$60.00	2009 Ford Fusion - Inspection
01-2-02710-350-000	Keckler Oil Co Inc	\$111.98	2011 Ford Van - Inspection
01-2-02710-350-000	Keckler Oil Co Inc	\$113.28	2017 Ford Transit - Inspection+repairs
01-2-02710-350-000	Keckler Oil Co Inc	\$60.00	2019 Ford Transit - Inspection
01-2-02710-350-000	Keckler Oil Co Inc	\$100.00	2023 MicroBird - Inspection
01-2-02710-350-000	Keckler Oil Co Inc	\$44.95	2009 Ford Fusion - Oil Filter/Lube Check
01-2-02710-350-000	Keckler Oil Co Inc	\$79.88	2017 Ford Transit -Oil Filter/Lube Check
01-2-02710-350-000	Keckler Oil Co Inc	\$665.26	2009 Ford Fusion - Repairs
01-2-02710-350-000	Keckler Oil Co Inc	\$73.49	2023 MicroBird - Maintenance
01-2-02710-350-000	Keckler Oil Co Inc	\$706.47	2019 Ford Transit - Repairs
Multiple	Kevin Reiman	\$124.16	Monthly Cell/Mileage Reimbursement
01-2-02510-530-000	Kinetic Business by Windstream	\$665.38	ACCT: 090073839
01-2-02330-317-000	KSB School Law	\$22.50	Legal
01-2-01100-610-002	Mary Mozena	\$14.99	BDay Breakfast Donuts
01-2-02410-810-002	Mary Mozena	\$55.36	Mileage/Cell Reimbursement
01-2-02610-610-000	Meeske Auto Parts	\$359.98	Batteries for 2 man lift

01-2-02620-610-000	Meeske Hardware Inc	\$1,355.21	District Supplies
Multiple	Michelle Heath	\$483.47	Cell Phone/Mileage Reimbursement
01-2-02610-340-000	Mid-America Termite & Pest Control, Inc	\$86.96	Monthly Pest Control
01-2-02610-610-000	My Central Supply	\$256.32	Plant Supplies
01-2-03300-610-000	My Central Supply	\$107.86	Childcare Supplies
01-2-03300-610-000	My Central Supply	\$38.69	JAWS Duo Starter Bottles/Sprayers
Multiple	National Insurance Services	\$1,127.02	Monthly LTD Premiums
01-2-02710-626-000	Nebraska Iowa Supply Co., Inc.	\$2,453.22	Fuel
01-2-02710-610-000	Nebraska/Central Equipment, Inc.	\$121.39	Reservoir Power Steering
01-2-02610-621-000	Omaha Public Power District	\$7,386.90	ACCT: 1333000080
01-2-03300-810-000	One Source, Inc.	\$5.00	DHHS Portal Fee
01-2-01100-640-001	Popplers Music Inc	\$10.75	Music
01-2-01100-320-000	Propio LS, LLC	\$54.40	Language Interpretation-Acct 20348
01-2-02670-340-000	Providence Working Canines	\$553.01	Canine Safety Sweep
Multiple	Ralston Public Schools	\$1,481.52	Deaf & Hard of Hearing Services
01-2-01100-640-002	Really Great Reading, LLC	\$1,583.64	Elementary Curriculum 24/25
01-2-02510-340-000	Stericycle, Inc./Shred It	\$71.87	Shredding Service ACCT: 1000464396
01-2-02710-626-000	Stop 'N Shop Inc	\$69.72	Fuel
01-2-02510-340-000	Surnali LLC DBA Diversified Drug Testing	\$350.00	Clearinghouse Renewal
06-2-03100-570-000	Sysco	\$7,113.07	Kitchen Food Orders
Multiple	Teacher Innovations, Inc.	\$541.13	Planbook 24/25
06-2-03100-350-000	Tech Masters, Inc.	\$535.00	Ice Machine Repair
06-2-03100-350-000	Tech Masters, Inc.	\$585.00	Dish Washer Repair
01-2-02310-540-000	The Voice News	\$282.62	Public Record Ads
06-2-03100-610-000	Ultra-Chem Inc	\$566.86	Kitchen Supplies
01-2-01100-382-000	Unite Private Networks, LLC	\$420.31	ACCT:WEE3254_2255 (Network)
Multiple	US BANK	\$2,787.62	Monthly CC Acct: 4485-5945-5566-2533
06-2-03100-570-000	US FOODS, INC.	\$4,661.83	Food Purchases Acct: 64120801
01-2-01100-530-000	Verizon Wireless LLC	\$107.30	Cell ACCT: 942359001-00001 Final
01-2-01100-530-000	Verizon Wireless LLC	\$60.08	Cell ACCT: 342439595-0001
06-2-03100-570-000	Weeping Water Public Schools - Activity Fund	\$1,123.20	Beef Purchase, 520#
01-0-0000-931	Weeping Water Public Schools - Activity Fund	\$80.00	Deposit Correction to General Athletics
01-2-02610-621-000	WoodRiver Energy, LLC	\$2,908.27	Customer #. 13005
March 2024 Claims for Payment		\$118,655.96	
March 2024 Payroll		\$427,189.43	
March 2024 (General Fund/Food Services Fund)		\$545,845.39	
Plus Invoices to Pay by QCPU Fund			
09-2-04500-431-000	AAA ROOFING CO, INC	\$405.00	Roof Repairs 1/3/24
09-2-04500-431-000	MMC Contractors, Inc.	\$478.00	HP 4 Office/Library Error Code U4-01
09-2-04500-431-000	MMC Contractors, Inc.	\$374.50	Gym - No Heat
09-2-04500-431-000	MMC Contractors, Inc.	\$3,569.50	HP 10 - No Heat
09-2-04500-431-000	NMMKS Securities LLC	\$217.50	Service Call
09-2-04500-431-000	NMMKS Securities LLC	\$1,601.00	Grade 2 Lever
Total March 2024 QCPU Fund		\$6,645.50	
Plus Invoices to Pay by Student Fees Fund			
12-2-02190-320-000	Southeast Community College	\$3,176.25	Student Dual Ed
12-2-02190-810-000	US BANK	\$280.00	HOBY Registration
Total March 2024 Student Fees Fund		\$3,456.25	
Plus Invoices to Pay by Depreciation Fund			
02-2-02580-734-000	Prime Secured	\$4,632.31	ERATE - Aruba - remaining material
Total March 2024 Depreciation Fund		\$4,632.31	
Total March 2024 All Funds		\$560,579.45	

CASH ASSETS

CASH ASSET REPORT

DATE: 03/15/2024

FUND	ACCOUNT TYPE	INFORMATION	HOLDER	CURRENT BALANCE	BALANCE 12/31/2022
GENERAL FUND/KITCHEN FUND	CHECKING	300380832	Farmers & Merchants	\$ 682,854.24	\$ 156,484.33
	CLOSED ACCOUNT	300382812	Farmers & Merchants	\$ -	\$ -
TOTAL GENERAL FUND				\$ 682,854.24	\$ 156,484.33
ACTIVITY FUND	CHANGE			\$ 1,140.00	\$ 1,140.00
ACTIVITY FUND	PETTY CASH			\$ 100.00	\$ 100.00
ACTIVITY FUND	CHECKING	300444190	Farmers & Merchants	\$ 89,000.87	\$ 102,668.29
OUTSIDE OF ACTIVITY FUND	ELEMENTARY SAVINGS PROGRAM	XXX7959	First Nebraska Bank	\$ 1,960.03	\$ -
OUTSIDE OF ACTIVITY FUND	LIMESTONE COFFEE	300474478	Farmers & Merchants	\$ 4,295.27	\$ -
TOTAL ACTIVITY FUND				\$ 96,496.17	\$ 103,908.29
BOND FUND	MONEY MARKET	95010505	First Nebraska Bank	\$ 487,825.15	\$ 422,835.44
TOTAL BOND FUND				\$ 487,825.15	\$ 422,835.44
QCPUF FUND	CHECKING-2009 & 2010 BAB	86483570	First Nebraska Bank	\$ 114,064.86	\$ 81,993.79
TOTAL QCPU FUND				\$ 114,064.86	\$ 81,993.79
BUILDING FUND	CHECKING	300381079	Farmers & Merchants	\$ 74,556.00	\$ 315,088.46
TOTAL BUILDING FUND				\$ 74,556.00	\$ 315,088.46
DEPRECIATION FUND	CHECKING	300446542	Farmers & Merchants	\$ 90,210.18	\$ 370,011.23
TOTAL DEPRECIATION FUND				\$ 90,210.18	\$ 370,011.23
EMPLOYEE BENEFIT FUND	CHECKING/RETIREMENT	300381061	Farmers & Merchants	\$ 83,159.88	\$ 28,980.40
TOTAL EMPLOYEE BENEFITS FUND				\$ 83,159.88	\$ 28,980.40
STUDENT FEES FUND	CHECKING	85834670	First Nebraska Bank	\$ 15,088.03	\$ 12,621.53
TOTAL STUDENT FEES FUND				\$ 15,088.03	\$ 12,621.53
TOTAL				\$ 1,644,254.51	\$ 1,491,923.47

WEeping WATER PUBLIC SCHOOLS

204 WEST O STREET, PO BOX 206
WEeping WATER NE 68463
PHONE: 402-267-2445 FAX: 402-267-5217

ADMINISTRATIVE PROFESSIONAL DAY PROCLAMATION

Whereas, Administrative Professionals contribute greatly to the education vitality of the State of Nebraska with their talent, discipline, and skill, which provide a strong base for the smooth operation of any office; and

Whereas, Administrative Professionals perform not only clerical tasks, but are often responsible for administrative and public relations duties as well; and

Whereas, Without their wealth of knowledge and keen awareness of procedure in the workplace, efficiency and effectiveness would drop dramatically; and

Whereas, The annual observance of Administrative Professionals' Day is an excellent opportunity for employers and fellow employees in all office settings to recognize the countless contributions made by administrative professionals throughout the year;

Now, therefore, be it resolved that Weeping Water Public Schools, Board of Education and Superintendent of Schools declare April 24, 2024 as "Administrative Professionals' Day".

Adam DeMike, President

Kevin Reiman, Superintendent

WEEPING WATER PUBLIC SCHOOLS

**204 WEST O STREET, PO BOX 206
WEEPING WATER NE 68463
PHONE: 402-267-2445 FAX: 402-267-5217**

PARAPROFESSIONAL DAY PROCLAMATION

Whereas, public schools are the backbone of our democracy, providing young people with the tools they need to maintain our nation's precious values of freedom, civility, and equality; and

Whereas, Paraprofessionals are integral to the education process; and

Whereas, Paraprofessionals provide a safe and healthy learning environment for students; and

Whereas, Paraprofessionals work tirelessly to serve our children and communities with care and professionalism;

Now, therefore, be it resolved that Weeping Water Public Schools Board of Education and Superintendent of Schools declare April 3, 2024 as "Weeping Water Paraprofessional Day" .

Adam DeMike, President

Kevin Reiman, Superintendent

WEEPING WATER PUBLIC SCHOOLS

**204 WEST O STREET, PO BOX 206
WEEPING WATER NE 68463
PHONE: 402-267-2445 FAX: 402-267-5217**

SCHOOL LIBRARY PROCLAMATION

WHEREAS, the school library is to ensure that students and staff are effective users of ideas and information; and

WHEREAS, the school librarian's role is to provide the leadership and expertise necessary to ensure that the school library is an integral part or the instructional program of the school; and

WHEREAS, the Board of Education has entrusted the school librarian in each school to teach the skills of locating and using information through traditional resources and new technologies, to provide literature appreciation activities, and to guide and encourage content and recreational reading to every student; and

WHEREAS, lifelong learning begins and is systematically developed through the school library curriculum of the elementary and secondary schools; and

WHEREAS, the school library contributes to the individual growth and development of all students, while fostering both excellence and equity in education; and

WHEREAS, the school librarian of Weeping Water Public Schools has dedicated themselves to work for quality school libraries for all students;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Education of Weeping Water Public Schools does hereby proclaim April 2024 as School Library Month calls upon school administrators, teachers, students and citizens of Weeping Water to recognize and support this action and to participate throughout the month of April in the celebration of School Library Month.

Adam DeMike, President

Kevin Reiman, Superintendent



WHEREAS Children’s cognitive, physical, social and emotional, and language and literacy development are built on a foundation of children’s positive interactions with adults, peers, and their environment, and a high percentage of mothers return work in the first six weeks after the birth of a child,

AND WHEREAS high quality early care and education can help ameliorate the effects of poverty, detect and remediate delays, identify and help prevent child neglect, and lead to positive outcomes for individual children, helping them be better prepared for school and more likely to succeed in life, and

AND WHEREAS participation in high–quality early childhood education saves taxpayer dollars, makes working families more economically secure, and prepares children to succeed in school, earn higher wages, and live healthier lives, and

AND WHEREAS high–quality early childhood education depends on high–quality early childhood educators who ensure that children, supported by families, have the early experiences they need for a strong foundation.

AND WHEREAS YOUNG CHILDREN NEED Skilled, educated, competent, consistent, and compensated early childhood educators,

AND WHEREAS WORKING FAMILIES NEED sufficient high–quality child care spaces beginning at birth to be available in the community,

AND WHEREAS EARLY CHILDHOOD EDUCATORS NEED opportunities to acquire critical skills, knowledge, and competencies through pathways to credentials and higher education degrees, without incurring college debt,

AND WHEREAS WE CELEBRATE The 50th Anniversary of the WOYC so that we can continue to recognize and advance the early childhood education profession.

Therefore, be it resolved that the Weeping Water Public Schools does hereby proclaim April 6th – 12th as the Week of the Young Child and urge all members of our community to support efforts that increase children and families’ access to high–quality early childhood education.

Adam DeMike
Board of Education President

Kevin Reiman
Superintendent

Amy Kroll
Director of School Improvement



Whereas, the Month of the Military Child is an annual opportunity to recognize and honor the sacrifices and resilience of military children in our community; and

Whereas, the children of military families face unique challenges, including frequent moves, separation from loved ones during deployments, and adapting to new schools and communities; and

Whereas, the Weeping Water Public Schools proudly serve military families within our district, and we acknowledge the importance of supporting these students and their families as they navigate the demands of military life; and

Whereas, the Month of the Military Child provides an opportunity for our community to express gratitude for the sacrifices made by military families and to demonstrate our unwavering support for their children; and

Whereas, it is fitting and proper to recognize the strength, courage, and resilience displayed by military children as they face the challenges of military life with grace and determination;

Now, therefore, Weeping Water Public Schools Board of Education does hereby proclaim the month of April as the Month of the Military Child in Weeping Water Public Schools.

We urge all members of our community to join in honoring and supporting the military children in our midst, and to take the time to acknowledge their sacrifices and celebrate their contributions to our community.

Signed this 18th day of March, 2024.

Adam DeMike, President



Resolution for the Support of Military Children and Families

WHEREAS, our country owes the daily freedoms to the members of the Armed Forces, their family members and loved ones who share in their service, and sacrifice; and

WHEREAS, we celebrate the exceptional service, strength and character of military-connected students and families in Weeping Water Public Schools; and

WHEREAS, we acknowledge that military families face unique challenges due to deployment, reintegration, service in combat zones and frequent relocations based on duty assignments; and

WHEREAS, the School Board of Weeping Water Public Schools affirms their commitment to providing the resources and programs to support military-connected students academically, socially and emotionally; and

WHEREAS, the School Board of Weeping Water Public Schools calls for the continued creation of opportunities for military families and community members to purposely partner with schools in supporting student achievement, aspirations and social-emotional development.

