

Browning Public Schools  
**Board Agenda Request**  
Meeting to Be Held: 5/30/18



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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:**    5/18/18

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

**From:**    Matthew Johnson  
                  Title:    Director of Alternative Education

**Subject:** **Contract Service Agreement for 2018 Summer BAWAP Certified Staff**

**Description:** Contract Service Agreement Kelly McConaughey to provide services for the BAWAP Summer Program 2018.

**Financial Impact:** \$2,865.00

**Funding Source:** 126-65-170-1340-120

**Attachment(s):** CSA

**Comment/s:** \_\_\_\_\_

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

Browning Public Schools  
**CONTRACT SERVICE AGREEMENT**  
 (406) 338-2715 • (406) 338-3200

**Date:** May 30, 2018

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

**Contractor:** Sample Contract.

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

**Address:** \_\_\_\_\_ Browning MT 59417  
P.O. Box or Street Address City State Zip

**Type of Project/Service** (be specific): Contractor for Blackfeet Academy Wilderness Adventure Program (BAWAP). Contractor will attend mandatory staff development activities and participate as a trip leader from June 4–June 21, 2018 on (3) scheduled BAWAP Trips during this timeframe. A scheduled BAWAP Trip is defined as, and includes the following work schedule: Monday from 9:00 am – 1:00 pm (packing for the trip and conducting outreach and recruitment to ensure there is a minimum of 12 youth participants) and leaving on trip when the trip is full, Tuesday – Wednesday for twenty four hour (24) hour periods (conducting the field portion of the program and directly supervising youth), and Thursdays from 9:00 – 2:00 pm (conducting trip clean up, ensuring all youth arrive at home safely, and completing all required documentation). Additionally, contractor will participate in three (3) after school trip prep meetings with students. Contractor will provide weekly timesheets to the Director of Alternative Education and maintain all required trip documentation.

**Contracted Dates:** 6/4/18 – 6/21/18

Rate per hour/per day: <u>\$900.00 + 1 day @ \$55.00 x 3</u>	= <u>\$2,865.00</u>
Per Diem/per day: _____ x _____ # of Days	= <u>N/A</u>
Mileage: _____ miles @ _____ per mile	= <u>N/A</u>
Other costs (explain): _____	= <u>\$ _____</u>
<b>Total Project Cost</b>	<b>= <u>\$2,865.00</u></b>

**Contract to be paid from:**  
126651701340120  
Impact Aid

**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**

Matthew Johnson, Director Alt Education  
**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.