

Browning Public Schools  
**Board Agenda Request**  
Meeting to Be Held: 7/26/17



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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:**        7/20/17

**To:**        **Corrina Guardipee-Hall**  
                    Superintendent of Schools

**From:**    Stacy Edwards  
**Title:**    Business Office Manager

**Subject: Purchase over \$5,000**

**Justification (District Goals): Board of Trustees Policy #7320 calls for board approval of any purchases over \$5,000.**

**Financial Impact: See below**

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

**Attachment(s):** Purchases orders and quotes

PO#23486 Black Mountain	\$15,248.00	Administration-Annual Maintenance Agreement
PO#23487 Radisson Colonial	\$ 5,337.80	MPDG Summer Conference
PO#23475 Classroom Direct	\$ 5,211.87	KW Vina Classroom Supplies
PO#23473 Superior Business	\$ 6,562.05	Food Service/Warehouse/Copy Center
PO#23570 Supply works	\$ 5,591.30	KW Vina - Automatic Scrubber
PO#23572 Infinite Campus	\$16,242.40	Technology - Annual License Fee
PO#23574 High Point Networks	\$ 8,274.00	Technology - Security Switches
PO#23650 3-Rivers	\$11,930.32	KW Intercom System

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

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

**Bill To:****BROWNING PUBLIC SCHOOLS**PO Box 610  
Browning, MT 59417-0610

<b>To:</b>	
Vendor	7919
PHONE	(800)353-8829
FAX	(406)883-1029
BLACK MOUNTAIN SOFTWARE 145 SOUTHLAKE CRESCENT, STE 1 POLSON, MT 59860	

**Notes**Annual Maintenance for software  
Requisition #:26571  
Approved by: CORRINA, STACY, BOARD**PURCHASE ORDER****PO #:** 23486

Page: 1

Date Issued 07/13/17

<b>Ship To:</b>
BROWNING ADMINISTRATION BUILDI 129 1ST AVENUE SE BROWNING, MT. 59417 406-338-2715

Ship Via STANDARD  
Requested by S EDWARDS  
Approved by CORRINA  
Orgn. District Wide

Item #	Description	Quantity	UOM	Unit Cost	Total Cost
	annual maintenance	1.000		15248.0000	15248.00
126- 90-160-2510-340	11436.00				
226- 90-160-2510-340	3812.00				
				<b>Total</b>	<b>15248.00</b>

**INSTRUCTIONS TO SUPPLIER**

1. Please furnish above order less any educational discounts.
2. This P.O. will be voided if not shipped within 60 days of order date.
3. Purchase order number must appear on all documents and packages.
4. Ship all merchandise F.O.B. "Ship To" address. Prepay and bill shipping charges.
5. Do not mail invoices to "Ship To" address.
6. Do not attach invoice to carton containing merchandise.

**Bill To:****BROWNING PUBLIC SCHOOLS**

PO Box 610  
 Browning, MT 59417-0610

**PURCHASE ORDER****PO #: 23487**

Page: 1  
 Date Issued 07/13/17

<b>To:</b>	
Vendor	2998
PHONE	(406) 443-2100
FAX	(406) 442-0301
RADISSON COLONIAL HOTEL HELENA 2301 COLONIAL DRIVE HELENA, MT. 59601	

<b>Ship To:</b>
K. W. BERGEN/VINA CHATTEN ELEM 210 1ST AVENUE SW BROWNING, MT. 59417 406-338-2756

Ship Via STANDARD  
 Requested by T.TATSEY  
 Approved by JERI  
 Orgn. Curriculum Department