NOW, THEREFORE, BE IT RESOLVED ON March 18, 2024 That the School Board of Weeping Water Public Schools officially supports all military children and families; and be it

FURTHER RESOLVED: That the School Board of Weeping Water Public Schools encourages all school staff and community members to initiate support and participate in appreciation activities designed to recognize the exceptional role and unique sacrifices our military-connected youth make in our nation's best interest.

Adam DeMike, President

Kevin Reiman, Superintendent

Morgan Cole
1216 Beaver Lake Blvd.
Plattsmouth, NE 68048
morganmariecole@gmail.com
402-213-7804
3/13/2024

Dear Mr. Reiman,

I am writing to formally resign from my position as Elementary Special Education teacher at Weeping Water Public Schools.

While it has been an incredibly rewarding experience serving the students, families, and staff of Weeping Water, I have come to the difficult decision to pursue a new career path. This decision was not made lightly, and I have the utmost respect and appreciation for the work being done within the district.

Please consider this letter as my formal resignation. I am committed to ensuring a smooth transition during my remaining time here and am available to assist in training my replacement or completing any necessary tasks to facilitate the transition process.

I want to express my sincere gratitude to you, the administration, my colleagues, and the entire school community for the support, guidance, and camaraderie that I have received during my tenure. It has been a privilege to be part of such a dedicated and passionate team, I will always cherish the memories and experiences gained at Weeping Water.

Thank you once again for the opportunity to contribute to the educational mission here at Weeping Water Public Schools. I wish the district continued success in its efforts to provide quality education and support to all students.

Sincerely,


Morgan Cole

Crouch Recreation, Inc.
 1309 S 204th Street #330
 Elkhorn, NE 68022
 nicole@crouchrec.com
 www.crouchrec.com

Quote



ADDRESS
Weeping Water Public Schools 200 West O Street Weeping Water, Ne 68463 Michelle Heath 402.267.2445

SHIP TO
Weeping Water Public Schools 200 West O Street Weeping Water, Ne 68463

QUOTE #	DATE	EXPIRATION DATE
3518	02/19/2024	04/19/2024

TERMS

50% Deposit W/Order

SALES REP

Ryan Wilke

ACTIVITY	QTY	RATE	AMOUNT
Daktronics Please Reference 842010-1-0 BB-2115-AR-PV Tuff Sport® PanaView® Game Clock / Shot Timer; 2 Displays; Scoreboard Color: Black (8800); Daktronics does not supply mounting brackets - contact backstop manufacturer. Digit Type: PANAVIEW Max Power: 300 watts/display Weight: 30 lbs Radio Receiver Frequency of 2.4 GHz	1	4,574.00	4,574.00
Daktronics BB-2114-R-PV Tuff Sport® PanaView® Shot Timer; 2 Displays; Scoreboard Color: Semi-Gloss Black; Daktronics does not supply mounting brackets - contact backstop manufacturer. Cabinet Dimensions: 1' 7" H X 1' 10" W X 0' 6" D (Approx. Dimensions) Digit Type: PANAVIEW Digit Color: RED Max Power: 40 watts/display Weight: 15 lbs Radio Receiver Frequency of 2.4 GHz	1	3,499.00	3,499.00
Daktronics Backboard Lighting Kit - 42 inch Universal Digit Color: RED Weight: 8 lbs	2	1,024.00	2,048.00

ACTIVITY	QTY	RATE	AMOUNT
Freight	1	400.00	400.00

Items needed to place the order:

SUBTOTAL 10,521.00

*Tax Exempt Forms (If Applicable)

TAX 0.00

*Signed Quote

TOTAL **\$10,521.00**

*If payment terms requires a deposit, we will need that in hand to place the order.

1.5% Late Fee will be added to any invoices past 14 days late of the due date. Please see payment terms above.

3% Fee will be added to any payments made by credit card.

Thank you for the opportunity!

Accepted By

Accepted Date



Maintenance Agreement – PM-9795

Prepared for:

Name: Weeping Water Public School Date: 02/20/2024
Address: 204 West O Street City/State: Weeping Water, NE 68463
Contact: Kevin Reiman Phone: 402-267-2445
Email: kreiman@weepingwaterps.org

Equipment Date and Duration

This Agreement shall become effective upon the date of acceptance by the Purchaser or by the Seller, whichever is the later, shall remain in effect one year and shall be reviewed annually, unless this Agreement is otherwise terminated or changed. Either party may terminate this Agreement provided that written notice has been received within (30) thirty days of termination.

Service Hours

All planned, preventative maintenance service work under this agreement is to be performed during the regular working hours of our regular working day.

Parts and Materials

The agreement price includes all routine lubricants, oil filters and miscellaneous material necessary to perform the specified scope of services for the covered equipment.

Equipment Information

Equipment	Quantity	TAG	Manufacturer	Model	Location	Serves
Air Cooled Condensing Unit	1	CU-1	Aaon	CC-C-0223-3-A-2	Area Roof	AHU-1
Air Cooled Condensing Unit	1	CU-2	Aaon	CC-C-0223-3-A-2	Wood Shop Roof	AHU-2
Air Handler	1	AHU-1	Aaon	MH2-H-014-R-3-A-B	Below Auditorium	Auditorium
Air Handler	1	AHU-2	Aaon	MH2-H-014-R-3-A-B	Mezzaneen	Gymnasium B144
Backflow	2					
Energy Recovery Ventilator	1	ERV-1	Aaon	RN-026	Roof	
Energy Recovery Ventilator	1	ERV-2	Aaon	RN-006	Roof	
Energy Recovery Ventilator	1	ERV-3	Aaon	RN-016	Roof	
Energy Recovery Ventilator	1	ERV-4	Aaon	RN-009	Roof	
Energy Recovery Ventilator	1	ERV-5	Aaon	RN-011	Roof	
Energy Recovery Ventilator	1	ERV-6	Aaon	RN-016	Roof	
Exhaust Fan	1	EF-1	Greenheck	CUE 101-A	Roof	H-4, 5, 6
Exhaust Fan	1	EF-2	Greenheck	CUE 101-A	Roof	H-4, 5, 6
Exhaust Fan	1	EF-3	Greenheck	CW-060-VG	Exterior Wall	Grinding Room
Exhaust Fan	1	EF-4	Greenheck	SE1-12-426-D	Thru Wall	Metal Shop
Gas Fired RTU	1	RTU-1	Aaon	RN-025	Roof	
Gas Fired RTU	1	RTU-2	Aaon	RN-025	Rood	
VRF Heat Pump	1	HP-1	Daikin	xxxx360xxxx	Roof	FC-1, 2, 3, 4, 41, 42, 43, 44, 69
VRF Heat Pump	1	HP-2	Daikin	xxxx240xxxx	Roof	FC-45, 46, 47, 48, 49, 50, 51, 52, 53
VRF Heat Pump	1	HP-3	Daikin	xxxx360xxxx	Roof	FC-5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 70
VRF Heat Pump	1	HP-4	Daikin	xxxx144xxxx	Roof	FC-16, 17, 18, 19, 54, 55, 80
VRF Heat Pump	1	HP-5	Daikin	xxxx144xxxx	Roof	FC-20, 21, 22, 23, 24, 25, 26
VRF Heat Pump	1	HP-6	Daikin	xxxx216xxxx	Roof	FCU-27, 28, 29, 71
VRF Heat Pump	1	HP-7	Daikin	xxxx121xxxx	Roof	FC-56, 57, 58, 59, 60, 61, 62
VRF Heat Pump	1	HP-8	Daikin	xxxx336xxxx	Roof	FC-38, 39, 40, 72, 73, 74, 75, 76, 77, 78, 79
VRF Heat Pump	1	HP-9	Daikin	xxxx288xxxx	Roof	FCU-30, 31, 32, 33, 34, 35, 36, 37
VRF Heat Pump	1	HP-10	Daikin	xxxx168xxxx	Roof	FC-63, 64, 65, 66, 67, 68
Mixing Valve	1	MV-1	Leonard	Megatron 6N-LF		
Gas Fired Water Heater	1	GWH-1	A.O. Smith	BTH 300	Mech C034B	
Gas Fired Water Heater	1	GWH-2	A.O. Smith	BTH 300	Mech C034B	
Gas Fired Water Heater	1	GWH-3	A.O. Smith	BTH 300	Mech C034B	Domestic Hot Water Recirc
Pump	1	DP-1	Taco	2400-10	Mech A013C	Domestic Hot Water Recirc
Pump	1	DP-1	Taco	2400-10	Mech A034B	tbd
VRF Fan Coil Units (7)	7	FC 23, 25, 28, 37, 67, 75, 79	Daikin	xxxx073xxxx	tbd	tbd
VRF Fan Coil Units (9)	9	FC 07, 10, 12, 16, 18, 21, 22, 38, 49	Daikin	xxxx123xxxx	tbd	tbd
VRF Fan Coil Units (4)	4	FC 13, 20, 70, 71	Daikin	xxxx153xxxx	tbd	tbd
VRF Fan Coil Units (6)	6	FC 14, 51, 57, 58, 72, 80	Daikin	xxxx183xxxx	tbd	tbd
VRF Fan Coil Units (6)	6	FC 17, 19, 26, 27, 60, 63	Daikin	xxxx243xxxx	tbd	tbd
VRF Fan Coil Units (6)	6	FC 62, 64, 65, 76, 77, 78	Daikin	xxxx283xxxx	tbd	tbd
VRF Fan Coil Units (10)	10	FC 09, 24, 34, 35, 39, 40, 48, 61, 66, 68	Daikin	xxxx363xxxx	tbd	tbd
VRF Fan Coil Units (15)	15	FC 1, 2, 3, 4, 5, 6, 8, 30, 31, 32, 33, 50, 55, 58, 69	Daikin	xxxx363xxxx	tbd	tbd
VRF Fan Coil Units (2)	2	FC 11, 29	Daikin	xxxx423xxxx	tbd	tbd
VRF Fan Coil Units (13)	13	FC 236, 41, 42, 43, 44, 45, 46, 47, 52, 53, 59, 73, 74	Daikin	xxxx483xxxx	tbd	tbd
VRF Fan Coil Units (2)	2	FC 15, 54	Daikin	FXMQ54PAVJU	tbd	tbd

Scope of Work

Maintenance Tasks & Frequency

Rooftop Units – SPRING / FALL

- Lubricate fan & motor bearings
- Check sheaves & belts; adjust tension as needed
- Lubricate & adjust dampers as required
- Check heating / cooling coils
- Check operating & safety controls
- Check & tighten electrical connections
- Check drain pan for standing water. Clean as needed

Air-Cooled Condensing Units – SPRING / FALL

- Clean condensers
- Check condenser fan operation
- Check contactors for pitting/burning
- Check refrigerant level through sight glass
- Check suction & discharge pressures
- Check suction line superheat
- Visually check for refrigerant leaks
- Check for oil leaks
- Check electrical connections & tighten as needed
- Check disconnect & test for proper operation
- Check amperage of components, record readings against data plate

Air Handling Units – SPRING / FALL

- Check control panel, auxiliary boxes, wiring & electrical connections
- Check contactor, controller & safeties
- Measure & record amperage of components
- Check damper blades & linkages; lubricate as needed
- Check filter section & change filters as needed (furnished by owner)
- Check fan & motor bearings; lubricate as required
- Check sheaves & belts; adjust tension as needed
- Check coil for refrigerant leaks
- Check drain line & pan for standing water; clean as needed

Exhaust Fans - SUMMER

- Lubricate motor & drive bearings
- Check & tighten all electrical connections
- Check all control operations
- Check damper blades & linkages; lubricate as needed
- Check motor shaft, mounts, & drives
- Check pulleys, belts & sheaves; adjust as needed
- Check disconnect & wiring
- Check fan wheel & wipe clean

Backflow Preventer – SUMMER

- Perform Annual Backflow inspection on (2) backflow devices
- Submit documentation to local authority

Energy Recovery Ventilator (EV) – SUMMER/WINTER

- Check recovery wheel operation & motor
- Check fresh air/ exhaust fan blower motor operation, record amperage
- Check heating/cooling operation
- Check damper blades & linkages; lubricate as needed
- Check sheaves & belts; adjust tension as needed
- Lubricate motor/fan/shaft bearings
- Check electrical connections & tighten as needed
- Check operation of auxiliary heat
- Inspect filters if applicable, and replace with new filters (furnished by owner)

VRF System Outdoor Units – SUMMER/WINTER

- Measure & record voltages & amperages
- Check electrical connections & tighten as needed
- Check units for proper operation

VRF System Indoor Units – SUMMER/WINTER

- Brush or vacuum grilles, coils, fans, etc.
- Lubricate fan & motor bearings where applicable
- Check belts & sheaves
- Check drain line & pan for standing water; clear obstructions & clean pan.
Includes additional Mid-Summer Drain Cleaning
- Check strainers where applicable
- Check & tighten all electrical connections
- Check all control operations
- Check damper blades & linkages; lubricate as needed
- Measure & record volts/amps
- Check heat exchanger for leaks
- Inspect filters if applicable, and replace with new filters (furnished by owner) as needed

VRF System Indoor Units – Mid-SUMMER

- Check drain line & pan for standing water; clear obstructions & clean pan.
-

Water Heaters – FALL

- Measure & record temperature & check safety settings
- Check safety relief valves for leaks
- Check operation of unit
- Check for leaky pipe connections
- Check operation of pressure relief valve

DHW Recirculating Pumps – FALL

- Check control panel & terminal connections
- Check & test controller
- Check mounting hardware
- Check housing & seals
- Check shaft & coupling
- Measure & record voltage & amperage
- Lubricate bearings when necessary
- Check & record gauge readings

Inspection Plan

The MMC Contractors Certified Inspection Plan provides (5) inspections outlined above.

Emergency service is not included in the inspection plan. We guarantee a (4) four-hour response to all emergency service calls.

Additional Services, emergency service, parts and/or replacements will be billed in accordance with the Seller's then current rates for performing such services. This rate will be at the discounted contract price.

Price

Price for materials and labor is \$20,165.00 per year, or \$4,033.00 per inspection, plus all applicable taxes.

Purchaser's Acceptance:

Purchaser: _____

Address: _____

By: _____

Title: _____

Date: _____

Seller's Acceptance:

MMC Contractors _____

9751 South 142nd Street, Omaha. NE 68138 _____

By: Justin Mommens _____

Title: Sr. Service Account Manager _____

Date: 02/20/2024 _____

**Thank you for choosing
MMC Contractors**

Additional information:

- Labor rates includes wages, fringes, burden, truck cost, truck fuel & fee on labor
- A \$15.00 MISC. charge and \$20.00 TRUCK charge will be added to each job above the labor rate
- As a contract customer, WWPS shall receive preferred rates on all materials at a 12% discount
- MMC Mechanical Contractors, Inc. will invoice Purchaser for all materials delivered and for all work performed onsite & off-site. Purchaser agrees to pay MMC Contractors the amount invoiced within 30-days of its issuance.

