

Browning Public Schools
Board Agenda Request
Meeting To Be Held: 06/13/23



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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: 06/05/23

To: Corrina Guardipee-Hall
 Superintendent

From: Rebecca Rappold
Title: Director of Curriculum/Instr/Assessment

Subject: **Contract Service Agreement: MANDT Training - SpEd 2022-2023**

Description: Recommend Clarissa Shaffer to provide MANDT training and student books for April 11, 2023 and May 23, 2023.

Financial Impact: \$ 1,153.06

Funding Source (Budget/grant, etc.): 115-76-160-2213-582-360

Attachment(s): Contract Service Agreement

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) 338-2708

Date: June 5, 2023

Board Approval: 6/13/23

Contractor: Clarissa Shaffer

Phone: 406-736-5188

Address: 2101 6th Avenue North City: Great Falls State: MT Zip: 59401

Type of Project/Service (be specific): Clarissa Shaffer will provide 2 days of Mandt training on April 11, 2023 and May 23, 2023 and Mandt student books for Special Services staff.

Contracted Dates: 04/11/23 and 05/23/23

Rate per hour/per day: 2 training days at \$350.00 per day = \$700.00

Per Diem/per day: _____ # of Days = \$ 0

Mileage: _____ = \$ 0

Other costs (explain): Student Books and Shipping = \$453.06

Total Project Cost = **\$1,153.06**

Contract to be paid from:

115-76-160-2213-582-360

Independent Contractor:

Submit invoice will be paid monthly

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

Rebecca Rappold

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