

Browning Public Schools  
**Board Agenda Request**  
Meeting To Be Held: 4/11/17



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**Recognition:**    Students                       Staff                       Parents  
**Information:**    Building Report                       Old Business                       Superintendent's Report  
**Action:**    Resignation                       Hiring                       Contract Service Agreements  
                     Travel Out-of-State                       Travel In State                       Approvals  
                     Termination                       Legal Matters                       Other:  
This action request pertains to  Elementary (only)                       High School/District Wide

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**Date:** 4/3/17

**To:**            **Board of Trustees**  
                    Browning Public Schools

**From:** Julie Hayes  
                    Title:    Principal, Browning Middle School

**Subject: Contract Service Agreement – SpectrUM Science Exhibit**

**Justification:** The Browning Middle School GEAR UP program is bringing in SpectrUM, a hands-on Science program, to Browning Middle School. SpectrUM will provide an evening family activity and an all-day activity for students to participate in a number of hands-on science stations. This activity will be paid by the Browning Middle School GEAR UP Program.

**Financial Impact: \$2,000.00 (Paid for by BMS GEAR UP).**

**Funding Source (Budget/grant, etc.):**

**Attachment(s):** Contract Service Agreement

**Approval:** Superintendent's Office/Finance/Personnel as applicable (Initial) \_\_\_\_\_

**Comments:** \_\_\_\_\_

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**Board Action:**    N/A (Info)     Approved     Denied     Tabled to: \_\_\_\_\_

Browning Public Schools  
**CONTRACT SERVICE AGREEMENT**  
(406) 338-2715 • (406) 338-3200

**Date:** 4/4/17

**Board Approval:** \_\_\_\_\_

**Contractor:** SpectrUM Discovery Area

**Phone:** (406) 728-7836

**Address:** 218 E. Front Street  
P.O. Box or Street Address

Missoula  
City

MT  
State

59802  
Zip

**Type of Project/Service** (be specific): Science Exhibit/Family Night Presentation

**Contracted Dates:** 4/19/17 to 4/20/17 # of Days = \_\_\_\_\_  
Rate per hour/per day: \$1,200 x \_\_\_\_\_ # of Days = \$1,200.00  
Per Diem/per day: \_\_\_\_\_ x \_\_\_\_\_ # of Days = \_\_\_\_\_  
Mileage: \_\_\_\_\_ miles @ \_\_\_\_\_ per mile = \_\_\_\_\_  
Other costs (explain): \$800 (uhaul rental/travel expenses) = \$ 800.00  
**Total Project Cost = \$2,000.00**

**Contract to be paid from:**  
115-50-471-2213-330-677

**Independent Contractor:**

- Submit invoice on completion  
 Other \_\_\_\_\_

Employee:

- Submit timesheet through payroll

The above terms and conditions constitute an agreement by and between the contractor and the Browning Public Schools for the contractor to render services, as indicated. In the event of non-completion of services or other unforeseen problems, this agreement shall be changed accordingly.

\_\_\_\_\_  
**Contractor's Signature**

\_\_\_\_\_  
**Principal/Supervisor**

\_\_\_\_\_  
**SSN/Federal ID Number/EIN**

\_\_\_\_\_  
**Superintendent**

An Independent Contractor must provide Browning Public Schools with a Federal ID Number, State Contractor License or sign an Independent Contractor's Exemption Application Affidavit waiving their rights under the Worker's Compensation Insurance and Unemployment Insurance for employees.

**White – Contractor**

**Yellow – Business Office**