Lead Service Representatives

- Alex Hansen Lincoln Service Manager
- Logan Eisenbarth Lincoln HVAC Technician
- Roy Buchanan Lincoln HVAC Technician
- Beth Reed Lincoln Service Dispatch

Upon execution of the Maintenance Agreement, the above rates shall be applicable in conjunction with the Terms of the Mechanical Systems Agreement.

Sincerely,

Justin Mommens

Justin Mommens
Sr. Service Account Manager

Service Maintenance Agreement



Prepared for:

Kevin Reiman

**Weeping Water Public Schools
204 West O
Weeping Water, NE 68463**

Coverage: Biannual Preventative Maintenance

Weeping Water Public Schools

December 12, 2023

Prepared By:

David Yosten

**Automated Energy Solutions
428 S Bryan Cir
Gretna, NE 68028**

December 12, 2023

Weeping Water Public Schools
204 West O
Weeping Water, NE 68463

Attention: Kevin Reiman

Proposal: Weeping Water Public Schools

Mr. Kevin Reiman

Thank you for the opportunity to present this proposal for a service agreement.

This agreement provides access to our professional service team to perform work and maintenance tasks at your facility. The specific activities to be performed during each site visit will be determined in conjunction with our service administrator, the technician, and a qualified representative of Weeping Water Public Schools.

Our services are designed to meet the needs of your business and the facilities that support them. Your investment in a service agreement helps ensure that your facility's intended functionality is achieved.

The first-year annual fee for this agreement is \$6,077

Further details are included in this package.

Taxes are not included in this amount. Taxes will be invoiced, where applicable.

Please review the enclosed agreement. I will be pleased to answer any questions you may have. We look forward to the opportunity to serve you.

Respectfully,

David Yosten
Project Executive II
Automated Energy Solutions

Building Management and HVAC Controls Services – Scope of Work

Service Maintenance Agreement: EXPIRES June 20, 2024 (Propose to Extend SMA to June 20, 2027)

SMA's were put in place to provide continuous accessibility to Major and Minor software updates to JACES and N4 Supervisors. These software updates include but are not limited to: increased Internet of Things (IoT) security updates, improvements to protocol drivers, enhancements to web presentation, increased feature functionality, fix patches for discovered anomalies, hardening of device architecture pertaining to cyber security, increased device performance.

Regular visits from an experienced AES service technician can help head off emergency calls before they happen. This Technical Service Agreement includes:

PM Visits:

- 2 full day visits by a qualified representative for purposes of customizing and enhancing the DDC programming, inspection, and preventative maintenance.

Perform General System Operational Review:

- While on-site and performing the PM routines your AES technician will review the system as a whole from the Graphic Workstation and ensure the system is operating as intended.
- Items such as graphics, system response time, operation of the DDC programs, and device/equipment operation will be noted.
- Any discrepancies or areas of concern will be noted and relayed to the owner.
- Review alarm logs – attend to points that are generating excessive alarms and make recommendations to address the root cause with either software or hardware issues causing the alarms.

Review Controllers Operation:

- Accurate and reliable operation of the controllers is key to the successful operation of your facility
- Review BAS System for critical and off-line status indicators
- Review BAS System for override and disabled status indicators
- Controller logic (DDC) program is verified to be running
- Confirm all system date and time settings

Review with staff on-site:

- Your service technician will review with the on-site staff and discuss and address any comfort issues with the control system. If he/she cannot resolve the issue AES will make a recommendation for a fix.
- Hands-on operation training

Database:

- Perform annual database back-ups for the BMS system

Non-Scheduled Support

- 8 Additional hours of remote support as you need it, whether it is immediate or non-emergency from a service technician (during normal business hours). These hours must be used within the calendar year of the service agreement and do not roll over into the next year.

Term of Agreement

This agreement will start on XX/XX/2024 and will be in effect for a period of 3 years.

Schedule of Payment

<u>Start Date</u>	<u>Annual Fee</u>	<u>Number of Invoices</u>	<u>Each Invoice</u>
XX/XX/2024	\$6,077	1	\$6,077
XX/XX/2025	\$4,621	1	\$4,621
XX/XX/2026	\$4,969	1	\$4,969

- Applicable Taxes will be added. If this agreement is Tax exempt, the necessary supporting Tax Exemption Certificate must be provided.
- All Terms and Conditions included in this agreement apply.
- All work will be performed during regular business hours, unless stated otherwise.
- Any work performed outside the written scope of this agreement will be billed at the quoted discounted rates.

Acceptance of the Agreement

Offer made by: Automated Energy Solutions
 Offer made to: Weeping Water Public Schools

For service at: Weeping Water Public Schools
 204 West O
 Weeping Water, Nebraska 68463

Weeping Water Public Schools

Automated Energy Solutions

Kevin Reiman

David Yosten
 Project Executive II

 Signature Date

 Signature Date

Billable Rates

Preferred Client Rates:

Preferred Rate:	\$136.00/hour
Overtime Rate:	\$204.00/hour
Holiday and After Hours Rate:	\$272.00/hour

Standard Non-Client Rates:

Standard Rate:	\$151.00/hour
Overtime Rate:	\$226.50/hour
Holiday and After Hours Rate:	\$302.00/hour

Notes:

Rates are subject to change.
A minimum of 2 hours will be billed for all onsite visits not specifically covered under this agreement.

Contact Information

Your agreement provides access to our complete team of professionals.

Account Manager

Your Service Sales Professional, David Yosten has been instrumental in preparing this proposal and has the final responsibility to make sure your needs are met.

Tel: 531-510-7008 or Email: david.yosten@aes-midwest.com

Service Manager

Your Service Manager, Rachel Falkowski provides overall support and ensures resource availability for your service agreement.

Tel: 920-399-8225 or Email: rachel.falkowski@aes-midwest.com

Service Administrator

Your Service Administrator, Derrick Johanson, schedules work orders, and manages priorities.

Tel: 402-590-5112 or Email: derrick.johanson@aes-midwest.com

Billing

Your Billing Contact, Rachel Falkowski is responsible for the timely invoicing under this agreement.

Tel: 920-399-8225 or Email: rachel.falkowski@aes-midwest.com

General Contact Information

Automated Energy Solutions
428 S Bryan Cir
Gretna, NE 68028

Main Office Phone: 402-590-5112

Terms and Conditions

This Agreement is made between Automated Energy Solutions (“Provider”) and Weeping Water Public Schools (“Customer”).

By accepting this Agreement, the Customer agrees to be bound by these terms and conditions unless otherwise specifically noted herein and accepted by the Provider.

Duration:

This agreement shall be valid for a period of 3 year(s), commencing on Month ##, 2024 as agreed between the parties. After natural expiration of the Agreement term, it shall continue year to year unless notice of discontinuation is given by either party, at least 30 days prior to the discontinuation date.

Payment:

Payments under this Agreement shall be made within 30 days of the invoice due date. Applicable taxes are extra, and are invoiced at actual costs. Payments are due in advance of the performance of services under this Agreement. Late payments will attract a 1.5% per month charge on the past due balance. Customer agrees to pay all taxes and fees and duties that are valid at present and may become valid in the future, including any and all such taxes and fees as may be levied by any branch of government or body having jurisdiction, and that the Provider has paid on the Customer’s behalf. Customer agrees that Provider shall be entitled to any and all reasonable legal and collection fees as incurred by the Provider in the collection of amounts due and payable under the Agreement.

Fees and Permits

Customer agrees to pay any State, Municipal, or other third party fees or charges related to the building or its operation, now or at any time in the future imposed, and any applicable increases thereto.

Termination:

If payment is delayed more than 60 days after the invoice date, Provider may at its sole option take any or all of these actions:

- stop all work under the Agreement
- terminate the Agreement
- collect the unpaid balance of the entire agreement price, including interest, fees and taxes due.

In the event that the building or its systems are destroyed, significantly damaged or rendered inoperable by any major event, the Provider shall have the right to terminate the Agreement and shall be excused from performing the agreed services.

In the event that the Customer becomes bankrupt or insolvent or makes any assignment or proposal for assignment for the benefit of creditors, then at the sole option of the Provider, this Agreement may be immediately terminated without prejudice to all other rights, remedies and recourses of the Provider.

Cost Changes:

If the Agreement is renewed past its original term, the annual price will be changed to reflect industry standard adjustments in labor, material and associated costs. Coverage increased or reductions, or other unforeseen circumstances may cause the need for further Agreement price adjustments, and these would be negotiated between the parties before Agreement renewal. Notice of the price change will be given in writing to the Customer at least 60 days before renewal date. If the Customer does not wish to accept the price change and raises an objection in writing within such notice period, Provider shall have the right and option to terminate the Agreement effective on the renewal date.

This Agreement has been written under the express understanding that the Provider will use his own employees, or in some cases may contract certain specialized work to a third party. If the Customer desires to perform some of the work himself with outside contractors, an appropriate adjustment may be made to the Agreement price.

Equipment Access:

Customer will organize and provide reasonable means of access to the devices and equipment to be serviced under this Agreement. Customer will cooperate with Provider to safely start, stop and temporarily take out of service any equipment as necessary to fulfill the requirements of this Agreement. Provider cannot be held responsible for events resulting from non-accessibility in the timely fashion of the equipment to be serviced.

Provider shall be permitted to start and stop equipment under this agreement, and Customer shall take reasonable and necessary steps to advise Provider of periods or conditions that preclude shutdowns.

This Agreement is based on the assertion by the Customer that all work can be performed during regular Provider working hours, unless specific disclosures and corresponding price adjustments were made to accommodate overtime work. If it is later determined that certain tasks need to be performed outside of normal work hours, the Customer will agree to a reasonable price adjustment.

Communication:

Both Customer and Provider will take all necessary steps to ensure that all meaningful conditions, events and results are communicated to the other party in a timely fashion, so as to avoid any reasons for failure under the Agreement.

Business Hours:

Unless explicitly noted elsewhere in the Agreement, the hours of business during which services will be provided are between 8:00 AM and 5:00 PM, Monday to Friday.

Abatement:

Provider shall not be responsible for the abatement of hazardous substances, including but not limited to asbestos, its identification or removal. Inability of the Provider to perform the contracted services due to the presence of hazardous substances or circumstances shall not constitute a performance breach under this Agreement. Provider's responsibility shall be limited to illustrating the condition to the Customer. The Customer shall remove the hazardous substances and replace them with approved substitutes. Service in the affected zone shall be suspended until the Provider receives written notice from the Customer indicating the removal of the hazard.

Liability and Insurance:

Provider shall not be liable for lost profits, lost time, loss of use of the building, business interruptions, goodwill, or consequential damages of any kind, however caused.

It is understood and agreed that the Provider is not, and is not acting in the capacity of an insurer. Insurance, if desired or required by the Customer, for coverage of personal injury, property losses, or damage to premises or contents shall be obtained by the Customer. The provider is paid to provide specified services under this Agreement. The Customer agrees that the fees paid to the Provider are not sufficient to cover the cost of a guarantee that no damage or losses will occur, and that the Provider is not responsible for any losses that may occur pursuant to the failure of materials or equipment or services provided by the Provider in any respect, even if due to the negligent performance or failure to perform by the Provider, its employees, or its agents.

Where fees are charged by an insurance, testing or safety organization, the customer agrees to pay for those services in addition to the fees due under this Agreement.

If notwithstanding the provisions of this paragraph, there arises any liability for the Provider, this liability shall be limited to the actually paid contract amount in the current year's term.

The Customer agrees to and shall save harmless the Provider, its directors, employees and agents, for and against all third party claims, losses and lawsuits alleged to be caused by the improper operation of the systems covered under this Agreement, whether due to defects in the system or acts or omissions of any kind by the Provider.

The Customer agrees and by acceptance of this Agreement, confirms that without the provisions of this paragraph, the Provider would not have entered and will not enter into this Agreement.

Extraordinary Circumstances:

The provider shall not be responsible for damages or inability to perform all or portions of the Agreement in the event of unforeseen circumstances, including but not limited to acts of God, war, fire, building collapse, riots, acts of terrorism, government acts, vandalism,

natural disasters, floods, lightning strikes, late or non-delivery of parts, strikes or labor disputes, quarantine restrictions, explosions, shortages of transportation or vehicles, failure of water or electrical services, freeze-ups, low or high voltage conditions, malicious mischief, or other conditions outside of Provider's control. However, under all circumstances Provider and Customer shall reasonably work together to seek an alternate solution to any problems in order to achieve a satisfactory outcome.

Coverage:

The Provider agrees to perform the contracted work on the specified systems and equipment in a professional manner, and using materials of stable design and like quality.

Equipment or systems not mentioned in the Agreement appendices shall not be covered under this agreement. Any costs for repairs or replacement or other work requested by the Customer and performed by the Provider shall be paid at applicable rates. The Provider reserves the right to invoice the Customer at the prevailing hourly rates if a service call is requested and the inspection reveals no defect, or a reveals a defect or condition that is not covered under this Agreement.

Excluded from coverage under this Agreement are stationary, non-maintainable and non-moving parts such as but not limited to boiler shell and tubes, panels and cabinets, ductwork, insulation, coils, heat exchangers, hydronic piping and structural supports.

Unless special provisions are made in the Scope descriptions of this Agreement, at the first anniversary of this Agreement and anytime thereafter, equipment that in the opinion of the Provider cannot be maintained due to excessive wear or deterioration shall be replaced at the Customer's expense, or deleted from the coverage upon sixty (60) days written notice.

Extra Services:

Services at the premises covered by the Agreement and not covered under this Agreement but requested by the Customer will be invoiced separately and at preferred client rates.

Visit Reports:

All service visits under this Agreement will be accompanied by a written service report detailing the issues found, actions taken and suggestions offered.

Preventive Maintenance:

Where this option applies under the Agreement, the operating conditions, age, manufacturer's recommendations and other factors are taken into account by the Provider in determining the visit frequency and tasks schedule, and the specific actions taken to keep the equipment in optimum operating condition.

PM Tasks:

Where this option applies under the Agreement, Preventive Maintenance task plans are created and implemented to extend the useful life expectancy of the serviced equipment through anticipatory actions based on our experience and the actual operating parameters.

Repair, Replace, Renew (RRR):

Where this option applies under the Agreement, the Provider will supply the necessary qualified manpower and/or equal quality parts or materials and consumable products to replace wearing, failing or failed components of the covered equipment.

Emergency Response:

Where this option applies under the Agreement, the Provider will respond to emergency calls during the specified days, and within the specified number of hours after the call is received.

Pre-existing Condition Verification:

This Agreement is based on the assertion by the Customer that all covered equipment is in satisfactory operating condition at the time of commencement of the Agreement. If upon the first applicable visit it is found that certain equipment is in need of repairs, this condition shall be reported to the Customer, who will have up to 30 days to correct himself, or authorize the Provider to correct at a quoted cost, the reported situation. Unless repaired, the defective equipment shall be removed from coverage, and an appropriate adjustment made to the Agreement price.

Litigation / Arbitration:

It is expressly agreed that Customer and Provider shall take any reasonable actions and steps to avoid the necessity for legal action against the other with regard to the Agreement. It is further agreed that in the event of unresolved conflict, the parties will submit to binding arbitration by a recognized Arbitration body in the jurisdiction of the Provider.

Precedence of the Agreement:

It is understood and agreed between the parties that in the event of any disagreement between this document and the Customer's purchase order or any other document, this Agreement will govern.

