

Browning Public Schools
Board Agenda Request
Meeting to Be Held: May 11, 2021



Recognition: Students Staff Parents
Information: Building Report Old Business Superintendent's Report
Action: Resignations 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: 5/4/21

To: Corrina Guardipee-Hall
Superintendent

From: John Salois
Title: Human Resource Director

Subject: Contract Service Agreements Substitute Teaching/Custodial Services 2020-2021

Description: Request approval of contract service agreement for Glendale Colony for Substitute teaching and deep cleaning before and after teachers are in the building.

Financial Impact: \$7,245.00.00 (\$11.50/hour x 7 hrs per day x 90 days)

- First payment: \$3,645.00 due at the end of third quarter
- Second payment: \$3,600.00 due at end of fourth quarter

Funding Source (Budget/grant, etc.): General Fund 101.44.166.2190.330

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: 5/4/2021

Board Approval: 5/11/21

Contractor: Glendale Colony

Phone: _____

Address: PO Box 850 Cut Bank MT 59427
P.O. Box or Street Address City State Zip

Type of Project/Service (be specific): Contractor will provide substitute teacher as needed and deep clean classroom before and after teachers are present.

Contracted Dates: January 15, 2021 – June 4, 2021

Rate per hour/per day: \$11.50/hour x 7 hrs per day x 90 Days = \$7,245.00

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

Mileage: _____ miles @ _____ per mile = NA

Other costs (explain): Not to exceed \$7,245.00 = NA

Total Project Cost = \$7,245.00

Contract to be paid from:

101.44.166.2190.330

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

Corrina Guardipee-Hall
Principal/Supervisor

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 – BusinessOffice