

---

---

**APPROVAL OF THE EVERGREEN SCHOOL AND BMS PICTURE CONTRACTS**

---

**Background**

The administration is recommending approval of a school picture services contract with Color Portrait Services, including student portrait photography and full-color printing. The vendor will provide comprehensive photography services, including individual student portraits, staff photos, and related imaging services made available for purchase by families.

**Financial**

There is no direct cost to the District associated with this contract. The vendor operates on a revenue model based on optional purchases by families (e.g., portrait packages). As part of the agreement, the District will receive a 20% commission on sales.

Because this agreement generates revenue for the District, Board approval is required in accordance with District policy and standard financial oversight practices.

**RECOMMENDATION:**

The Administration recommends approval of the school picture contract with Color Portrait Services as presented.



401 Cornell Ave Barrington, IL 60010  
Phone : 847-382-7505 - Ext. 7 Fax : 847-382-4835

*Important Extensions and E-mails*

John Wine                      Sales      Ext: 314      johnw@colorportraits.com  
Claire LaBelle                Support    Ext: 334      claire@colorportraits.com

Dear Principal and Picture Day Coordinator,

Color Portraits, Inc., would like to thank you for your business this past year and look ahead to the next school year. In an effort to secure your dates for next year, we have reserved these dates on our **2026-2027** calendar. They have been based off your picture days from the **2025-2026** school year. We realize these dates may require some adjustments when considering your school calendar. If the below dates will work, please sign and email a copy of this document to Claire. If there are changes that need to be made, please email Claire.

**School Picture Contract**

<b>School Name</b>	Evergreen Elementary School
<b>School Enrollment</b>	445
<b>School Contact</b>	Ms. Sarah Smith - Principal
<b>Fall</b>	Tuesday, September 22, 2026      20 %
<b>Fall Retake</b>	Tuesday, October 27, 2026      20 %

*We are looking forward to serving your picture needs in the coming year!*

Signature: Sarah Smith                      Date : 3/26/26

**Thank You,  
John**



401 Cornell Ave Barrington, IL 60010  
 Phone : 847-382-7505 - Ext. 7 Fax : 847-382-4835

*Important Extensions and E-mails*

John Wine                      Sales      Ext: 314      johnw@colorportraits.com  
 Claire LaBelle                Support    Ext: 334      claire@colorportraits.com


Dear Principal and Picture Day Coordinator,

Color Portraits, Inc., would like to thank you for your business this past year and look ahead to the next school year. In an effort to secure your dates for next year, we have reserved these dates on our **2026-2027** calendar. They have been based off your picture days from the **2025-2026** school year. We realize these dates may require some adjustments when considering your school calendar. If the below dates will work, please sign and email a copy of this document to Claire. If there are changes that need to be made, please email Claire.

**School Picture Contract**

<b>School Name</b>	Benjamin Middle School	
<b>School Enrollment</b>	275	
<b>School Contact</b>	Dr. Michael Fitzgerald - Principal	
<b>Fall</b>	Thursday, August 27, 2026	20 %
<b>Fall Retake</b>	Friday, October 02, 2026	20 %
<b>8th Grad</b>	Wednesday, November 18, 2026	20 %
<b>8th Grad Retake</b>	Thursday, January 14, 2027	20 %

*We are looking forward to serving your picture needs in the coming year!*

Signature:  Date: 1-14-26

**Thank You,  
 John**