Entire Agreement:

It is understood and agreed between the parties that this Agreement, including all its written appendices and attachments, constitutes the entire agreement between the parties, that it replaces all prior Agreements, and that no verbal or other understanding shall modify or change the terms of this Agreement. This Agreement may not be changed in any way except in writing and under the signature of an authorized management representative of the Provider. This Agreement shall become binding on the Provider only after written approval by the Provider's management.

Prevailing Law:

This Agreement shall be governed by the laws of the jurisdiction in which the service is to be performed.

WEEPING WATER PUBLIC SCHOOLS

Student/Staff Picture Bid

At Lifetouch, our purpose is to help families capture life's memories. For more than 80 years, Lifetouch has been the professional photography company of choice for schools and families. Founded in a small town in the Midwest, the enterprise is organized around four primary business lines operating in local communities across North America.

Built on the tradition of "Picture Day", Lifetouch captures smiling faces from preschool through high school graduation, as well as sports, special events, seniors, and yearbooks. Additional photography services are offered through JCPenney Portraits by Lifetouch, helping families capture special milestones nationwide.



Provided by: **Lifetouch**

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EXECUTIVE SUMMARY

Start the year with Fall Pictures, and end it with a seamlessly integrated yearbook. From fall pictures to team sports to special events, a partnership with Lifetouch is a stress-free way to capture your school year.

Founded in 1936, Shutterfly Lifetouch, LLC began when two photographers brought their photography services to rural one-room schoolhouses. Over the years our services have expanded to include senior pictures by Prestige, Sports photography, Yearbook, and serving customers in JCPenney Studios. However, our commitment to delivering innovation and quality to the "Picture Day" tradition has not wavered.

Highlights of the services and value that are exclusive to [Weeping Water Public Schools](#):

- Dedicated team of employees, based in Nebraska, including Nebraska-based photographers, who are all Lifetouch employees (no photography sub-contractors used)
- Competitive Photo Packages and Products, including a digital download in all packages
- Lifetouch Portal, our secure, web-based tool that can be used to print student IDs, rewards and recognition certificates, and more.
- Industry-leading Safety and Security practices, including Student Data Privacy

If you have any questions do not hesitate to call or email us. We welcome the opportunity to partner with [Weeping Water Public Schools](#) as your school photography and yearbook provider of choice!

Respectfully,

Your Lifetouch Team

YOUR LOCAL LIFETOUCH TEAM

Your local Lifetouch team is ready to assist with any requests or questions regarding your school pictures that you or your families may have.

Dawn Pieke | Sales Account Executive
402-999-5442 | dawn.pieke@lifetouch.com

Dawn Pieke knows how important it is for families to receive amazing school photos. As a mom herself to a 4th grader, she understands the memories school photos provide. Dawn has been partnering with schools for almost 3 years throughout the state of Nebraska. During this time has worked with schools and districts both small and large and will bring that experience to Auburn Schools. Prior to Lifetouch, Dawn had a long-standing career in sales and marketing for over 20 years. She even owned a pet publication for Nebraska and Iowa in the mid-2000s, bringing much joy to schools and their students.

Dan Sturges | Area Sales Manager
507-475-0536 | dan.sturges@lifetouch.com

Just getting started in school photography, Dan is no stranger to the needs and inner workings of schools and education. For the past 18 years Dan has worked alongside and lead a team working with schools to provide various products and services that help increase school branding and staff identification, while also increasing the schools image and safety. He takes great pride in listening to and understanding the needs of his customers in order to build long lasting partnerships.

Lifetouch's support team is ready to assist with any requests or questions regarding your school pictures that you or your families may have. We offer separate toll-free lines for parents and school administrators to best assist you.

Our Customer Service team is trained to meet the needs of our schools and the families we serve, with a goal of 100% customer satisfaction. Team members receive onboarding training and refresher training in "soft skills" and contact control/de-escalation. Lifetouch also offers ongoing training through our Support Readiness team.

Customer Success Information	
School Customer Service Number	515.776.3984 8:00 AM to 4:30 PM Monday-Friday
Toll-Free Parent Customer Service Number	1-800-736-4753 7:00 AM to 7:00 PM Monday-Friday 8:00 AM to 7:00 PM Saturday
Chat and FAQ	https://lifetouch.force.com/helpcenter/s/

DISTRICT REFERENCE

Beatrice Public Schools

Dr. Jackie Nielsen, Asst. Superintendent

Phone: 402-223-1500

RESPONSE TO SPECIFICATIONS

Minimum Requirements

- The photographer will photograph all staff members and all Pre-K through 12th grade students at Weeping Water Public Schools.
- The photographer will photograph all staff members and all children at Bright Arrows Childcare.
- Two dates each school year.
 - The first date for original photos should be before September 30th
 - The second date for retakes should be within 30 days of when the original pictures are given to the students.
- The photographer will provide all forms and envelopes outlining the packages available to students and parents. These should be provided to the school buildings a minimum of 2 weeks prior to each photography session.
- A website that allows parents to order photos online. Prices and packages should be same as offered via the paper form.
- The packages are to be alphabetized by grade and available no later than one month from the sitting. The photographer will also provide personnel to take all monies and will responsible for settling all complaints. A make-up day for retakes and absent students will be scheduled by the school in conjunction with the photographer.

[Lifetouch understands and will comply.](#)

The following items must be included in the bid at no additional charge to the district:

- Student and Faculty ID cards for all students
 - ID Cards must comply with state requirements.
- Electronic download of student and faculty pictures for each building as well as additional copies for the district office and the yearbook staff. The minimum/maximum size of the pictures will be provided to the photographer prior to the event. The pictures must be a .jpg format and linked to the student number provided so they can be imported in the school's student information system.

- A poster composite for each elementary class which includes the principal, teacher and students.
- A poster composite of Bright Arrows Childcare, Weeping Water Elementary, Weeping Water Middle School, Weeping Water High School, and of the Weeping Water Public Schools. These posters should be suitable for framing, have the name of the school and individual pictures of all of the students attending that building (or the entire district).
- Five composite booklets of students with names.
- Employees and their children will receive a minimum package free of charge. (Please designate what package will be provided to staff and their children if it is other than the minimum.)

Lifetouch understands and will comply.

If your company offers additional items that may not be included in this bid, please list them in the bid with any additional cost. These items will be considered in the decision.

The bid should clearly outline:

- A listing of the different packages with prices. Any additional options/services available to parents should be outlined and priced.
- Any incentives beyond those listed above available to the school district.
- All costs associated with this bid regardless of if the parents or the school district incurs them.
- Any projected increases in costs from year one to years two and three.
- If your business does not specialize in school photography, please provide letters of recommendation from customers similar to ours.

Lifetouch understands and will comply.

LIFETOUCH PHOTOGRAPHY PROGRAMS

Lifetouch provides a full range of photography and yearbook services – from the start of the school year through graduation. We've provided more details on the following pages of all services that would be offered to your schools. Please contact your Lifetouch representative for more information on these programs.

From their first school photo to their last days as a senior, Lifetouch is your partner to capture their entire school journey.



FALL

Fall Picture Day captures the iconic start of a school year. Families can choose from multiple backgrounds and photo enhancements to preserve each milestone in their student's school journey. Fall photos are also used by schools for yearbooks, IDs, and student information systems.



SPRING

Spring photos capture the personality, joy, and growth over the course of a school year. Families can preview and pick their poses before purchasing. There are multiple poses and backgrounds for families to choose from. Spring photos are available at elementary schools.



SENIORS

In addition to our yearbook-only poses for high school seniors, Lifetouch offers an elevated experience through our Prestige program. Lifetouch incorporates a variety of backgrounds, lighting options, multiple outfits, and up to 28 poses designed to let each student's personality shine through.



COMMENCEMENTS

Lifetouch has partnered with PhotoDay to provide a 100% digital Picture Day experience for schools and families. Commencement photography is still managed and provided by our experienced, local photographers – but with none of the headaches of paper order forms.



SPORTS

From our local, professionally trained photographers to our customizable product options and backgrounds; we are pros at making your sports photography experience one-of-a-kind. Depending on the market, Lifetouch offers assembled groups or traditional group sports photography.



YEARBOOKS

Lifetouch Yearbooks eases and elevates your school's yearbook program - from initial brainstorming to publication. With Lifetouch, experience turnkey technology solutions, live customer support, and school picture integration. We provide a one-stop solution that makes yearbook creation seamless, relevant, and memorable.

PHOTOGRAPHY FOR A LIFETIME®

LIFETOUCH FALL PROGRAM

Fall Picture Day is the iconic start to the school year. Each child gets the attention they need to get a great picture through our streamlined photography event that aims to get students back to class quickly. Our background-checked, professional photographers take pride in making sure each child feels comfortable, loves their picture, and enjoys the tradition of the Picture Day experience. Our classic pose captures a student's smiling face and creates a natural, relaxed feel for students and a fabulous picture for families.

With a variety of backgrounds, including multiple options for parents to choose from, there is something for everyone.



Our proprietary software automates the photography process and assures that the subject is centered, as well as adjusts for head size, hair color, and skin tone. Our standard background is also designed to complement all skin tones, hair colors, and clothing choices.

The district can choose the background they'd like for student service records, and individual yearbook advisers can choose the background they'd like for their yearbook.

ALL IMAGES ARE CENTERED & ADJUSTED FOR YEARBOOK CONSISTENCY



LIFETOUCH SPRING PROGRAM

A perfect complement to the traditional Fall portrait, Lifetouch's Spring Portrait program offers a variety of looks that showcase each student's unique personality.

With our casual, studio-style looks for these pictures, students have more freedom to create a look that's truly their own. From modern studio-like backgrounds to environmental and kid-friendly designs, spring portraits complete the family's school-year portrait collection.



CLASS COMPOSITE

A Class Composite is a great complement to our Individual portrait program. Group class composites provide students and parents with a great memory keepsake of the students in their class. Choose from a variety of themes or colors to make your class composite pop!



LIFETOUCH YEARBOOK PROGRAM

Yearbooks and school pictures go hand in hand. With Lifetouch, school pictures automatically flow to the Lifetouch Yearbook website, making yearbook building easier than ever.

YEARBOOK WEBSITE

Build your book faster, and when needed, use the support of Lifetouch resources to help you build your school yearbook! Lifetouch has predesigned themes and templates for easy, quick creation.

Lifetouch Community Upload allows staff and families to share images directly from their mobile devices to the Yearbook website.

ADVISER RESOURCES

Lifetouch eases the role of Advisers by providing resources to keep them informed and educated about yearbooks, including webinars, online galleries, adviser calendars, and more.



SUPPORT FROM DAY ONE

Rest assured, you'll have everything you need to support your students, teach them the "ins and outs" and inspire them to greatness. Experienced local representatives are right behind you every step of the way and can provide one-on-one guidance.

YEARBOOK ORDERING AND PAYMENT



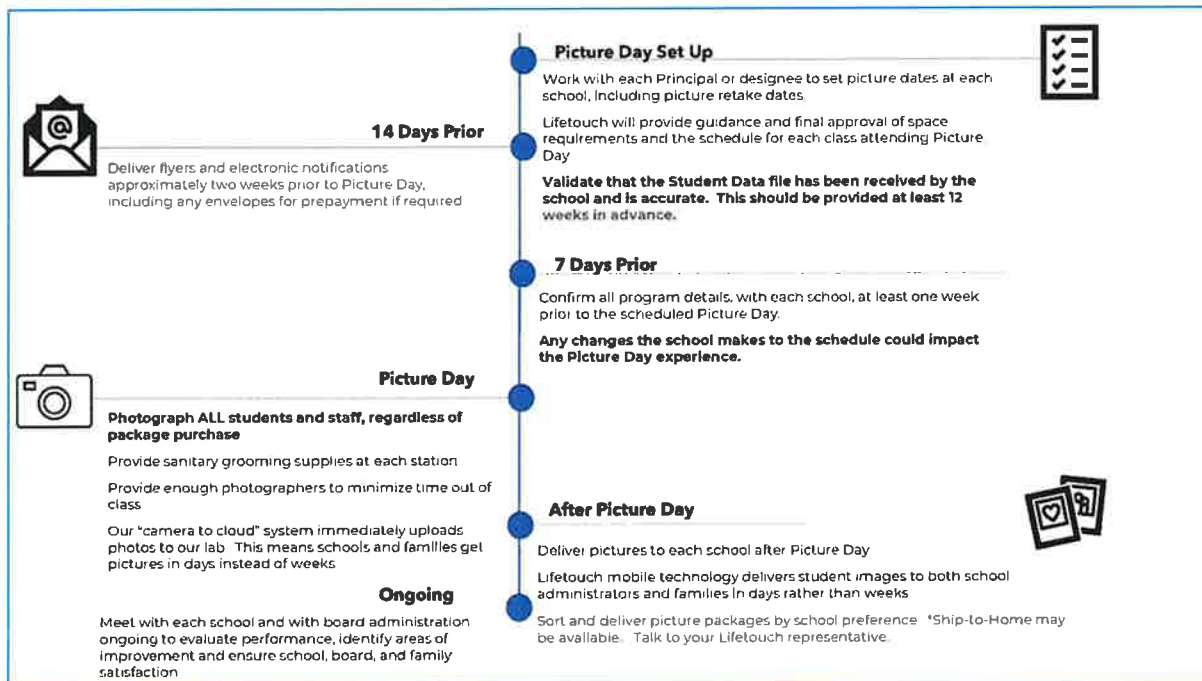
YBPay online ordering lets families purchase yearbooks and upgrades with ease, while **Sales Tracker** lets you track the results. **Sales Tracker** is a component of the Online Yearbooks website and is the "hub" for all yearbook sales activity.

SHUTTERFLY PRINTING

Lifetouch Yearbooks leverage state-of-the-art Shutterfly printing and manufacturing to ensure the highest quality.

PICTURE DAY PROCESS

A great Picture Day starts with a plan! The Lifetouch Picture Day Process provides schools with a detailed plan of what to expect to ensure a flawless Picture Day.



Lifetouch will make every effort not to reschedule picture dates after the original picture days are scheduled, and special priority will be given to campuses in exclusive district agreements.

Schools should provide student data twelve weeks in advance in order to avoid any changes to Picture Day dates.

In the event that we are unable to honor the picture days originally scheduled, we will partner with campus and district leadership to find a solution (and resolution).

Booking Future Events: After retake dates, which are typically about six weeks after Picture Day, Lifetouch will follow up to check customer satisfaction, verify products and materials were received, and schedule picture dates for the next school year.

LIFETOUCH ID SOLUTIONS

School should be a safe and secure learning environment and School IDs help you with this goal and more. Lifetouch offers standard ID cards, from elementary through high school, featuring student and staff school pictures. With traditional printed IDs, Lifetouch offers flexible options including printing onsite, and rollover IDs and schools can print replacement IDs through the Lifetouch Portal



Lifetouch ID solutions guarantee:

- Barcode compatibility with your software
- A long-lasting, tamper-resistant photo and barcode
- Delivered to your school, sorted to your specifications.

Digital Student ID Cards, in partnership and powered by Minga, are the solution for today's modern world. Schools can seamlessly replace old, plastic cards. Digital IDs allow schools to integrate with other modules or systems and are available to high schools.

