

Browning Public Schools
Board Agenda Request
Meeting to Be Held: 5/31/17



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: 5/8/17

To: **John Rouse**
 Superintendent

From: Matthew Johnson
Title: Director of Alternative Education

Subject: **Contract Service Agreement for SY 2015-16**

Description: Contract Service Agreement to provide services for the BAWAP Summer Program 2017.

 Kelly McConaughey (\$1,910.00)

Financial Impact: **\$1,910.00**

Funding Source (Budget/grant, etc.): **126.64.170.1340.0120 Impact Aid**

Attachment(s): None.

Comments: _____

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

Browning Public Schools
CONTRACT SERVICE AGREEMENT
(406) 338-2715 • (406) 338-3200

Date: May 8, 2017

Board Approval: _____

Contractor: Kelly McConaughey

Phone: _____

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

Type of Project/Service (be specific): Contractor for Blackfeet Academy Wilderness Adventure Program (BAWAP). Contractor will attend mandatory staff development activities and participate as a trip leader from June 12–June 29, 2017 on (3) scheduled BAWAP Trips during this timeframe. A scheduled BAWAP Trip is defined as, and includes the following work schedule: Monday from 9:00 am – 1:00 pm (packing for the trip and conducting outreach and recruitment to ensure there is a minimum of 12 youth participants) and leaving on trip when the trip is full, Tuesday – Wednesday for twenty four hour (24) hour periods (conducting the field portion of the program and directly supervising youth), and Thursdays from 9:00 – 2:00 pm (conducting trip clean up, ensuring all youth arrive at home safely, and completing all required documentation). Additionally, contractor will participate in three (3) after school trip prep meetings with students. Contractor will provide weekly timesheets to the Director of Alternative Education and maintain all required trip documentation.

Contracted Dates: 6/14/17 – 6/29/17

Rate per hour/per day: <u>\$900.00 + 1 day @ \$55.00 x 2</u>	=	<u>\$1,910.00</u>
Per Diem/per day: _____ x _____ # of Days	=	<u>N/A</u>
Mileage: _____ miles @ _____ per mile	=	<u>N/A</u>
Other costs (explain): _____	=	<u>\$</u>
Total Project Cost	=	<u>\$1,910.00</u>

Contract to be paid from:

126651701340120
Impact Aid

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, Director Alt Education
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.