**Notes**

MPDG Summer Conf.  
 HELENA  
 August 6-10, 2017

Requisition #:26584  
 Approved by: JERI, STACY, BOARD

Item #	Description	Quantity	UOM	Unit Cost	Total Cost
36418768	Valerie After Buffalo	1.000	EA	410.6000	410.60
115- 5-465-2213-582- 180					
36418761	Cheri Dauphinais	1.000	EA	410.6000	410.60
115- 5-465-2213-582- 180					
36418755	Sheila Grady	1.000	EA	410.6000	410.60
115- 5-465-2213-582- 180					
36418758	Carol Grant	1.000	EA	410.6000	410.60
115- 5-465-2213-582- 180					
36418757	Kelley Sharp	1.000	EA	410.6000	410.60
115- 5-465-2213-582- 180					
36418756	Ruth Shea	1.000	EA	410.6000	410.60
115- 5-465-2213-582- 180					
36418773	Megan Adams	1.000	EA	410.6000	410.60
115- 5-465-2213-582- 180					
36484839	Tonia Tatsey	1.000	EA	410.6000	410.60
115- 5-465-2213-582- 180					
36418770	Corrina Guardipee-Hall	1.000	EA	410.6000	410.60
115- 5-465-2213-582- 180					
36418771	Cherie Show	1.000	EA	410.6000	410.60
115- 5-465-2213-582- 180					
36418772	Brandy Bremner	1.000	EA	410.6000	410.60
115- 5-465-2213-582- 180					
36418767	Jessi Edward	1.000	EA	410.6000	410.60
115- 5-465-2213-582- 180					

**Bill To:****BROWNING PUBLIC SCHOOLS**

PO Box 610  
Browning, MT 59417-0610

<b>To:</b>	
Vendor	2998
PHONE	(406) 443-2100
FAX	(406) 442-0301
RADISSON COLONIAL HOTEL HELENA 2301 COLONIAL DRIVE HELENA, MT. 59601	

**Notes**

MPDG Summer Conf.  
HELENA  
August 6-10, 2017

Requisition #:26584

Approved by: JERI, STACY, BOARD

**PURCHASE ORDER****PO #:** 23487

Page: 2

Date Issued 07/13/17

<b>Ship To:</b>
K. W. BERGEN/VINA CHATTEN ELEM 210 1ST AVENUE SW BROWNING, MT. 59417 406-338-2756

Ship Via STANDARD  
Requested by T.TATSEY  
Approved by JERI  
Orgn. Curriculum Departme

Item #	Description	Quantity	UOM	Unit Cost	Total Cost
36485852	Sydney St. Goddard	1.000	EA	410.6000	410.60
115- 5-465-2213-582- 180					
Total					5337.80

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**Bill To:****BROWNING PUBLIC SCHOOLS**

PO Box 610  
 Browning, MT 59417-0610

**PURCHASE ORDER****PO #: 23475**

Page: 1  
 Date Issued 07/13/17

**To:**

Vendor 3149  
 PHONE (888) 388-3224  
 FAX (800) 628-6250  
 CLASSROOM DIRECT  
 MB UNIT 67-3106  
 CHICAGO, IL. 60695-3106

**Ship To:**

K. W. BERGEN/VINA CHATTEN ELEM  
 210 1ST AVENUE SW  
 BROWNING, MT. 59417  
 406-338-2756

Ship Via STANDARD  
 Requested by B. BREMNER  
 Approved by TONIA  
 Orgn. KW Bergen/Vina Chatte

**Notes**

Brandy B. Building  
 Order 2017-18  
 Promo Code:  
 Requisition #:26530  
 Approved by: TONIA, STACY, BOARD

Item #	Description	Quantity	UOM	Unit Cost	Total Cost
1437698	Scotch Tape	4.000	EA	27.1700	108.68
126- 10-120-1700-610					
1375274	Scotch Shipping Tape	2.000	EA	16.7700	33.54
126- 10-120-1700-610					
061059	School Smart Staples	12.000	EA	0.9700	11.64
126- 10-120-1700-610					
1369957	Bic Ball Point Pen-Blue	10.000	EA	2.8700	28.70
126- 10-120-1700-610					
1533767	Officemate Binder Clips	9.000	EA	2.9700	26.73
126- 10-120-1700-610					
090668	School Smart Rubber Ball	9.000	EA	2.1700	19.53
126- 10-120-1700-610					
1369956	Bic Ball Point Pen-Black	10.000	EA	2.8700	28.70
126- 10-120-1700-610					
040548	Post it Notes 12 pk	9.000	EA	5.8700	52.83
126- 10-120-1700-610					
1004744	Expo Vis A Vis	10.000	EA	8.8700	88.70
126- 10-120-1700-610					
089077	Sharpie Pk of 36	2.000	EA	28.7700	57.54
126- 10-120-1700-610					
0593964	Mr. Sketch Markers	10.000	EA	7.6700	76.70
126- 10-120-1700-610					
005295	Scotch Masking Tape	9.000	EA	8.2700	74.43
126- 10-120-1700-610					
038746	10x10 Paper	20.000	EA	6.7700	135.40
126- 10-120-1700-610					