Lifetouch provides flexibility with this solution: If schools choose this option, student IDs will be digital only, however, we can still provide physical Staff IDs. Additionally, schools within a district can select the option that works best – *digital IDs are available for high schools, but physical IDs will still be used for elementary and middle school students.*

Students can access their Digital ID Card instantly, at any time, and from any device. You can instantly update ID information such as name, student photo, stickers, and more all from a central interface, and never worry about reprinting again.



**NO WAITING
NO PRINTING
NO DISTRIBUTING
NO FORGETTING
NO LOSING
NO REPRINTING
NO HASSLE**

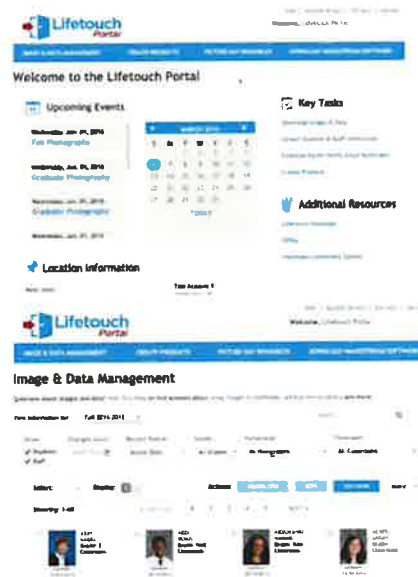
LIFETOUGH PORTAL

The Lifetouch Portal gives both district-level and school-level access to all your Lifetouch services in one convenient and secure location. It is available at no cost to every Lifetouch school partner.

The Lifetouch Portal was created to provide schools and districts with a faster, easier, and safer way to manage data and student images.

Prior to Picture Day, you can safely and securely upload student data for Picture Day.

After Picture Day, use the Portal to view and manage student images and create personalized products for school use.



The Power of the Lifetouch Portal! With the Lifetouch Portal staff can download templates, and seating charts, and manage the student ID process. You can also create and print student recognition certificates.



Lifetouch

PRICING + INCENTIVES

In response to the bid specifications, Lifetouch can offer the following package options, based on the needs of [Weeping Water PS](#).

OPTION 1

Including one (1) composite per school, student/staff ID cards, vouchers, and complimentary products/services listed herein.

<p>Non-Buyer Package \$0.00</p> <ul style="list-style-type: none"> 1 – Proof Sheet 2– SmileSafe Kids Safety Cards 1 – Shutterfly Gift Voucher(\$15-\$25 value)* <p>Build-Your-Own \$17.99</p> <p>Individual sheets are available for you to build your own custom package</p> <p>Standard Package \$36.99</p> <ul style="list-style-type: none"> 1– 8 x 10 Portrait 4– 5 x 7 Portraits 2 – 3 x 5 Portraits 8 – 2 x 3 Wallets 1 – 8 x 10 Class Picture (Elementary Only) Hi-Res Digital Image/Free Image Storage on Shutterfly 1 – \$30 Shutterfly Coupon* 1 – 8 x 11 Shutterfly Memory Book* 2 – SmileSafe Kids Safety Cards 	<p>Digital Only \$36.99</p> <ul style="list-style-type: none"> Hi-Res Digital Image & Free Image Storage on Shutterfly Background Choice Options Name Personalization 1 – Premium Retouching 1– \$30 Shutterfly Coupon* 1 – 8 x 11 Shutterfly Memory Book* 2– SmileSafe Kids Safety Cards <p>Plus Package \$56.99</p> <ul style="list-style-type: none"> 1 – 8 x 10 Portrait 4 – 5 x 7 Portraits 2 – 3 x 5 Portraits 8 – 2 x 3 Wallets 1 – 8 x 10 Class Picture (Elementary Only) Hi-Res Digital Image & Free Image Storage on Shutterfly 1 – Basic Retouching Background Choice Options Name Personalization 1 – \$30 Shutterfly Coupon* 1 – 8 x 11 Shutterfly Memory Book* 2 – SmileSafe Kids Safety Cards 	<p>Basic Package \$19.99</p> <ul style="list-style-type: none"> 2 – 5 x 7 Portraits 2 – 3 x 5 Portraits 4 – 2 x 3 Wallets 1 – 8 x 10 Class Picture (Elementary Only) Hi-Res Digital Image & Free Image Storage on Shutterfly 1– \$30 Shutterfly Coupon* 1 – 8 x 11 Shutterfly Memory Book* 2– SmileSafe Kids Safety Cards <p>Premium Package \$79.99</p> <ul style="list-style-type: none"> 1 – 8 x 10 Portrait 4 – 5 x 7 Portraits 2 – 3 x 5 Portraits 8 – 2 x 3 Wallets 1 – 8 x 10 Class Picture (Elementary Only) Hi-Res Digital Image & Free Image Storage on Shutterfly 1 – Premium Retouching Background Choice Options Name Personalization 1 – \$30 Shutterfly Coupon* 1 – 8 x 11 Shutterfly Memory Book* 2 – SmileSafe Kids Safety Cards
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Sample of A La Carte Items – Full List of Items Can Be Found Online			
(8) 2x3 wallets	\$17.99	(4) Variety 3x5	\$17.99
(4) 3x5	\$17.99	(8) Variety 2x3	\$17.99
(2) 5x7	\$17.99	Variety Special (4 Variety 3x5, 8 Variety 2x3)	
(1) 8x10	\$17.99		\$26.99

OPTION 2

Including student/staff ID cards, vouchers, and complimentary products/services listed herein. Package includes school composites:

- A poster composite for each elementary class which includes the principal, teacher and students
- A poster composite of Bright Arrows Childcare, Weeping Water Elementary, Weeping Water Middle School, Weeping Water High School, and of the Weeping Water Public Schools
- Five composite booklets of students with names

<p>Non-Buyer Package \$0.00</p> <p>1 – Proof Sheet 2– SmileSafe Kids Safety Cards 1 – Shutterfly Gift Voucher(\$15-\$25 value)*</p> <hr/> <p>Build-Your-Own \$19.99</p> <p>Individual sheets are available for you to build your own custom package</p> <hr/> <p>Standard Package \$41.99</p> <p>1– 8 x 10 Portrait 4– 5 x 7 Portraits 2 – 3 x 5 Portraits 8 – 2 x 3 Wallets 1 – 8 x 10 Class Picture (Elementary Only) Hi-Res Digital Image/Free Image Storage on Shutterfly 1 – \$30 Shutterfly Coupon* 1 – 8 x 11 Shutterfly Memory Book* 2 – SmileSafe Kids Safety Cards</p>	<p>Digital Only \$41.99</p> <p>Hi-Res Digital Image & Free Image Storage on Shutterfly Background Choice Options Name Personalization 1 – Premium Retouching 1– \$30 Shutterfly Coupon* 1 – 8 x 11 Shutterfly Memory Book* 2– SmileSafe Kids Safety Cards</p> <hr/> <p>Plus Package \$59.99</p> <p>1 – 8 x 10 Portrait 4 – 5 x 7 Portraits 2 – 3 x 5 Portraits 8 – 2 x 3 Wallets 1 – 8 x 10 Class Picture (Elementary Only) Hi-Res Digital Image & Free Image Storage on Shutterfly 1 – Basic Retouching Background Choice Options Name Personalization 1 – \$30 Shutterfly Coupon* 1 – 8 x 11 Shutterfly Memory Book* 2 – SmileSafe Kids Safety Cards</p>	<p>Basic Package \$26.99</p> <p>2 – 5 x 7 Portraits 2 – 3 x 5 Portraits 4 – 2 x 3 Wallets 1 – 8 x 10 Class Picture (Elementary Only) Hi-Res Digital Image & Free Image Storage on Shutterfly 1– \$30 Shutterfly Coupon* 1 – 8 x 11 Shutterfly Memory Book* 2– SmileSafe Kids Safety Cards</p> <hr/> <p>Premium Package \$84.99</p> <p>1 – 8 x 10 Portrait 4 – 5 x 7 Portraits 2 – 3 x 5 Portraits 8 – 2 x 3 Wallets 1 – 8 x 10 Class Picture (Elementary Only) Hi-Res Digital Image & Free Image Storage on Shutterfly 1 – Premium Retouching Background Choice Options Name Personalization 1 – \$30 Shutterfly Coupon* 1 – 8 x 11 Shutterfly Memory Book* 2 – SmileSafe Kids Safety Cards</p>
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Sample of A La Carte Items – Full List of Items Can Be Found Online			
(8) 2x3 wallets	\$19.99	(4) Variety 3x5	\$19.99
(4) 3x5	\$19.99	(8) Variety 2x3	\$19.99
(2) 5x7	\$19.99	Variety Special (4 Variety 3x5, 8 Variety 2x3)	\$29.99
(1) 8x10	\$19.99		

A La Carte Items are priced based on No Package Purchase.

Free Image Storage subject to terms and conditions.

**\$30 Shutterfly Coupon, Gift Voucher, and Gift with Purchase offers are subject to change.*

COMPLIMENTARY PRODUCTS + SERVICES FOR SCHOOLS

Product/Service	Description	Retail Value	Cost to District
Lifetouch Portal Access	This web-based interface allows schools and districts to securely share student data with Lifetouch and download Picture Day images.	\$150 Per Year	\$0
Parent Notify	This communication tool allows schools to send automated email reminders to parents about Picture Day and yearbook sales.	\$100 Per Year	\$0
Printers	Lifetouch will provide 1 printer per Middle School (2 printers total) to print IDs.	\$2000 Per Printer	\$0
Photo Labels	A sheet of four photo labels will be provided to your administrative staff for every student photographed.	\$.50 Per Sheet	\$0
Staff ID Cards	Every Staff member photographed will receive one complimentary ID card.	\$3.50 Per Card	\$0
Staff Digital Images	Every Staff member photographed can claim their free digital image on Shutterfly.	\$15 Per Image	\$0
Lifetouch Scholarship Packages	For your families in need, we will provide vouchers to be used at the district or school's discretion.	Basic Package Price	\$0
Yearbook Images – Digital Access	Formatted images will be provided for school yearbook production, ensuring optimal image quality.	\$75 Per School	\$0
Staff Wall Composites	A Wall Composite can be provided at no cost consisting of the entire staff.	\$300 Each	\$0
Principal's Album	The Principal's Album contains class group or class composite images of the school classrooms for the Principal's reference.	\$35 Each	\$0

FOR FAMILIES

Product/Service	Description	Retail Value	Cost to District
Shutterfly Photo Storage	When families purchase qualified packages on mylifetouch.com, their digital images will be stored on Shutterfly for no additional cost and can be downloaded.	\$12 Per Family *Per Year	\$0
SmileSafe Child Safety Cards	Two (2) complimentary SmileSafe cards will be provided to each student photographed, regardless of purchase.	\$5 Per Card	\$0
SmileSafe Child Safety Card *Digital Download	A complimentary digital download of the SmileSafe Child Safety Card is available for each student photographed.	\$2 Per Download	\$0
Lifetouch Rewards Program	Families who order online can enroll to receive a free Shutterfly gift valued at \$29.99 or more upon enrollment. Families will then receive ongoing discounts as they make more purchases. \$29.99 for enrolling in the program + 10% Discounts. Estimated Per Year	\$29.99+ Per Order	\$0
Parent Volunteer Packages	Parent volunteers will receive a complimentary picture package to reward parents who offer to assist our photographers on Picture Day. *Value may vary	TBD- Based on Basic Package	\$0
ID Cards	Every student photographed will receive one complimentary ID card.	\$3.50 Per Card	\$0

LIFETOUGH IMPLEMENTATION PROCESS

Implementation Team + Activities

Here are a few of the teams and activities that will help make the transition to Lifetouch seamless.

OUR COMMITMENT

Provide local resources to implement and operate your business.

Understand your specific needs to ensure a stress-free Picture Day.

Communicate and provide quick resolution to any issues.

Look for ways to improve our service and quality.

Thank you for the opportunity,

Your Local Lifetouch Team



Compliance

Work with the district to complete any legal and compliance documents. Common documents include Service Agreement, Certificate of Insurance, and Data Confidentiality.

Documents are reviewed by the Lifetouch Compliance Team, so we request at least 30 days' notice to review and provide signatures by an authorized executive.

Technology + Data Management

Obtain student data needed for Picture Day and related services. As a part of this process, we will get users set up on the Lifetouch Portal and Yearbook website and provide training.

Ongoing training and support of our technology is always available to our schools.

Photography Operations

Attend a site survey and meet with staff to discuss Picture Day Logistics. These activities help us determine any special logistics or accommodations needed to execute a flawless Picture Day.

This is when we will determine the number of photographers needed for Picture Day and begin planning our staffing.

Customer Service

In addition to the local Account Team, Lifetouch has our Customer Service team to assist schools and families.

Lifetouch has dedicated phone numbers for each. Families can also use our online chat feature to ask questions.

Continuous Improvement

The local account team will hold regularly scheduled meetings with staff to review our service, identify areas of improvement, and plan for upcoming services. These meetings, often held monthly, also include an Annual Business Review.

Lifetouch also provides schools with surveys after Picture Day and Picture Delivery to gain feedback.

VALUE FOR FAMILIES

THE BEST THINGS IN LIFE ARE FREE. When families purchase school photos from Lifetouch, they receive benefits beyond the image, including free gifts. Here are a few ways that families will benefit:

LIFETOUCH REWARDS

We make sure all families receive the best value when making picture purchases. Through our Lifetouch Rewards program, each family receives:



- A Shutterfly gift valued at **\$29.99** or more upon enrollment
- 10% discount on additional purchases for every \$65 spent
- Stacking options on coupons for even greater value
- Exclusive offers and benefits throughout the year

There is no cost to join the Lifetouch Rewards Program and the extras start immediately. In fact, once you sign up you'll receive a free gift from Shutterfly just for joining.

SHUTTERFLY GIFT WITH PURCHASE

Families will receive a free Shutterfly gift when they purchase a package on mylifetouch.com. The gift changes seasonally and includes products such as a free photo album and/or a coupon to be used at Shutterfly.com.



DO MORE WITH YOUR SCHOOL IMAGES



With **Lifetouch + Shutterfly** there are endless possibilities to create personalized gifts and keepsakes. When families purchase qualified packages on mylifetouch.com, their digital images will be stored on Shutterfly for no additional cost and can be downloaded. From there, families can access the full catalog of Shutterfly products to create customized products using school photo images.

COMMUNICATION + ORDERING

ONLINE ORDERING

MyLifetouch.com makes ordering school pictures faster, easier and more fun for everyone.

Users register with a unique Picture Day code found on their proof order sheet or Picture Day flyer. The Passcode, Record Number and Security Key are unique for each student and allow for a single individual to claim the image(s). Once claimed, registered users can invite others to view and order. With our expansive product catalog, customers can order prints and products.



PARENT NOTIFY

The #1 reason parents miss out on getting their child's school picture is because they didn't know about Picture Day. Parents are busy and need multiple reminders – and prefer to receive them digitally.

Parent Notify is a Lifetouch tool that automatically reminds parents about Picture Day on behalf of your school, reducing questions and saving you time.

SATISFACTION GUARANTEE

If families are not satisfied with their photos for any reason, they may return them on Retake Day and we will re-photograph them at no additional charge. If they are still not pleased, they may return retake photos and we will refund their entire purchase price.



SAMPLE OF PACKAGES OFFERED

Physical samples will be mailed separately. We have also provided digital samples, as displayed below, for your reference.

