

Browning Public Schools
Board Agenda Request
Meeting to Be Held: 5/29/19



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: 5/29/19

To **Corrina Guardipee-Hall**
 Superintendent

From: Billie Jo Juneau
 Title: High School Principal

Subject: **CSA for Amy Andreas**

Description: Request to approve a contract service agreement for Amy Andres to organize and prepare iPads, turned in from students, for next school year.

Financial Impact: **\$504.00**

Funding Source (Budget/grant, etc.): Salaries, benefits, and payroll costs to be charged against budgets for respective building/department/program/grant as applicable.

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: 5/22/19

Board Approval: _____

Contractor: Amy Andreas

Phone: _____

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

Type of Project/Service (be specific): Prep/organize iPads turned in from students for the 2019-2020 school year.

Contracted Dates: June 2-4,2019

Rate per hour/per day: 21.00X24hours = \$504.00

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

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

Other costs (explain): Not to exceed total \$ amount = N/A

Total Project Cost = \$504.00

Contract to be paid from:

[226.60.150.2410.120](https://www.browningpublicschools.org/226.60.150.2410.120)

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

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