**Bill To:****BROWNING PUBLIC SCHOOLS**

PO Box 610  
 Browning, MT 59417-0610

**PURCHASE ORDER****PO #:** 23475

Page: 2  
 Date Issued 07/13/17

**To:**

Vendor 3149  
 PHONE (888) 388-3224  
 FAX (800) 628-6250  
 CLASSROOM DIRECT  
 MB UNIT 67-3106  
 CHICAGO, IL. 60695-3106

**Ship To:**

K. W. BERGEN/VINA CHATTEN ELEM  
 210 1ST AVENUE SW  
 BROWNING, MT. 59417  
 406-338-2756

Ship Via STANDARD  
 Requested by B. BREMNER  
 Approved by TONIA  
 Orgn. KW Bergen/Vina Chatten

**Notes**

Brandy B. Building  
 Order 2017-18  
 Promo Code:  
 Requisition #:26530  
 Approved by: TONIA, STACY, BOARD

Item #	Description	Quantity	UOM	Unit Cost	Total Cost
006471	Sentence Strips	9.000	EA	1.9700	17.73
126- 10-120-1700-610					
12904960	Frog Street Writing Paper	10.000	EA	15.3700	153.70
126- 10-120-1700-610					
1290459	Frog Street Paper K-1	30.000	EA	15.3700	461.10
126- 10-120-1700-610					
1272249	Frog Street Paper 1-2	20.000	EA	15.3700	307.40
126- 10-120-1700-610					
053925	Sax Sulphite Drawing Pape	20.000	EA	7.8700	157.40
126- 10-120-1700-610					
085541	MultiPurpose Drawing Pape	9.000	EA	5.9700	53.73
126- 10-120-1700-610					
081455	Elmer's Glue Stick	9.000	EA	12.4700	112.23
126- 10-120-1700-610					
1333748	Expo Markers fine Point	40.000	EA	14.9700	598.80
126- 10-120-1700-610					
076464	Ticonderoga	90.000	EA	2.2700	204.30
126- 10-120-1700-610					
1333729	Expo Markers Bullet	90.000	EA	15.1700	1365.30
126- 10-120-1700-610					
1534835	Expo Markers Variety Set	10.000	EA	10.9700	109.70
126- 10-120-1700-610					
1056689	Sheet Protectors	10.000	EA	11.7700	117.70
126- 10-120-1700-610					
086081	Laminating Pouches	9.000	EA	13.4700	121.23
126- 10-120-1700-610					

**Bill To:****BROWNING PUBLIC SCHOOLS**

PO Box 610  
 Browning, MT 59417-0610

<b>To:</b>	
Vendor	3149
PHONE	(888) 388-3224
FAX	(800) 628-6250
CLASSROOM DIRECT	
MB UNIT 67-3106	
CHICAGO, IL. 60695-3106	

**Notes**

Brandy B. Building  
 Order 2017-18  
 Promo Code:  
 Requisition #:26530  
 Approved by: TONIA, STACY, BOARD

**PURCHASE ORDER****PO #: 23475**

Page: 3

Date Issued 07/13/17

<b>Ship To:</b>
K. W. BERGEN/VINA CHATTEN ELEM 210 1ST AVENUE SW BROWNING, MT. 59417 406-338-2756

Ship Via STANDARD  
 Requested by B. BREMNER  
 Approved by TONIA  
 Orgn. KW Bergen/Vina Chat

Item #	Description	Quantity	UOM	Unit Cost	Total Cost
201189	Sunworks Violet 9x12	10.000	EA	1.1700	11.70
126-	10-120-1700-610				
1506487	Sunworks Red 9x12	10.000	EA	2.1700	21.70
126-	10-120-1700-610				
1506500	Sunworks Bright Blue 9x12	10.000	EA	2.1700	21.70
126-	10-120-1700-610				
1506495	Sunworks Pink 9x152	10.000	EA	2.1700	21.70
126-	10-120-1700-610				
1506492	Sunworks Brown 9x152	10.000	EA	2.1700	21.70
126-	10-120-1700-610				
1506488	Sunworks Black 9x12	10.000	EA	2.1700	21.70
126-	10-120-1700-610				
299677	Sunworks Holiday Red 9x12	10.000	EA	2.1700	21.70
126-	10-120-1700-610				
1506506	Sunworks Yellow 9x12	10.000	EA	2.1700	21.70
126-	10-120-1700-610				
1506504	Sunworks Holiday Green 9x	10.000	EA	2.1700	21.70
126-	10-120-1700-610				
1506491	Sunworks Orange 9x12	10.000	EA	2.1700	21.70
126-	10-120-1700-610				
1506514	Sunworks Red 12x18	9.000	EA	4.3700	39.33
126-	10-120-1700-610				
1506526	Sunworks Blue 12x18	9.000	EA	4.3700	39.33
126-	10-120-1700-610				
1506532	Sunworks Yellow 12x18	9.000	EA	4.3700	39.33
126-	10-120-1700-610				