A sample of 8x10, 5x7, and 2x3 (wallets) have been provided, along with a sample of a Lifetouch variety package, which contains 3x5 and 2x3 photos. These images are available to all families in elementary, middle school, and high school.



With Lifetouch, families can select from predetermined packages or create their own packages. Families can choose from a variety of backgrounds and enhancements, including name, grade, and year.



When families order pictures online, they will see the package options (example below) or can select individual products.

PACKAGE DETAILS:

1 - 8x10 4 - 5x7 2 - 3x5 8 - 2x3 Wallets

15 Prints Delivered

1 Digital Images on **Shutterfly**

PACKAGE INCLUDES: 1 Standard Background

SECURITY + SAFETY BENEFITS

LIFETOUCH SMILES SAFE PROGRAM

Lifetouch is the only photography company partnered with the National Center for Missing and Exploited Children.

Our team provides the student's most current picture to law enforcement authorities. Every student photographed by Lifetouch receives a complimentary SmileSafe ID card and a free digital download of this card for easy access.



EMPLOYEE BACKGROUND CHECKS

All Lifetouch employees are required to pass an extensive background check through First Advantage.

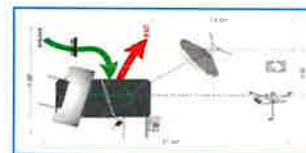


The check includes a search of criminal records in all counties across the United States where the individual lived during the previous seven years, a search of sex offender registries in states where available, and a driving record search.

Lifetouch complies with all state and local required screening of employees working in your school. **We take great pride that our team has passed the required background checks and is authorized to work in your school/facility.**

ADA COMPLIANCE

Lifetouch camera sets are compliant with the Americans with Disabilities Act (ADA). Our setup prevents cords from obstructing traffic areas of students. We also avoid bulky props or stools to allow for a safe and secure open floor plan.



CREDIT CARD SECURITY

Every year, an auditor certifies that we meet or exceed the credit card industry's strict standards for use. **That means when it's time for parents to pay for photography and yearbooks, they can be assured that their information is secure.**

ATTESTATION OF PCI COMPLIANCE

Lifetouch processes payments through retail locations using approved PED devices and is PCI compliant. Attestation of PCI compliance can be provided upon request.

DATA PRIVACY PLAN

Highlights of the Lifetouch Data Security Plan. The full Data Governance Policies and Procedures can be shared upon request.



Lifetouch complies with federal, state, and local data security and privacy requirements. As a service provider of staff and student photography for the schools we serve, Lifetouch acknowledges its obligations under the federal Family Educational Rights and Privacy Act (FERPA), as well as applicable state laws.



Lifetouch uses a variety of safeguards to protect School Data. Lifetouch has implemented a variety of physical, technical, and organizational security measures to help protect School Data from unauthorized access and use. These safeguards are in place and focus on our facilities, networks, personnel, and enterprise-wide policies.



Lifetouch limits the disclosure of student data to authorized recipients. Lifetouch limits disclosure of student data to the individuals and organizations that have a legitimate interest in the data or who help Lifetouch fulfill our contracts with schools and districts.



Lifetouch sets strict security requirements for our third-party vendors. Lifetouch does not use third-party contractors to photograph students or manufacture our products. However, Lifetouch may use vendors to help provide our services (for example, data management). All Lifetouch vendors who have access to School Data are required to implement the same data privacy commitments.



Lifetouch has robust privacy and security training programs for all employees who handle School Data. Lifetouch has a robust internal team of dedicated privacy professionals, including the Lifetouch Privacy Office and the Lifetouch Information Security Office, who is responsible for ensuring that Lifetouch employees abide by all relevant laws when handling School Data.



Lifetouch has a comprehensive response plan for managing data security and privacy incidents and notifying our schools and regulators. The Lifetouch Privacy Office and Lifetouch Information Security Office work in tandem to maintain a robust incident management program designed to ensure compliance with all statutory and contractual breach notification obligations.



Lifetouch securely disposes of school data when it is no longer needed. School Data is securely destroyed on demand by the school, or in the ordinary course of business when no longer needed to provide school services. Families who purchase products or services from Lifetouch will still have access to their images.

INSURANCE

During the term of the agreement, we agree to maintain, at our expense, insurance coverage of the types and limits reflected on the attached certification of insurance in full force and effect with a company that has an A.M. Best rating of not less than A-, VII. Commercial general liability insurance shall include you as additional insured and require thirty (30) days' notice of cancellation.

Further, our insurance will be primary, and any insurance maintained by you shall be excess and non-contributory. We agree to waive and shall require our insurer to waive its right of subrogation in your favor solely with respect to workers' compensation insurance.

ACORD		CERTIFICATE OF LIABILITY INSURANCE		DATE (MM/CC/YYYY) 06/30/2023															
<p>THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.</p> <p>IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).</p>																			
PRODUCER Aon Risk Services Central, Inc. Winnego's MN office 5600 West 83rd Street 8200 Tower, Suite 1100 Winneapolls MN 55437 USA			CONTACT NAME: PHONE (A/C, Int. Ext.): (866) 283-7322 FAX (A/C, Int.): (800) 363-6305 E-MAIL ADDRESS: ADDRESS:																
INSURED Shutterfly LLC Shutterfly Lifetouch LLC 11000 Viking Drive Eden Prairie MN 55344 USA			INSURER(S) AFFORDING COVERAGE <table border="1"> <tr> <th>INSURER</th> <th>AMOUNT</th> </tr> <tr> <td>INSURER A: Zurich American Ins Co</td> <td>16531</td> </tr> <tr> <td>INSURER B: American Zurich Ins Co</td> <td>40142</td> </tr> <tr> <td>INSURER C:</td> <td></td> </tr> <tr> <td>INSURER D:</td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </table>			INSURER	AMOUNT	INSURER A: Zurich American Ins Co	16531	INSURER B: American Zurich Ins Co	40142	INSURER C:		INSURER D:		INSURER E:		INSURER F:	
INSURER	AMOUNT																		
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INSURER B: American Zurich Ins Co	40142																		
INSURER C:																			
INSURER D:																			
INSURER E:																			
INSURER F:																			
COVERAGES CERTIFICATE NUMBER: 570094248010 REVISION NUMBER:																			
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS. Limits shown are as requested																			
TYPE	TYPE OF INSURANCE	ACQ. DATE	POLICY NUMBER	POLICY EFF. DATE (MM/CC/YYYY)	POLICY EXPI. DATE (MM/CC/YYYY)	LIMITS													
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PERIOD <input type="checkbox"/> LOC <input type="checkbox"/> OTHER		GLO104083608	06/30/2023	06/30/2024	EACH OCCURRENCE \$2,000,000 "SUMMER TO RETIREES" \$500,000 MED EXP (Any one person) \$5,000 PERSONAL & ADV INJURY \$2,000,000 GENERAL AGGREGATE \$4,000,000 PRODUCTS - COMP/OP AGG \$4,000,000 Deductible \$250,000													
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY <input type="checkbox"/> AUTO ONLY		HAP 1040839 08	06/30/2023	06/30/2024	COMBINED SINGLE LIMIT (Per accident) \$2,000,000 BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident) Deductible \$500,000													
	<input type="checkbox"/> UMBRELLA LIMB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIMB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION					EACH OCCURRENCE AGGREGATE													
A	<input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROVISION FOR PARTNERS/EXECUTIVES OFFICERS/MEMBERS EXCLUDED? (Mandatory in MN) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N/A	WC104083706 WC104083608	06/30/2023 06/30/2023	06/30/2024 06/30/2024	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$1,000,000 E.L. DEFERRED EMPLOYER \$3,000,000 E.L. DEFERRED POLICY LIMIT \$1,000,000													
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)																			
CERTIFICATE HOLDER Shutterfly, LLC Shutterfly Lifetouch, LLC 11000 Viking Drive Eden Prairie MN 55344 USA			CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE <i>Aon Risk Services Central, Inc.</i>																

ACORD 25 (2016/03)

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LIFETOUCH GIVES BACK

HELPING CREATE A BRIGHTER FUTURE

Partnerships

Lifetouch believes in giving back to the schools and communities we serve. Each of these organizations supports a mission statement that aligns with our goal to be a partner in education. Lifetouch is the Official Photographer of AASA, NAESP, and the National PTA. We also provide in-kind photography, sponsor conferences and speakers for professional development, and sponsor the National Blue Ribbon School ceremony.

In the past decade alone, Lifetouch has sponsored 50 national conferences, 40 recognition conferences, and over 200 single-day events. Our goal is to positively impact educators in all communities across the United States, and we are proud to partner with the following organizations:



Lifetouch supports education, not only through these partnerships but also through the support of individual schools and districts including:

- Each year we proudly donate thousands of picture packages to students across the country because we believe every child deserves a school picture to commemorate the year.
- Graduating Seniors can apply to be awarded one of three Prestige Student Scholarships. Since the inception of the scholarship program, we have proudly handed out dozens of scholarships to deserving students.
- Provide Memory Packages to honor students and staff who have passed away during the school year.
- Provide complimentary digital images for all teachers and staff. This image can be used for networking and professional development purposes.
- SmileSafe cards are given to all students, regardless of purchase, so that if they should go missing Law Enforcement has a current picture of the child.

Lifetouch Memory Mission®: Build A School. Change Lives.

Our support of education has a global reach. Since 2000, Lifetouch has organized week-long trips traveling to different destinations around the world. We bring hope through serving others, building relationships, and inspiring others to do good. After the trip volunteers are filled with gratitude and view life through a different lens.



“ Volunteer Quote

I am principal of a school that is majority Guatemalan immigrants. The community hike was so powerful and transformational for me. It gave us a window into the families' everyday lives and allowed me to connect more with my students back home after seeing and experiencing the place where many of them had come from. **Tom Payton, Principal Riverhead, NY**

Volunteers have helped rebuild a village in war-ravaged Kosovo, established a children's center in Jamaica, constructed a bridge in the land of the Navajo in Arizona, built a school in the Dominican Republic, and repaired a school damaged by Hurricane Maria in Puerto Rico.

No week is complete without photographing the families and providing the children with school pictures. For many, it is the first and likely, only photograph they will ever own. ***2024 is the last year of our Memory Mission. We look forward to sharing more information soon on how we will impact our communities through new initiatives.**

Memory Mission: By the Numbers



THANK YOU

Your Lifetouch team wants to thank the [Weeping Water Public Schools](#) for the opportunity to present our photography services for your consideration. We are very proud of our past accomplishments and, like you, we pride ourselves on hard work and dedication to making every project a great success.

We, too, are willing to roll up our sleeves, collaborate in seeking the best ideas, and let the talent in the room naturally bring us to a higher level of design, production, and distribution of your schools' and families' needs.

Sincerely,

The entire Lifetouch team



Proposal
For
School Portraits

Presented
To
Weeping Water Public Schools

By
Martin Photography



Martin Photography is excited for the opportunity to present the Weeping Water Public Schools with our proposal for school portraits. With over 50 years of trusted experience, Martin Photography is a locally owned, family business dedicated to partnering with over 100 schools to create memories that last a lifetime. Our company is very honored to have received the National Association of Elementary School Principals (NAESP) Friends of Education Award for our contributions to schools in the state of Nebraska. You can feel secure that our permanent, full-time photographers are trained to work with school age children and are recognized by students and faculty year after year. The professionalism and expertise of our photographers is reflected in the quality of our school portraits. Our company is committed to providing the Weeping Water Public Schools with personal touches by offering the following quality products and services **FREE OF CHARGE**:

- **School Administration System Photos** - Photos of all students and staff. Photos will be formatted accordingly to operate with your school administrative system.
- **Student Service Photo Stickers** - Color sticker photos of students with adhesive backing. Ideal for student cumulative files, records and projects.
- **Student Photo Directory** - 5 directories of student and staff photographs complete with names and grades.
- **Student & Staff ID Cards** - Available with barcodes and designed with school colors.
- **School Day Portraits** - Remember the school years. The authentic school day individual portrait. Capture the memories that last a lifetime.
- **Class Composites** – A Class Composite will be provided for Elementary students.
- **Add-On Products** – The Add-On Options may be purchased separately – you **do not** need to order a package to purchase one of these products!
- **Yearbook Photos** - Photos formatted to the PSPA guidelines required by yearbook companies.
- **Yearbook Kits** - Complete Color yearbook kits are available.
- **Wall Composites** - Each individual student and staff member will be featured on this wall composite. Display this proudly on your school wall.
- **Digital Portrait Enhancements and Items** - Professional digital cameras and lighting are used to capture the images which allow us to view each student image and to offer special enhancements and products.
- **Complimentary Faculty and their Children Portraits** - As a token of appreciation for their help, all faculty and their children will receive a complimentary portrait package F. In addition, all classroom teachers will receive a class composite.
- **Satisfaction Guarantee** - As always, retakes and refunds available upon request.

SCHOOL PICTURE AGREEMENT

MARTIN PHOTOGRAPHY
9819 South 168th Avenue - Suite 6C
Omaha, NE 68136
(402) 333-3393
Toll Free (866) 837-5023
martinschoolpics@aol.com
www.martinschoolphotography.com

Weeping Water Public Schools

School: Weeping Water Public Schools

Phone: 402-267-2445

Address: 204 West O Street

City: Weeping Water

State: NE

Zip Code: 68463

MARTIN PHOTOGRAPHY is granted the privilege to photograph the students of the above school for the years of 2024—2027.

It is agreed that all pictures taken will merit the approval of the school administrators or sponsoring group.

PACKAGES	A	B	C	D	E	F
8 X 10	2	1				
5 X 7	2	2	2	1		
3 X 5	2	2	2	2	2	2
Wallets	4	4	4	4	2	
Exchange	16	16	16	8	12	8
Digital Image	1					
Selling Price	\$40.00	\$35.00	\$30.00	\$25.00	\$20.00	\$15.00

AS ALWAYS, SATISFACTION GUARANTEED!

Approved By: _____

Representative: Tod Martin

Date: _____

Servicing Nebraska schools for over 50 years!

Recommendations

With over 50 years of servicing more than 100 Nebraska schools, Martin Photography encourages you to contact the following references who can speak to the superior level of service we consistently provide. Additional references available upon request.

Travis Lightle
Gretna Public Schools
Gretna, NE
(402) 332-3265

Dr. Greg Tiemann
Millard West High School
Omaha, NE
(402) 715-6000

Kenny Loosevelt
York Middle School
York, NE
(402) 362-6655

Michelle Patterson
Sunset Hills Elementary School
Omaha, NE
(402) 390-6480

Michelle Rezek
Hamlow Elementary School
Waverly, NE
(402) 786-2341

Paul Sheffield
Exeter-Milligan Schools
Exeter, NE
(402) 266-5911

Rick Lester
Johnson County Central Schools
Tecumseh, NE
(402) 335-3330

Lisa Fye
Crete Intermediate School
Crete, NE
(402) 826-5833

Bethany Kreager
Cather Elementary School
Omaha, NE
(402) 715-1315

Elizabeth Stutzman
Friend Public Schools
Friend, NE
(402) 947-2781

Jarred Royal
Syracuse High School
Syracuse, NE
(402) 269-2381

Lisa Schroeder
Meadows Elementary School
Ralston, NE
(402) 331-4843

Brian Hoover
Nebraska City High School
Nebraska City, NE
(402) 873-3360

Jan Martin
Ashland Park-Robbins Elementary School
Omaha, NE
(531) 299-1020

Mark Porter
Wisner-Pilger Elementary School
Wisner, NE
(402) 529-6465

Matt Rice
Norris Middle School
Firth, NE
(402) 791-0020

Our Mission

*Honor the values of
each person,
capture
Cherished
Memories,
and celebrate
their legacy.*

Weeping Waters Public Schools

Digital Solutions

SCHOOL • SPORTS • DANCE



Weeping Water Public Schools / Bright Arrows Childcare
Student/Staff Picture Bid Information

About Weeping Water Public Schools

Weeping Water Public Schools is a small public school located in Southeast Nebraska (30 minutes south of Omaha / 30 minutes east of Lincoln). There are approximately 300 students and 70 staff members who will need photos.

