

Browning Public Schools  
**Board Agenda Request**  
Meeting to Be Held: 8-29-18



---

**Recognition:**     Students                       Staff                       Parents  
**Information:**    Building Report             Old Business             Superintendent's Report  
**Action:**         Resignations                       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:**        8-15-18

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

**From:**        Sicily Bird  
                    Title:    Napi Elementary Principal

**Subject:**    **Contract for Instructional Videos**

**Description:** Request a contract service agreement for Andrea Sangray to create Instructional videos to support implementation of the ELA/Wonders framework and Intervention programs needed. I am requesting to provide two teachers with a contract to create these videos as a resource for all staff. The hours will be performed outside of the certified contract hours.

**Financial Impact:** \$504.00

**Funding Source (Budget/grant, etc.):** Office of the Principal: 100% 126/30.120.2410.120

**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:** 8-9-18 **Board Approval:** \_\_\_\_\_

**Contractor:** Andrea Sangray **Phone:** \_\_\_\_\_

**Address:** P.O. Box 2299 Browning, MT 59417  
P.O. Box or Street Address City, State, Zip

**Type of Project/Service** (be specific): Individual will create 5-10 videos that reflect desired instruction of the Wonders/ELA Framework and Intervention Programs.

**Contracted Dates:** 8-30-18 to 9-30-18

Rate per hour/per day: 21.00/168.00 x 3 # of Days = \$504.00

Per Diem/per day: \_\_\_\_\_ x 0 # of Days = \_\_\_\_\_

Mileage: \_\_\_\_\_ miles @ 0 per mile = \_\_\_\_\_

Other costs (explain): Not to exceed total \$ amount = 504.00

**Total Project Cost** = \$ 504.00

**Contract to be paid from:**  
126-30-100-120-2400-120

**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**

Sicity Bird  
\_\_\_\_\_  
**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.