**Bill To:****BROWNING PUBLIC SCHOOLS**

PO Box 610  
 Browning, MT 59417-0610

To:	
Vendor	3149
PHONE	(888) 388-3224
FAX	(800) 628-6250
CLASSROOM DIRECT	
MB UNIT 67-3106	
CHICAGO, IL. 60695-3106	

**Notes**

Brandy B. Building  
 Order 2017-18  
 Promo Code:  
 Requisition #:26530  
 Approved by: TONIA, STACY, BOARD

**PURCHASE ORDER****PO #: 23475**

Page: 4  
 Date Issued 07/13/17

Ship To:
K. W. BERGEN/VINA CHATTEN ELEM 210 1ST AVENUE SW BROWNING, MT. 59417 406-338-2756

Ship Via STANDARD  
 Requested by B. BREMNER  
 Approved by TONIA  
 Orgn. KW Bergen/Vina Chat

Item #	Description	Quantity	UOM	Unit Cost	Total Cost
299654	Sunworks Orange 12x18	9.000	EA	4.3700	39.33
126-	10-120-1700-610				
1506519	Sunworks Brown 12x18	9.000	EA	4.3700	39.33
126-	10-120-1700-610				
200029	Sunworks Light Green 12x1	9.000	EA	2.1700	19.53
126-	10-120-1700-610				
1506530	Sunworks Holiday Green 12	9.000	EA	4.3700	39.33
126-	10-120-1700-610				
1506469	Sunworks Lilac 12x18	9.000	EA	2.1700	19.53
126-	10-120-1700-610				
038075	Clipboards	20.000	EA	2.7700	55.40
126-	10-120-1700-610				
1570259	Highlighters	9.000	EA	7.1700	64.53
126-	10-120-1700-610				
078293	Recognition Award	6.000	EA	4.7700	28.62
126-	10-120-1700-610				
357062	Math Achievement Award	6.000	EA	4.7700	28.62
126-	10-120-1700-610				
078301	Kindergarten Certificates	6.000	EA	4.8700	29.22
126-	10-120-1700-610				

<b>Total</b>	<b>5211.87</b>
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**INSTRUCTIONS TO SUPPLIER**

1. Please furnish above order less any educational discounts.
2. This P.O. will be voided if not shipped within 60 days of order date.
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**Bill To:****BROWNING PUBLIC SCHOOLS**PO Box 610  
Browning, MT 59417-0610

<b>To:</b>	
Vendor	1519
PHONE	(800)491-7462
FAX	(406)453-0063
SUPERIOR BUSINESS EQUIPMENT	
PO BOX 1252	
1001 CENTRAL AVE	
GREAT FALLS, MT 59403-1252	

**Notes**DISTRICT PRINTING  
Requisition #:26423  
Approved by: LYNNE, STACY, BOARD**PURCHASE ORDER****PO #:** 23473

Page: 1

Date Issued 07/13/17

<b>Ship To:</b>
BROWNING FOOD SERVICE/WAREHOUSE
102 EAST BOUNDARY STREET
BROWNING, MT. 59417
406-338-7952

Ship Via  
Requested by TERESA  
Approved by LYNNE  
Orgn. Food Service/Warehouse

Item #	Description	Quantity	UOM	Unit Cost	Total Cost
274185	DISTRICT PRINTING	1.000		6562.0500	6562.05
274-	92-930-3200-610				



<b>Total</b>	<b>6562.05</b>
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**Bill To:****BROWNING PUBLIC SCHOOLS**PO Box 610  
Browning, MT 59417-0610

