

Browning Public Schools  
**Board Agenda Request**  
Meeting To Be Held: 11/29/23



- 
- Recognition:**     Students                       Staff                       Parents  
**Information:**    Building Report             Old Business             Superintendent's Report  
**Action:**         Resignations                 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:**    11/9/23

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

**From:**    Bev Sinclair  
**Title:**     Director of Human Resources

**Subject:** **CSA: BNAS Newsletters 2023-2024**

**Description:** Dennis Juneau is recommending Shaylea Tatsey to create newsletters for the BNAS Department.

**Financial Impact:** \$588.00 (4 hours/month x 7 months = 28 hours x \$21.00)

**Funding Source (Budget/Grant, etc.):** 115.90.374.2213.320.510

**Attachment(s):** CSA

**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:** November 9, 2023

**Board Approval:** 11/29/2023

**Contractor:** Shaylea Tatsey

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

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

**Type of Project/Service** (be specific): Contractor will produce a monthly BNAS Newsletter

**Contracted Dates:** 11/16/23 – 5/30/24

Rate per hour/per day: \$21.00 per hour not to exceed 28 hrs = \$ 588.00

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** **\$588.00**

**Contract to be paid from:**

126.50.13.2410.320

**Independent Contractor:**

Submit invoice on completion

Other Time sheet

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**

Dennis Juneau/Robert Hall  
\_\_\_\_\_  
**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.