

Browning Public Schools
Board Agenda Request
Meeting To Be Held: April 9, 2019



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: April 2, 2019

To: Corrina Guardipee-Hall
 Superintendent of Schools

From: John E Salois
Title: Director of Human Resources

Subject: Hiring: Temporary Director of Special Services 2018-2019

Description: Superintendent Corrina Guardipee-Hall is recommending a Contract Service Agreement with Laura Gervais to temporarily fulfill the Director of Special Services Position. Mrs. Gervais will be helping with all end of year requirements for special education.

Financial Impact: \$8,024.00

Attachment(s): CSA

Superintendent Action: Approved Denied Deferred Initial & date: _____

Comments: _____

Board Action: N/A (Info) Approved Denied Tabled to: _____

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

Date: 4/10/19

Board Approval: _____

Contractor: Laura Gervais

Phone: 338-5638

Address: PO Box 1712 Browning, MT 59417
P.O. Box or Street Address City State Zip

Type of Project/Service (be specific): Temporary Director of Special Services. Employee will be responsible for all job duties and functions as per the Director of Special Services Job Description. Employee is under the supervision of the District Superintendent.

Contracted Dates: 4/10/19-5/31/19

Rate per hour/per day: \$236 per day x 34 days \$8,024 = \$8,024.00
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 = \$8,024.00

Contract to be paid from:

75% 126-76-280-2490-111

25% 201-76-280-2490-111

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