

Browning Public Schools
Board Agenda Request
Meeting To Be Held: 06/13/17



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

Date: 6/6/2017

To: **John P. Rouse**
 Browning Public Schools

From: Jason Andreas
Title: Executive Director

Subject: **Contract Service Agreement - MAPS Movie Making Camp**

Description: Melanie Magee, Gear Up Coordinator, is requesting a contract service agreement with the MAPS Movie Making Camp to fulfill the Summer Gear UP Grant requirement. Students will attend the camp between June 19-23, 2017.

Financial Impact: \$ 10,000.00

Funding Source (Budget/grant, etc.): Gear Up Grant - 115.60.471.2213.330.680

Attachment(s): CSA

Approval: Superintendent's Office/Finance/Personnel as applicable (Initial) _____

Comments: _____

Board Action: ☐ N/A (Info) ☐ Approved ☐ Denied ☐ Tabled to: _____

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

Date: 5/19/17

Board Approval: _____

Contractor: MAPS Media Institute

Phone: (406) 381-7230

Address: 515 Madison Street
P.O. Box or Street Address

Hamilton
City

MT
State

59840
Zip

Type of Project/Service (be specific): MAPS Movie Making Camp

Contracted Dates: <u>6/19/17</u> to <u>6/23/17</u> # of Days	=	_____
Rate per hour/per day: <u>\$910</u> x <u>5</u> # of Days	=	<u>\$4,550</u>
Per Diem/per day: <u>\$380</u> x <u>5</u> # of Days	=	<u>\$1,900</u>
Mileage: <u>1028</u> miles @ <u>.5350</u> per mile	=	<u>\$ 550</u>
Other costs (explain): <u>\$3000 (equipment rental/on site location)</u>	=	<u>\$3,000</u>
Total Project Cost		= <u>\$10,000</u>

Contract to be paid from:
115-60-471-2213-330-680

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