

Browning Public Schools
Board Agenda Request
Meeting to Be Held: 06/12/2018



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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: 05/24/2018

To: **Corrina Guardipee-Hall**
 Superintendent

From: Everett Holm
Title: Technology Director

Subject: **Contract Service Agreement-Web page/social media maintenance**

Description: I am recommending a CSA to Julie Hayes for web site maintenance and encouraging staff, principals, etc. to submit content to be placed onto the web site and assisting others maintaining their own content sections.

Financial Impact: \$3,600.00

Funding Source (Budget/grant, etc.): 115.90.465.2213.330.206

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: June 12, 2018

Board Approval: _____

Contractor: Julie Hayes

Phone: _____

Address: _____
P.O. Box or Street Address City State Zip

Type of Project/Service (be specific): Contractor will provide basic web site maintenance gathering information from various staff/departments and placing on to the web site. Will provide up to 180 hours (approx. 15 hours per month) throughout the next fiscal year.

Contracted Dates: July 1, 2018 – June 30, 2018

Rate per hour/per day: \$20/hour times maximum 180 hours for year = \$3600
Per Diem/per day: _____ x _____ # of Days = N/A
Mileage: _____ miles @ _____ per mile = N/A
Other costs (explain): Not to exceed total \$ amount = N/A
Total Project Cost = \$3600.00

Contract to be paid from:
[115.90.465.2213.330.206](tel:115.90.465.2213.330.206)

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

Everett Holm
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