

Browning Public Schools  
**Board Agenda Request**  
Meeting to Be Held: July 12, 2022



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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:**        July 6, 2022

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

**From:**        Reid Reagan  
**Title:**        Supervisor for Facilities

**Subject:** CSA: Install Countertops

**Description:** Install countertops at Food Services.

**Financial Impact:** \$750.00

**Funding Source (Budget/Grant, etc):** 126/226.94.166.2620.440 (75/25 split)

**Attachment(s):** N/A

**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) 338-2708

Date: 7/7/22

Board Approval: 7/12/22

Contractor: Tim McDonald

Phone: \_\_\_\_\_

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

Type of Project/Service (be specific): Install countertops at Food Services/Child Nutrition

Contracted Dates: 7/1/22 to 7/30/22

Rate per hour/per day: \$750.00 x \_\_\_\_\_ # of Days = \$750.00

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

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

Other costs (explain): Not to exceed \$750.00 = NA

**Total Project Cost = \$750.00**

Contract to be paid from:

126.94.166.2620.440

226.94.166.2620.440

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

Reid Reagan  
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.