

Browning Public Schools  
**Board Agenda Request**  
Meeting to Be Held: Feb. 13, 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:**    Februaruy 7, 2018

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

**From:**    John Salois  
**Title:**     High School Principal

**Subject:** Approval of BHS AVID Tutor

**Description:** Approval to contract Chase Smith as part of the BHS AVID program. BPS is required to provide tutor support to our AVID students. This position will be a temporary part-time position providing tutorial services to all of our AVID students, grades 9-12.

**Financial Impact:** \$3,496.00

**Funding Source (Budget/grant, etc.):** BHS

**Attachment(s):** Contract Service Agreement

**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) 338-3200

**Date:** 2/7/2018

**Board Approval:** \_\_\_\_\_

**Contractor:** Chase Smith

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

**Address:** \_\_\_\_\_ Browning MT 59417  
P.O. Box or Street Address City State Zip

**Type of Project/Service** (be specific): This position will be a temporary part-time position providing tutorial services to all of our AVID students, grades 9-12. This position will be funded by BHS for 2017-18 SY.

**Contracted Dates:** 2/7/18 to 6/1/18 # of Days = \_\_\_\_\_  
Rate per hour/per day: \$11.50/hr x 16 hrs/week x 19 weeks = \$3496.00  
Per Diem/per day: \_\_\_\_\_ x \_\_\_\_\_ # of Days = N/A  
Mileage: \_\_\_\_\_ miles @ \_\_\_\_\_ per mile = N/A  
Other costs (explain): \_\_\_\_\_ = N/A

**Total Project Cost =** \$3,496.00

**Contract to be paid from:**

226.60.150.1700.120 (100%)

**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**

\_\_\_\_\_  
**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**