

Browning Public Schools
Board Agenda Request
Meeting to Be Held: 5/31/23



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: 5/5/23

To: Corrina Guardipee-Hall
 Superintendent of Schools

From: Matthew Johnson
 Title: Director of Alternative Education

Subject: CSA: Summer Program Instructional Leader–WBHA 2022-2023

Description: Katie McDonald, Project Learning Summer Program Instructional Leader, will provide services at the Buffalo Hide Academy from June 19 through June 30, 2023, and go on two scheduled BAWAP trips. The contractor will work Monday through Thursday from 8:00 a.m. until 2:30 p.m. The Instructional Leader will attend mandatory staff development activities and attend three afterschool trip prep meetings with students. Timesheets will be provided weekly to the Alternative Education Director.

Financial Impact: \$2,305.16 (+ Fringe) Not to exceed 52 hours.

Funding Source: 126.65.170.1340.120

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) 338-2708

Date: 5/23/2023

Board Approval: 5/31/23

Contractor: Katie McDonald

Phone: _____

Address: P.O. Box Browning, MT 59417
P.O. Box or Street Address City State Zip

Type of Project/Service (be specific): Contractor will perform duties as an Instructional Leader at BHA and work Monday through Thursday from 8:00 a.m. until 2:30 p.m. Contractor will attend mandatory staff development activities, go on two scheduled BAWAP trips and attend three afterschool trip prep meetings with students. Timesheets will be provided weekly to the Alternative Education Director.

Contracted Dates: June 19, 2023, thru June 30, 2023

Rate per hour/per day: \$44.33 x 52 hours = \$2,305.16

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 = **\$2,305.16**

Contract to be paid from:

126.65.170.1340.120

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

Matthew Johnson

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