

Browning Public Schools  
**Board Agenda Request**  
Meeting to Be Held: 7/29/2020



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**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

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**Date:**        7/21/2020

**To:**            Corrina Guardipee-Hall  
                    Superintendent of Schools

**From:**        John E Salois  
**Title:**        Human Resource Director

**Subject: Contract Service Agreement: Substitute Workshops 2020-2021 SY**

**Description:** Contract Service Agreement for Colleen Wilson to conduct Substitute Training workshops five (5) times throughout the school year beginning September 13, 2020. Training will consist of 2 hours per month x 5 trainings for the school year consisting of preparing, presenting, recording, editing, and finalizing of workshops.

**Financial Impact: \$210.00** (not to exceed)

**Funding Source (Budget/grant, etc.):** HR 25% 226-90-160-2316-150 / 75% 126-90-160-2316-150

**Attachment(s):** CSA

**Approval:** Superintendent's Office/Finance/Personnel as applicable (Initial) \_\_\_\_\_

**Comments:** \_\_\_\_\_

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**Board Action:**    N/A (Info)     Approved     Denied     Tabled to: \_\_\_\_\_

Browning Public Schools  
**CONTRACT SERVICE AGREEMENT**  
 (406) 338-2715 • (406) 338-2708

**Date:** July 29, 2020

**Board Approval:** \_\_\_\_\_

**Contractor:** Colleen Wilson

**Phone:** \_\_\_\_\_

**Address:** PO Box 386                      Cut Bank              MT                      59427  
P.O. Box or Street Address              City                      State                      Zip

**Type of Project/Service** (be specific): Contractor will provide the preparation, presenting, editing, and finalizing of (1) Substitute Teaching workshops from September 13, 2018 through March 13, 2019 to utilize the throughout the school year for potential classroom substitutes. Contractors will submit a time sheet to the Human Resources Director.

**Contracted Dates:** August 2020 through April 2021

Rate per hour/per day: <u>\$21.00 Per hr. X 10 hours</u>	=	<u>\$210.00</u>
Per Diem/per day: _____ x _____ # of Days	=	<u>N/A</u>
Mileage: _____ miles @ _____ per mile	=	<u>N/A</u>
Other costs (explain): <u>Not to exceed \$210.00</u>	=	<u>N/A</u>
<b>Total Project Cost</b>	<b>=</b>	<b><u>\$210.00</u></b>

**Contract to be paid from:**  
25% 226-90-160-2316-150  
75% 126-90-160-2316-150

**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**

John E Salois  
**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**