

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



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**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

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**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 Big Sky 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:** \_\_\_\_\_

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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:** 5/4/2021

**Board Approval:** 5/11/21

**Contractor:** Big Sky Colony

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

**Address:** PO Box 147 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 3, 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