

Browning Public Schools
Board Agenda Request
Meeting to Be Held: 9/12/23



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: 9/7/20

To: **Corrina Guardipee-Hall**
Superintendent

From: Dennis Juneau
Title: Asst. Superintendent/BMS Principal

Subject: CSA: Provide Attendance Coordinator Training and Ongoing PD-BMS 2023-2024

Description: I am requesting a contract service agreement to providing training and ongoing PD for new attendance coordinator at Browning Middle School during the 2023-2024 academic year. The training will include all items relating to attendance of students and ensuring that all resources are offered and all policies and SOPs are implemented correctly. Not to exceed 48 hrs. Contractor will be required to submit bi-weekly timesheets documenting total hours of training services.

🚦 Josephine Hall, Provide Homeschool Coordinator Training

Financial Impact: \$960.00 plus fringe (\$20.00 x 48 hours)

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: September 5, 2023

Board Approval: 9/12/23

Contractor: Josephine Hall

Phone: _____

Address: _____
P.O. Box or Street Address City State Zip

Type of Project/Service (be specific): Contractor will provide training and PD services for new attendance coordinator at Browning Middle School during the 2023-2024 academic year. Contractor will be required to submit bi-weekly timesheets documenting total hours of training services.

Contracted Dates: 9/11/23 - 9/22/23

Rate per hour/per day: <u>\$20.00 per hour x 48 hours</u>	=	<u>\$960.00</u>
Per Diem/per day: _____ x _____ # of Days	=	<u>N/A</u>
Mileage: _____ miles @ _____ per mile	=	<u>N/A</u>
Other costs (explain): _____ Not to exceed total \$ amount _____	=	<u>N/A</u>
Total Project Cost		= \$960.00

Contract to be paid from:

126.50.13.2410.320

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

Dennis Juneau
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