

Browning Public Schools
Board Agenda Request
Meeting to Be Held: March 24, 2021



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: March 17, 2021

To: **Corrina Guardipee**
 Superintendent

From: Jennifer Wagner
Title: Browning High School Principal

Subject: CSA: Certified Tutor for Spring Break Tutor 2020-2021

Description: BHS is recommending a contract service agreement for Lisa Screeton, certified teacher for Spring Break Tutoring; not to exceed 20 hours. Tutoring will be in person.

Financial Impact: \$420.00 (plus fringe)

Funding Source (Budget/grant, etc.): MCLSDP 115.60.423.2213.150.581

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: 3/17/21

Board Approval: 3/24/21

Contractor: Lisa Sreeton

Phone: _____

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

Type of Project/Service (be specific): Contractor will tutor during spring break "in person and virtual".
Not to exceed 20 hours.

Contracted Dates: 3/29/21 to 4/2/21

Rate per hour/per day: 21.00 x 20 hrs # of Days = \$420.00

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

Mileage: _____ miles @ _____ per mile = NA

Other costs (explain): Not to exceed 20 hours = NA

Total Project Cost = \$420.00

Contract to be paid from:

115.60.423.2213.150.581

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

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.