

Browning Public Schools
Board Agenda Request
Meeting to Be Held: 10/25/23



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: 10/9/23

To: Corrina Guardipee Hall
 Superintendent

From: Beverly Sinclair
Title: Human Resources Director

Subject: Recruitment and Retention Video for Staff Recruitment and Retention 2023-2024

Description: Quote from Drew Landry, Montana Music Vault to utilize district/building/department activities to create a video for district use for recruitment and retention of staff. This video will also be placed on the BPS website.

Financial Impact: \$3,250.00 (1st Payment of \$1,625 by 10/28/23; Final Payment of \$1,625 by 12/1/23)

Funding Source (Budget/grant, etc.): 126 / 226.90.160.2317.320 (75/25%)

Attachment(s): Agreement

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) 338-2708

Date: October 13, 2023

Board Approval: 10/25/23

Contractor: Drew Landry-Montana Music Vault

Phone: 406-

Address: Box 2014 Browning MT 59417
P.O. Box or Street Address City State Zip

Type of Project/Service (be specific): Contractor will produce a commercial/PSA style video and a longer informational video that will highlight the achievements of students, faculty and staff of BPS. Contractor will edit, score, and complete the film for review and revision by December 1, 2023.

Contracted Dates: 10/26/23-12/1/2023

Rate: \$1,000 Interviews; \$500 Collect Images/Documents; \$500 Image of Facilities, Activities/Events; Editing/Technology \$1,250 = \$3,250.00

Per Diem/per day: _____ x _____ # of Days = N/A

Mileage: _____ miles @ _____ per mile = N/A

Other costs (explain): _____ = N/A

Total Project Cost **\$3,250.00**

Contract to be paid from

126.90.160.2317.320 (75%)

226.90.160.2317.320 (25%)

Independent Contractor

☐ Submit invoice on completion

☒ Other ½ 10/28/23; ½ 12/1/23

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

Corrina Guardipee-Hall

Principal/Supervisor

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.