

Browning Public Schools
Board Agenda Request
Meeting to Be Held: February 24, 2021



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: 2/16/21

To: **Corrina Guardipee Hall**
 Superintendent

From: John E Salois
 Title: Human Resources Director

Subject: **Contract Service Agreements for BHS Student Mentors 2020-2021**

Description: Jennifer Lafromboise Wagner, HS Principal, is recommending the following students for student mentors through June 30, 2021.

- ✚ Mecca Bullcalf
- ✚ Kaelyn Coursey
- ✚ Joslyn Grinsell
- ✚ Autumn Wagner

Pending Completion of Pre-Hire Requirements

Financial Impact: Per temporary Employment Compensation Schedule: Student Tutors, minimum wage \$8.75 x 220 hours \$1,925.00 x 4 students = **\$7,700.00** + 18% fringe

Funding Source (Budget/grant, etc.): 226.60.720.3583.150

Attachment(s): Sample Student Mentor 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) 338-3200

Date: February 24, 2021

Board Approval: February 24, 2021

Contractor: Sample

Phone: _____

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

Type of Project/Service (be specific): Contractor will provide mentoring services for students at BHS not to exceed 220 hours. Dates of service will be February 25, 2021 through June 30, 2021. Timesheets will be submitted through payroll bi-weekly.

Contracted Dates: February 25, 2021-June 30, 2021

Rate per hour/per day: \$8.75/hour x 220 hours-not to exceed \$1,925.00 = \$1,925.00

Per Diem/per day: _____ x _____ # of Days = \$ 0

Mileage: _____ miles @ _____ per mile = \$ 0

Other costs (explain): _____ = \$ 0

Total Project Cost = **\$1,925.00**

Contract to be paid from:

226.60.720.3583.150

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

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