<b>To:</b>	
Vendor	2636
PHONE	(406) 761-0271
FAX	(406) 761-0272
SUPPLYWORKS	
312 1ST AVENUE S	
GREAT FALLS, MT 59401	

**Notes**Dean K. Building  
Order 2017-18

Requisition #:26565

Approved by: TONIA, STACY, BOARD

**PURCHASE ORDER****PO #:** 23570

Page: 1

Date Issued 07/19/17

<b>Ship To:</b>
K. W. BERGEN/VINA CHATTEN ELEM
210 1ST AVENUE SW
BROWNING, MT. 59417
406-338-2756

Ship Via STANDARD

Requested by D.KIPLING

Approved by TONIA

Orgn. KW Bergen/Vina Chatten

Item #	Description	Quantity	UOM	Unit Cost	Total Cost
SC450	Automatic Scrubber Walk b	1.000	EA	5591.3000	5591.30
126-	5-120-1700-660	1091.30			
126-	10-120-1700-660	4500.00			
Total					5591.30

**INSTRUCTIONS TO SUPPLIER**

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**Bill To:****BROWNING PUBLIC SCHOOLS**PO Box 610  
Browning, MT 59417-0610

<b>To:</b>	
Vendor	1879
PHONE	(800) 850-2335
FAX	( ) -
INFINITE CAMPUS 4321 109TH AVE NE BLAINE MN 55449	

**PURCHASE ORDER****PO #:** 23572

Page: 1

Date Issued 07/19/17

<b>Ship To:</b>
BROWNING SCHOOLS TECHNOLOGY 129 1ST AVENUE SE BROWNING MT 59417 406-450-8842

Ship Via STANDARD  
Requested by E HOLM  
Approved by EVERETT  
Orgn. Technology**Notes**

Annual license fee Student Information System - all campuses 2017-18

Requisition #:26689

Approved by: EVERETT, STACY, BOARD

Item #	Description	Quantity	UOM	Unit Cost	Total Cost
	Infinite Campus 17-18	1.000		16242.4000	16242.40
126- 42-120-2410-320	229.34				
126- 46-120-2410-320	139.24				
126- 20-120-2410-320	2670.21				
126- 50-130-2410-320	2375.34				
126- 44-120-2410-320	139.24				
126- 10-120-2410-320	3243.57				
126- 30-120-2410-320	3178.04				
226- 60-150-2410-320	4267.42				
<b>Total</b>					<b>16242.40</b>

**INSTRUCTIONS TO SUPPLIER**

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**Bill To:****BROWNING PUBLIC SCHOOLS**PO Box 610  
Browning, MT 59417-0610**PURCHASE ORDER****PO #:** 23574

Page: 1

Date Issued 07/19/17

**To:**Vendor 1672  
PHONE (701)282-6459  
FAX ( ) -  
HIGH POINT NETWORKS  
728 E BEATON DR  
WEST FARGO ND 58078**Ship To:**BROWNING SCHOOLS TECHNOLOGY  
129 1ST AVENUE SE  
BROWNING MT 59417  
406-450-8842Ship Via STANDARD  
Requested by E HOLM  
Approved by EVERETT  
Orgn. Technology**Notes**switches for security cameras  
Requisition #:26726  
Approved by: EVERETT, STACY, BOARD

Item #	Description	Quantity	UOM	Unit Cost	Total Cost
	X440-G2-48P-10GE4 switch	3.000		2692.0000	8076.00
126- 78-162-2220-660	6057.00				
226- 78-162-2220-660	2019.00				
	1m sfp+ cable	3.000		66.0000	198.00
126- 78-162-2220-660	148.50				
226- 78-162-2220-660	49.50				
<b>Total</b>					<b>8274.00</b>

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**Bill To:****BROWNING PUBLIC SCHOOLS**PO Box 610  
Browning, MT 59417-0610

<b>To:</b>	
Vendor	359
PHONE	(406) 467-2535
FAX	(406) 467-3490
3 RIVERS TELEPHONE COOPERATIVE PO BOX 489 FAIRFIELD, MT 59436-0489	

**Notes**Intercom system @ KWB  
Requisition #:26783  
Approved by: CORRINA, STACY, BOARD**PURCHASE ORDER****PO #:** 23650

Page: 1

Date Issued 07/24/17

<b>Ship To:</b>
K. W. BERGEN/VINA CHATTEN ELEM 210 1ST AVENUE SW BROWNING, MT. 59417 406-338-2756

Ship Via STANDARD  
Requested by T.TATSEY  
Approved by CORRINA  
Orgn. District Wide

Item #	Description	Quantity	UOM	Unit Cost	Total Cost
	Intercom	1.000	EA	11930.3200	11930.32
126- 97-160-2500-330	6710.81				
226- 97-160-2500-330	2236.93				
126- 10-120-1700-660	2982.58				
				<b>Total</b>	<b>11930.32</b>

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