Length of the contract

The contract will be for three school years starting with 2024/2025 school year and ending with the 2026/27 school year.

Minimum Requirements

- The photographer will photograph all staff members and all Pre-K through 12th grade students at Weeping Water Public Schools.
- The photographer will photograph all staff members and all children at Bright Arrows Childcare.
- **Two dates** each school year.
 - The first date for original photos should be before September 30th.
 - The second date for retakes should be within 30 days of when the original pictures are given to the students.
- The photographer will provide all forms and envelopes outlining the packages available to students and parents. These should be provided to the school buildings a minimum of 2 weeks prior to each photography session.
- A website that allows parents to order photos online. Prices and packages should be same as offered via the paper form.
- The packages are to be alphabetized by grade and available no later than one month from the sitting. The photographer will also provide personnel to take all monies and will responsible for settling all complaints. A make-up day for retakes and absent students will be scheduled by the school in conjunction with the photographer.

The following items must be included in the bid at no additional charge to the district:

- Student and Faculty ID cards for all students
 - ID Cards must comply with state requirements.
- Electronic download of student and faculty pictures for each building as well as additional copies for the district office and the yearbook staff. The minimum/maximum size of the pictures will be provided to the photographer prior to the event. The pictures must be a .jpg format and linked to the student number provided so they can be imported in the school's student information system.
- A poster composite for each elementary class which includes the principal, teacher and students.
- A poster composite of Bright Arrows Childcare, Weeping Water Elementary, Weeping Water Middle School, Weeping Water High School, and of the Weeping Water Public Schools. These posters should be suitable for framing, have the name of the school and individual pictures of all of the students attending that building (or the entire district).
- Five composite booklets of students with names.
- Employees and their children will receive a minimum package free of charge. (Please designate what package will be provided to staff and their children if it is other than the minimum.)

If your company offers additional items that may not be included in this bid, please list them in the bid with any additional cost. These items will be considered in the decision.

The bid should clearly outline:

- A listing of the different packages with prices. Any additional options/services available to parents should be outlined and priced.
- Any incentives beyond those listed above available to the school district.
- All costs associated with this bid regardless of if the parents or the school district incurs them.
- Any projected increases in costs from year one to years two and three.
- If your business does not specialize in school photography, please provide letters of recommendation from customers similar to ours.

Bid Submission Deadline

- Proposals are due at the Weeping Water Central Office by noon on Friday, March 8, 2024. Proposal can be mailed to:

Weeping Water Public Schools
ATTN: Superintendent
204 West O Street
Weeping Water, NE 68463

or emailed to: kreiman@weepingwaterps.org

Acceptance / Rejection of proposals

- Cost is not the only factor upon which a bid will be accepted or rejected. Other factors such as quality, ability to provide services, photo options, and recommendations will also be considered.
- The Weeping Water Board of Education is scheduled to make a final decision on a photographer at the March 18, 2024 regular meeting. The meeting is at the Weeping Water Public Schools Conference Room at 6:00pm.
- The Board of Education reserves the right to reject all proposals and continue with the current provider.
- The Board of Education reserves the right to delay a decision on a photographer beyond the March 18th meeting.

Questions

Questions or clarifications concerning the bid requirements or process should be directed to Superintendent Kevin Reiman. He can be reached at (402)267-2445 or via email at kreiman@weepingwaterps.org.

Letter of Introduction

Weeping Water Public Schools
ATTN: Kevin Reiman, Superintendent
204 West O Street
Weeping Water, NE 68463

Dear Kevin,

On behalf of Digital Solutions, we are pleased to submit the following response to Weeping Waters Public Schools request for proposal.

Digital Solutions has a proven ability to customize the services and products being offered and is confident that we can handle any and all specific objectives and requirements of your district. Digital Solutions is prepared to provide the best services and products to your district for the following reasons:

- Our company profile focuses on high volume photography as well as portrait photography
- We employ industry-leading technology and techniques including 48-hour turn around from capture to order.
- We have a customer satisfaction rate of 99%
- Unmatched customer service when compared to other photography companies
- Heavily invested in our clients and in the community in which we live

We are excited to announce that Digital Solutions will be the school photographer for Lincoln Public Schools. We will be opening a full service studio in Lincoln to serve the southeast Nebraska.

Our team and I look forward to discussing our proposal with you.

Thank you again for the opportunity to serve you and Weeping Waters Public Schools.

Sincerely,

John Gallagher
sales@dsschools.com
308-455-7891

Digital Solutions

SCHOOL • SPORTS • DANCE

(402) 844-0004 • www.dsschools.com
support@dsschools.com



Scan to shop



PLACE YOUR ORDER SECURELY
ONLINE AT:
www.DSSchools.com

Check out additional items available only online!
A otros artículos disponibles sólo en línea.

PORTRAIT PACKAGES | PAQUETES DE RETRATOS

PACKAGE | PAQUETE A

2 - 8x10
4 - 5x7
4 - 3½x5
8 - 2½x3½ Wallets | Carteras

\$49

Digital Download INCLUDED! ¡INCLUYE DESCARGA DIGITAL!

PACKAGE | PAQUETE B

1 - 8x10
2 - 5x7
4 - 3½x5
8 - 2½x3½ Wallets | Carteras

\$41

PACKAGE | PAQUETE C

2 - 5x7
4 - 3½x5
8 - 2½x3½ Wallets | Carteras

\$36

8x10 Class Composites Are Included With All Orders For Elementary Students. Composites Are Delivered To School After Retake Day Upon School Approval.

Las composiciones de clase de 8x10 se incluyen en todos los pedidos para estudiantes de primaria. Las composiciones se entregan a la escuela después del día de de retomar fotos.

PACKAGE | PAQUETE D

Digital Download | Descarga Digital

\$32

PERSONALIZATION NOT AVAILABLE
PERSONALIZACIÓN NO DISPONIBLE

PACKAGE | PAQUETE E

2 - 5x7
2 - 3½x5
4 - 2½x3½ Wallets | Carteras

\$30

PACKAGE | PAQUETE F

2 - 3½x5
4 - 2½x3½ Wallets | Carteras

\$17

BUILD YOUR OWN PACKAGE AVAILABLE ONLY ONLINE | CONSTRUYA SU PROPIO PAQUETE DISPONIBLE SÓLO EN LÍNEA

A LA CARTE ITEMS | ARTÍCULOS DE ESPECIALIDAD

- | | | | |
|--|------|--|------|
| H 4x6 Metal Desk Print Retrato Metalico 4x6 | \$24 | P 8x10 Portrait Retrato 8x10 | \$17 |
| I (4) Wallet Magnets | \$18 | Q 8x10 Reflection Print Impresión de la reflexión 8x10 | \$17 |
| J (3) Key Fobs (3) - Llavero | \$16 | R (2) 5x7 Portraits (2) 5x7 Retratos | \$17 |
| K Dog Tag Placa de identidad | \$18 | S (8) 2½x3½ Wallets (8) 2½x3½ Carteras | \$17 |
| L Deluxe Keychain Llavero Deluxe | \$18 | T (16) Exchange Wallets (16) Carteras de cambio | \$17 |
| M Ceramic Mug Taza de ceramica | \$22 | U 8x10 Elementary Class Composite Composicion de Clase 8x10 | \$15 |
| N Fun Pak Paquete divertido | \$17 | V Personalization (First Name/School Year) Personalización (nombre / año escolar) | \$10 |
| O Facial Retouch Retoque Facial | \$16 | W (2) 3½x5 Portraits (2) - Retratos 3.5x5 | \$9 |

PERSONALIZATION FOR PRINTED PICTURES (STANDARD WALLETS AND LARGER) ONLY
PERSONALIZACIÓN PARA FOTOS IMPRESAS (CARTERAS ESTÁNDAR Y MÁS GRANDES) SOLAMENTE

MORE BACKGROUND CHOICES AVAILABLE ONLY ONLINE! | ¡MÁS OPCIONES DE FONDO DISPONIBLES SÓLO EN LÍNEA!



By participating in picture day, you give your child(ren)'s school, and Digital Solutions permission to use photographs of your child(ren) for publicity, advertising, publishing, and for any product or services including school software.

Al participar en el día de la fotografía, usted da permiso a la escuela de su(s) hijo(s) y a Digital Solutions para utilizar las fotografías de su(s) hijo(s) para publicidad, anuncios, publicaciones y para cualquier producto o servicio, incluyendo el software escolar.

Order Online on or before Picture Day - Save 5%. Use Code FALL23
Ordene en línea el día de la foto o antes - Ahorre un 5%. Usa el código FALL23

ONE ORDER FORM PER STUDENT.

STEP 1 | PASO 1 Student/Parent Information: Información para padres y alumnos

Student's Name | El nombre del estudiante Grade | Grado

Parent's Name | Nombre de los padres

Parent's Telephone Number | Teléfono

Parent's Email | Correo electrónico

Parent contact information used only for school picture notifications.
Información de contacto de los padres utilizada únicamente para notificaciones de fotos escolares.

STEP 2 | PASO 2 Select your method of payment. Opción de Pago.

CASH Exact amount ONLY. EFECTIVO SOLO CANTIDAD EXACTA

CHECK Payable to Digital Solutions. CHEQUE Pago a Digital Solutions

STEP 3 | PASO 3 Select your packages & items. Seleccione su paquetes y artículos.

Package Paquete	Qty	Price	Total
Package A Paquete A		\$49	\$
Package B Paquete B		\$41	\$
Package C Paquete C		\$36	\$
Package D Paquete D		\$32	\$
Package E Paquete E		\$30	\$
Package F Paquete F		\$17	\$

Pkg	Ala-Carte Items	Qty	Price	Total
				\$
				\$
				\$

STEP 4 | PASO 4 Select your background | Selección de fondo

Background CBI is the FREE background choice. If selecting a different background, Add \$3.00 to your grand total. If no background is selected, CBI will be used.
Fondo CBI es la opción de fondo gratuita predefinida. Si selecciona un fondo diferente, agregue \$3.00 a su gran total. Si no se selecciona un fondo, se utilizará CBI.

BACKGROUND | FONDO

Background Selection Total | Selección de fondo total

GRAND TOTAL

NSF charge of \$35 will apply on all returned checks. Sales tax included in pricing.
Se aplicará un cargo NSF de \$35 a todos los cheques devueltos.
Impuesto sobre las ventas incluido en el precio.

Orders will arrive at the school in 3-4 weeks
Los pedidos llegarán a la escuela en 3-4 semanas

Please cut here. Insert form with Cash or Check inside the provided envelope. | Por favor corte aquí. Inserte el formulario con Efectivo o Cheque dentro del sobre provisto.

- 5 Star Customer Service
- Streamlined processes
- Singular company for all photo needs
- Drive innovation to solve school photo requirements
- Full Service photography & design departments

WHAT WILL WE DO FOR YOUR SCHOOL?

WE SERVICE



**ID /
YEARBOOK**



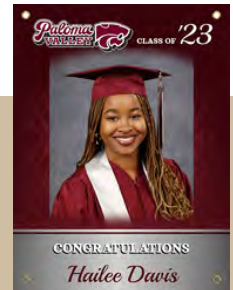
SENIORS



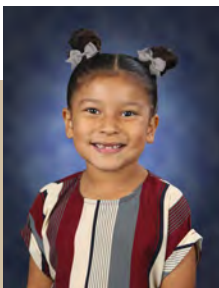
SPORTS



**GRADS /
SPECIAL
EVENTS**



**SPECIALTY
PRODUCTS**



FALL



SPRING

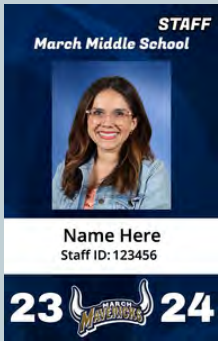


PROMOTION



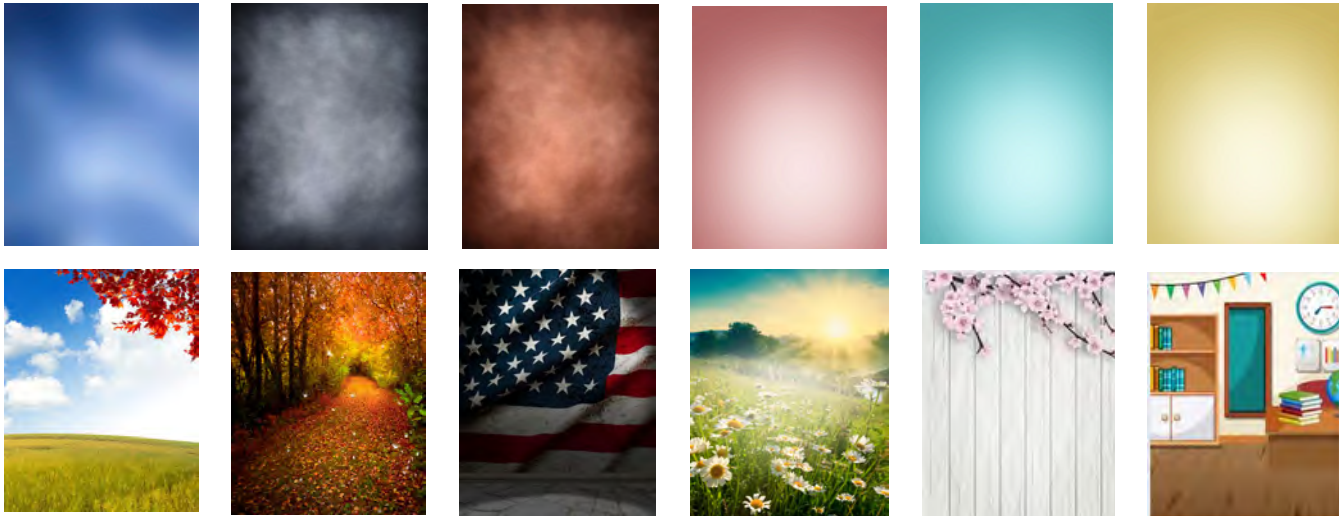
PANORAMIC PHOTOS

FALL & SPRING PORTRAITS



- On-site fall and spring portraits services for students and staff
- Class composites available
- Printed Proofs after photo day for parents to view and order
- Digital marketing after photo day
- Orders ship directly home

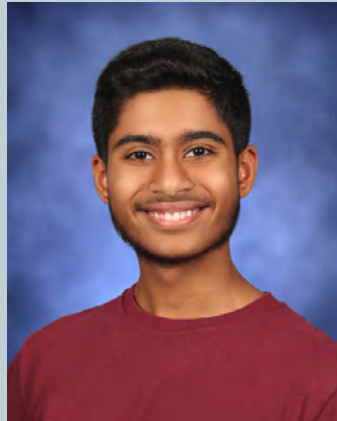
Variety of Backgrounds to choose from makes it fun to order!



