

Browning Public Schools  
**Board Agenda Request**  
Meeting To Be Held: 07/10/18



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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:**        7/3/2018

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

**From:**        Melanie Magee  
**Title:**        GEAR UP Coordinator

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

**Description:** Request a contract service agreement as Gear Up Coordinator for the MAPS Media Institute, the company putting on a movie making camp for grades 7-12.

**Financial Impact:** \$ 1,296.00 plus 18% fringe

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

**Attachment(s):** CSA

**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:** 7/10/18 **Board Approval:** \_\_\_\_\_  
**Contractor:** Melanie Magee **Phone:** (406) 450-5699  
**Address:** Box 526 Browning, MT 59417  
P.O. Box or Street Address City State Zip

**Type of Project/Service** (be specific): Serving as the GEAR UP Liaison for the MAPS Media Film Making Camp being offered to 7<sup>th</sup> – 12<sup>th</sup> graders at Browning Middle School.

**Contracted Dates:** 7/16/18-7/20/18

Rate per hour/per day: \$32.40 per hour x 40 hours per week x 1 week = \$1,296.00  
Per Diem/per day: \_\_\_\_\_ x \_\_\_\_\_ # of Days = N/A  
Mileage: \_\_\_\_\_ miles @ \_\_\_\_\_ per mile = N/A  
Other costs (explain): \_\_\_\_\_ = N/A  
**Total Project Cost** = \$ 1,296.00

**Contract to be paid from:**  
\_\_\_\_\_

**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**