

Browning Public Schools
Board Agenda Request
Meeting To Be Held: 07/25/18



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: 7/3/2018

To: **Corrina Guardipee-Hall**
 Browning Public Schools

From: Melanie Magee
Title: GEAR UP Coordinator

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

Description: Melanie Magee, Gear Up Coordinator, is requesting approval of a contract service agreement for the MAPS Movie Making Camp from July 16-20, 2018 for 7th – 12th graders at Browning Middle School.

Financial Impact: \$ 10,000.00

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

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: 7/2/18 **Board Approval:** _____
Contractor: MAPS Media Institute **Phone:** (406) 381-7230
Address: 515 Madison Street Hamilton MT 59840
P.O. Box or Street Address City State Zip

Type of Project/Service (be specific): MAPS Movie Making Camp for 7th – 12th graders at Browning Middle School

| | | |
|--|---|----------------|
| Contracted Dates: <u>7/16/18</u> to <u>7/20/18</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 = \$10,000

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

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