

Browning Public Schools
Board Agenda Request
Meeting to Be Held: 5/27/20



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: 5/19/20

To **Corrina Guardipee-Hall**
 Superintendent

From: Billie Jo Juneau
Title: Director of Curriculum

Subject: Train the Trainer for Project Success Writing Program 2020-2021

Description: I am requesting a contract service agreement for Colleen Wilson, a certified presenter in the Project Success Writing Program, to present a Train the Trainer professional development for the Standards Based Education, instructional coaches, and administrators on June 9. BPS is moving toward a more structured writing program to help increase student test scores in writing.

Financial Impact: \$1,000.00

Funding Source (Budget/grant, etc.): 115.90.494.2213.150.120

Attachment(s): See list

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

Comments: _____

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

(406) 338-2715 • (406) 338-2708

Date: August 13, 2019

Board Approval:

Contractor: Colleen Wilson

Phone: 336-2850

Address: PO Box 836
P.O. Box or Street Address

Cut Bank, MT 59427
City State Zip

Type of Project/Service (be specific): Contractor will present for the Project Success Writing Program. She will be providing professional development for the Standards Based Education Committee, instructional coaches and administrators June 9th. This will be a train the trainer PD.

Contracted Dates: 10/17/19 to 10/17/19

Rate per hour/per day: \$50.00/hr x 20 hrs = \$1,000.00

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

Mileage: _____ miles @ _____ per mile = NA

Other costs (explain): Not to exceed \$1800.00 = NA

Total Project Cost \$1,000.00

Contract to be paid from:

Title I SW

115.90.494.2213.150.120

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

Billie Jo 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