

Browning Public Schools
Board Agenda Request
Meeting to Be Held: 6/26/24



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: 6/19/24

To: Rebecca Rappold
 Superintendent

From: Bev Sinclair
 Title: HR Director

Subject: **CSA: Inventory and Prepare iPads – Napi Elementary 2024-2025**

Description: Requesting contract service agreements for Michelle Harrell to inventory and prepare iPads at Napi Elementary for the 2024-25 school year. Not to exceed 40 hours between 6/27/24 – 7/31/24.

Financial Impact: \$840.00 (40 hours x \$21.00)

Funding Source (Budget/grant, etc.): 126 30 120 2400 150

Attachment(s): Contract Service Agreement

Approval: Superintendent's Office/Finance/Personnel as applicable (Initial) _____

Comments: _____

Board Action: ☐ N/A (Info) ☐ Approved ☐ Denied ☐ Tabled to: _____

CONTRACT SERVICE AGREEMENT
(406) 338-2715 • (406) 338-2708

Date: 6/19/24

Board Approval: 6/26/24

Contractor: Michelle Harrell

Phone: _____

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

Type of Project/Service (be specific): Inventory and prepare iPads at Napi Elementary for the 2024-25 school year. Not to exceed 40 hours

Contracted Dates: 6/27/24 to 7/31/24

Rate per hour/per day: \$21.00 per hour x 40 hours = \$840.00

Per Diem/per day: _____ x _____ # of Days = N/A

Mileage: _____ miles @ _____ per mile = N/A

Other costs (explain): Not to exceed 40 hours = N/A

Total Project Cost = \$840.00

Contract to be paid from:

126 30 130 2400 150

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