📞 402-844-0004

✉️ Support@dsschools.com

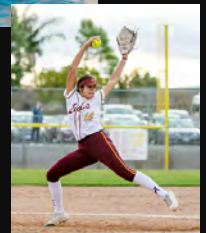
ID / YEARBOOK

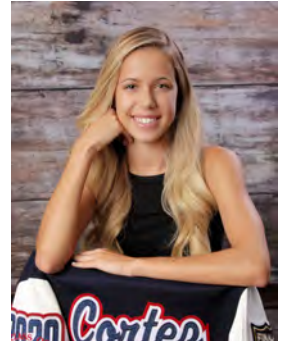
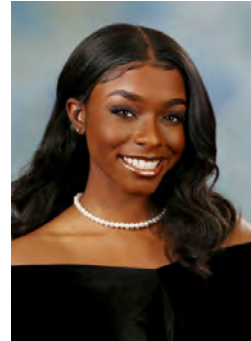


- On-site ID and yearbook photo services for students and staff
- Custom ID cards for every school
- Rollover and on-site printing capabilities allow for efficient and convenient distribution of ID cards
- Specialty & Activity Cards
- Digital ID Card capabilities
- ID Printers and Supplies available at no cost

SPORTS

- Action Photography: Games/Special Sports Events
- Team and Individual "Sportraits"
- Specializing in indoor & outdoor locations
- Natural light/Composited designs
- Flexible ordering process
- Fundraising opportunities





SENIOR PORTRAITS

- Indoor and outdoor sessions with multiple outfit changes and various poses
- With a focus on customization and convenience, we provide a personalized and stress-free photography experience for seniors
- We collaborate with Yearbook Advisors to ensure a seamless process and provide marketing materials to promote senior sessions
- Sessions to fit everyone's budget and desires



Our Values

Honesty

Empathy

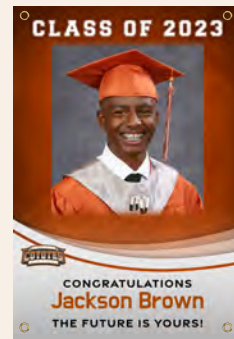
Authenticity

Respect

Trust

SPECIALTY PRODUCTS

- Class / Staff panoramic prints 8"x20"
(Direct sale or bulk purchase by school)
- 2'x3' Graduation banners
- 18x24 coroplast (yard) signs
- "Big Head" prints
- Window Perf designs (school beautification)
- Fundraising opportunities



GRADUATIONS

- Industry leading facial recognition software
- 48 hour turnaround on most graduations
- Handshake step & repeat/candid photos
- Orders placed online, shipped directly home





Digital Solutions
SCHOOL • SPORTS • DANCE

Our Vision

Create lasting memories to connect families, inspire and lead future generations and foster strategic partnerships within our schools and communities.



On September 11, 2001, our journey began. As our country's landscape changed forever, Cherished Memories was born in Southern California.

We started small by creating video montages for special events and partnering with photographers to help post photos online. Over time, we fell in love with photography and in 2004, we pivoted to focus exclusively on that.

Fast forward to today, we are proud to have grown into a full-service photography studio with multiple locations across the country. Our studios provide a family friendly space that is equipped with the newest technologies to ensure you have the best customer experience. We strive to provide exceptional service while capturing Cherished Memories that will last a lifetime!

In 2021, we reached an exciting milestone merging Digital Solutions into the Cherished Memories Family. This strategic move allowed us to expand our services to Nebraska and provide cutting-edge photography services for families across the country.

Thank you for believing in *Cherished Memories* to be your trusted photography partner.

Mike Norkin, CEO & Owner

Our Story



📞 402-844-0004 ✉ Support@dsschools.com

805 S Willow, Norfolk, NE 68701
dsschools.com



To Whom It May Concern,

East High hired Digital Solutions this past school year to take our pictures for the year on a trial basis. We have worked closely with Jerry and the rest of his family. I can tell you that we have been very happy with all of their work that they have done and we will be resigning for next school year and most likely longer. They completely worked with all of our crazy requirements for pictures and have been very responsive with any concerns we have had.

The family aspect of this business is great, we had all hands on deck for our registration days. We had not a single family waiting for pictures. They are easy to work with, flexible, and they effectively communicate their ideas. They have been a true game-changer in how we will handle school pictures in the future.

If you have any additional questions or need clarification, please feel free to contact me.

Best regards,

Amber Franco
Administrative Assistant
Principal Richard Todd
East High School
francoa@live.siouxcityschools.com

(712) 274-4000 ext. 3112

East High School
3200 S. Cypress St.
Sioux City, IA 51106
Phone (712) 274-4000
Fax (712) 274-4670
Website: www.ehs.siouxcityschools.org





SCHOOL DISTRICT NO. 13-1

"Together We Connect, Inspire and Achieve"

Administrative Services

Damon R. Alvey, Superintendent

1001 E. Main Street Vermillion SD 57069

Phone: 605-677-7000

Fax: 605-677-7002

www.vermillion.k12.sd.us

February 11, 2021

To Whom It May Concern:

I am writing this letter of support for Digital Solutions, who provides the photography services for the Vermillion School District in Vermillion South Dakota. We are a four-campus school district serving about 1260 students K-12 and another 140 staff members. Our relationship began a few years ago when Jerry and Van visited our school district in an effort to gain our business as a school photographer. At the time we were under contract with another provider, but we were not super excited about that partnership. In our discussion they understood our situation and patiently waited for us to consider a change. There were no high-pressure sales or such tactics to earn our business, which I appreciated.

When the time came to review our photography needs, I was able to visit with Jerry and Van and explain once again why I was dissatisfied with our current provider. They offered me solutions and schools I could contact to see if they were the right fit for our school district. Upon visiting with other schools, I found that they were what I suspected from our conversations. Jerry and Van offered quality services and competitive pricing. They also offered a variety of options for our students and were able to meet the needs of our school with some incentives such as name tags, free picture packets for our staff, etc., which our staff appreciated. While we have only had Digital Solutions for one year, they have proven themselves to be a good and honest partner. We received a quality product with no issues for the school and our parents received the picture product they expected. We will continue our partnership with Jerry and his crew as the experience has been positive.

I recommend that you visit with Digital Solutions for your photography needs and they will earn your business and respect. I am pleased that we were introduced at a time when I was considering a change. If you have further question, feel free to contact me at 605-677-7000.

Sincerely,

A handwritten signature in black ink that reads "Damon R. Alvey". The signature is written in a cursive style.

Damon R. Alvey
Superintendent



BATTLE CREEK PUBLIC SCHOOLS

ELEMENTARY: 305 S. 4th ST. P.O. BOX 190 BATTLE CREEK, NE 68715-0190 FAX: 402: 675-5020
JR./SR. HIGH SCHOOL: 605 W. MARTIN ST. P.O. BOX 100 BATTLE CREEK, NE 68715-0100 FAX: 402-675-1038

February 2021

Dear Norfolk Public Schools:

This letter is one of a positive recommendation for Jerry Nemec with Digital Solutions of Norfolk. I have known Jerry for the past 4 years as his business of Digital Solutions has provided the Battle Creek Public School District with school pictures with great success.

Digital Solutions provided us with great service, prices, and quality. Jerry and his staff are very professional and worked very well with each of our schools. Since we have been with digital solutions, we have had less parent complaints, and fewer retakes. Digital Solutions online process has been very convenient for our school and parents to register and pay for the school pictures.

We are very pleased with the quality and service that Digital Solutions has provided us over the past 4 years. I would enjoy the chance to talk in more detail if you have any further questions.

Sincerely,

Jeff Heimes

Jeff Heimes
Battle Creek Public Schools
Secondary Principal



Home of the Vikings

Board of Education
Jerry Jaixen
Chad Anderson
Keith Runge

Lakeview Community Schools
3744- 83rd Street
Columbus, NE 68601
Phone- 402-564-8518
Dr. Aaron Plas- Superintendent

Board of Education
Ryan Loseke
Eric Stuthman
Jeremy Sprunk

February, 16th 2021

To Whom It May Concern:

As the Principal at Lakeview Jr Sr. High one of my duties is to organize school pictures for the Lakeview Community School district. I have worked with multiple photography companies in the past, however my experience working with Digital Solutions photography has by far been the best.

Digital Solutions photography staff is very professional and they do an exceptional job of working with our students. From my experience they have done an excellent job of communicating, organizing, and helping our administrative staff plan for school pictures.

The most important thing that sets Digital Solutions apart from other photography companies I have worked with in the past is that they are flexible and work with the school to meet the needs of the school district. I highly recommend Digital Solutions Photography for your school pictures. If you are not satisfied with your current photography company I would give Digital Solutions a try, I think you will be happy you did!

Steve Borer

Principal 7-12
Lakeview Jr Sr. High School

Lakeview Jr.-Sr. High School
3744 - 83rd Street
Columbus, NE 68601
Steve Borer - Principal
Jake Shadley - Assistant Principal/Activities
Kurt Frenzen - JH Dean of Students
Dan Krueger - JH Activities Director
Phone: 402-564-8518
Fax: 402-564-5209

Platte Center Elementary
Box 109 (155 Platte St.)
Platte Center, NE 68653
Quentin Witt -Principal
Phone: 402-246-3465

Shell Creek Elementary
16786 - 280th Street
Columbus, NE 68601
Erin Craven - Principal
Phone:402-564-8008



"Together We Aspire, Act, and Achieve"

Brian Field, Superintendent

301 West Maple
Beresford, SD 57004-2160
Phone (605) 763-4293
Fax (605) 763-5305

February 16, 2021

To Whom It May Concern,

I am writing this letter of recommendation and support on behalf of Mr. Jerry Nemec who owns and operates Digital Solutions in Norfolk, Nebraska. Their expertise is in photography and videography.

Since our schools were closed this past spring (March through May, 2020), we worked with Digital Solutions to take an individual portrait of each of our senior graduates with their diploma. They also recorded and produced a virtual graduation ceremony video that was available as an embedded link to all of our seniors, their family members and friends, staff, and community on May 16, 2020. We received many excellent comments on the virtual graduation ceremony and their production was of the highest quality. All of our seniors received an individual portrait and a class of 2020 composite.

This school year (20-21), our District entered into contract with Digital Solutions as our official school portrait photographer and we were very happy with their dedication and service to our students, families, and schools. They take great pride in building quality relationships with our administrative team and schools. They are very well organized, efficient, and their work is of the highest quality. Their prices are affordable and their turnaround time is excellent as well.

Digital Solutions portrait photographers have excellent people skills and they have the keen ability to interact in a positive manner with students of all ages. I give Jerry Nemec, Digital Solutions, and their school portrait photographers and videographers my highest praise and recommendation! You will be most impressed with their people skills and quality service! You will not be disappointed!

If you have any questions, please feel free to contact me. My email address is Brian.Field@k12.sd.us and my phone numbers are 605-763-4292 (school) and 605-751-9102 (cell).

Sincerely,

Brian Field, Superintendent
Beresford School District

Nodland-Sunnyside Elementary School

2700 So. Maple Street

Sioux City IA 51106

Ph. (712) 274-4047

RE: Digital Solutions

To Whom It May Concern:

I was asked to write a recommendation letter for Digital Solutions. Nodland-Sunnyside Schools have used Digital Solutions for several years now for our school photographs. This year they did make a change. They now take photos digitally, with no packets or forms being sent to the schools. Parents receive the proofs and make their purchase decisions. They are now providing two photographers at each of our buildings, which speeds up the time needed to photograph all students. These changes were appreciated by both staff and parents.

When there is a concern, the parents just call Digital Solutions and it is taken care of. They did add a local office, which is also a huge plus regarding a quick turnaround time for any questions.

We had a family that lost their home in a recent house fire. I called the Digital Solution office and they were going to print out past years photos of the children so they would be able to have those memories. Not every company would go above and beyond to help a family that was in need.

I would not hesitate to recommend Jerry Nemec and his crew to provide your school photography needs.

Sincerely,

C. Posey

Nodland-Sunnyside Elementary



North Middle School
2101 Outer Dr. North | Sioux City, IA 51108
Ph: 712-279-6804
www.siouxcityschools.org



James Cline | Principal
E: clinej@live.siouxcityschools.com

Emily Lloyd | Assistant Principal
E: lloyde@live.siouxcityschools.com

Zach Davis | Assistant Principal
E: davisz@live.siouxcityschools.com

December 15, 2023

For the last two school years, I have been in charge of the Fall school pictures at North Middle School in Sioux City, Iowa. Digital Solutions has been essential in making our picture day a success. There is a lot of preparation that goes into school picture day and I truly appreciate the guidance I have received from the staff of Digital Solutions. Their team of skilled photographers are patient and respectful with our students and staff. They are able to accommodate our large number of students in a limited time frame, ensuring that students are not missing out on instructional time.

Sharing their expertise not only during the picture taking process but equally as important has been the support help I have received from Celina, Jennifer and Stephanie just to name a few. I have appreciated the quick response time for my many emails and phone calls.

The Digital Solutions team has been incredibly helpful and I am grateful to have such a knowledgeable group of people ready to assist our needs.

I look forward to our continued working relationship knowing that Digital Solutions is doing everything they can to make my job easier for me.

Respectfully,


Regina Lantz
Registrar
North Middle School
Lantzr1@live.siouxcityschools.com

NEW AGREEMENT RENEWAL

PRESCHOOL ELEMENTARY SCHOOL JR/MIDDLE SCHOOL HIGH SCHOOL

SCHOOLNAME: _____ ENROLLMENT: _____ STAFF #: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____ PHONE: _____

WEBSITE: _____

MAIN CONTACT: _____ EXT: _____ EMAIL: _____

CONTACT 2 - TITLE: _____ EXT: _____ EMAIL: _____

CONTACT 3 - TITLE: _____ EXT: _____ EMAIL: _____

SPORTS CONTACT: _____ EXT: _____ EMAIL: _____

YEARBOOK CONTACT: _____ EXT: _____ EMAIL: _____

PORTRAIT DAY CONTACT: _____ EXT: _____ EMAIL: _____

DATA CONTACT: _____ EXT: _____ EMAIL: _____

STUDENT INFORMATION SYSTEM USED: _____ SCHOOL YB PROVIDER: _____

THIS AGREEMENT IS FOR THE _____ SCHOOL YEAR(S).

PICTURE DAY EVENTS

- FALL PORTRAITS (ORIGINAL): _____
- FALL PORTRAITS (MAKEUP): _____
- SPRING PORTRAITS: _____
- SPORT PORTRAITS: _____
- PANORAMIC: _____
- PROMOTION: _____
- OTHER: _____

INCLUDED ITEMS

YEARBOOK PROGRAM

YES

NO

NOTES OR SPECIAL REQUESTS

Digital Solutions agrees to provide all photography services selected on our agreement above. The terms of this agreement are not subject to change by either party unless by written consent by the School and Digital Solutions. The terms of this agreement can be extended every year with Digital Solutions automatically.

School Representative Name (Print)

Date

Digital Solutions Representative Name (Print)

Date

School Representative Name (Signature)

Date

Digital Solutions Representative Name (Signature)

Date